

BOY SCOUT LEADER QUALIFICATIONS AND RESPONSIBILITIES

SCOUTMASTER

in troop operations. Supervise troop elections for the Order of the Arrow

YOUR RESPONSIBILITIES

- Train and guide boy leaders
- Work with other responsible adults to give Scouting to boys
- Help boys grow by encouraging them to learn for themselves
- Use the methods of Scouting to achieve the aims of Scouting

MEETINGS

- Meet regularly with the patrol leader's council for training and coordination and planning of troop activities
- Attend all troop meetings or have a qualified adult substitute for you
- Attend troop committee meetings
- Attend Boy Scout leader training and roundtables
- Conduct regular parent's sessions to share the program and encourage parent participation and cooperation
- Take part in annual membership inventory, and uniform inspection, charter review meeting, and charter presentation

GUIDANCE

- Conduct or delegate Scoutmaster conferences for all rank advancements
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, troop committee) so they have a real part

ACTIVITIES

- Make it possible for each Scout to experience at least 10 days and nights of camping each year
- Participate in council and district events
- Build a sound program by using proven methods presented in Scouting literature
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America
- Take part in Webelos Scout graduation ceremonies in packs related to your troop.

ASSISTANT SCOUTMASTER

- Serve as the adult troop leader in absence of the Scoutmaster
- Attend Boy Scout leader training and roundtables
- Work directly with members of the patrol leaders' council as assigned by the Scoutmaster in administering troop operations such as troop activities, boards of review, district and council events
- On assignment by Scoutmaster, be responsible for troop physical arrangements and property, working directly with the troop quartermaster and troop committee
- On assignment by Scoutmaster, work with the troop scribe and troop committee in handling of troop records, including attendance,

BOY SCOUT LEADER QUALIFICATIONS AND RESPONSIBILITIES

participation, and advancement and relay to Scoutmaster any problems that arise in these areas.

- On assignment by Scoutmaster, be responsible for arranging Scoutmaster conferences, merit badge counselor coordination, and parent conferences
- Work with neighborhood Cub packs to select, train and supervise den chief
- Work with neighborhood Cub packs to promote the Webelos transition to Boy Scouting
- Foster a good relationship between the troop and Explorers post
- On assignment by Scoutmaster, be responsible for troop appearance, proper uniforming, plans to help Scouts earn money for uniforms and equipment; membership inventory and uniform inspection
- Work with Scouts and parents regarding full utilization of Boys' Life magazine
- Recruit and advise den chiefs

TROOP COMMITTEE CHAIRMAN

As Committee Chairman:

- Supervise troop committee operation
- Recruit, train and support members of the troop committee
- Keep the charter organization representative informed of the program and needs of the troop
- Recruit, train and support the Scoutmaster and assistant Scoutmasters
- Complete Boy Scouts leader training and attend district roundtables

- Conduct "on time" troop recharter and follow up with inactive Scouts

Work with the Scoutmaster to:

- Plan and conduct troop committee meetings
- Ensure that the programs and policies of the BSA are followed
- Plan and conduct council approved money earning projects to support the troop's budget
- Ensure that the troop conducts program planning, troop meeting and activities in a manner that develops the leadership skills of the Scouts involved

Work with the troop committee to:

- Provide the support work necessary to deliver the best possible Scouting program
- Conduct monthly committee meetings
- Maintain adequate troop records and take care of troop property
- Control finances by maintaining adequate financial records and follow an approval system of bills before payment is made by the treasurer

Work with troop's chartering organization to:

- Develop a plan of action to strengthen the relationship and further the chartering organization's outreach to the youth in the community
- Schedule an annual charter presentation

BOY SCOUT LEADER QUALIFICATIONS AND RESPONSIBILITIES

MEMBERSHIP CHAIRMAN

- Assist the troop scribe in maintaining unit membership, advancement and attendance records
- Work with the chartered organization representative to develop a plan to recruit new Scouts
- Develop a troop plan to identify and personally follow up with Scouts who have been absent from meetings and activities for three consecutive weeks
- Assist with unit recharter process, including membership inventory, uniform inspecting, charter review meetings and a formal charter presentation
- Assist Scoutmaster in planning and conducting an orientation program for new families
- Recognize both youth and adult recruiting efforts
- Coordinate communication between leaders to insure Webelos transition into the troop
- Assist interested Boy Scouts into Varsity/Venture Scouting and Exploring
- Attend Boy Scout leader training

ADVANCEMENT CHAIRMAN

- Conduct troop committee board of review
- Attend Boy Scout leader training
- Develop and maintain merit badge counselor lists
- Be responsible for troop court of honor and the proper presentation of all Scout-earned awards

- Work with Scoutmaster (or assistant Scoutmaster if assigned) and troop scribe in maintenance of all Scout advancement records
- See that all supplies for Scout advancement are on hand: badge, certificates, insignia, merit badge application, and all other record forms as needed
- Work with troop librarian in building and maintaining a troop library of merit badge pamphlets.

OUTDOOR CHAIRMAN

- Make certain that the troop program plans to provide 10 days and nights of camping for each Scout
- Attend Boy Scout leader training
- Maintain camping log
- Work directly with Scoutmaster (or assistant Scoutmaster if assigned) and troop quartermaster on acquisition, storage, and proper maintenance of troop camping equipment
- Be responsible for transportation, arrangements to troop outdoor events, tour permits, and arrangements for use of campsites
- Establish camp savings plan for Scouts
- Work with troop leadership in preparation for camporees and other district and council events and activities
- Arrange for medical examination for Scouts in preparation for summer camp
- Assist troop leadership in planning for special camping opportunities such as high-adventure bases

BOY SCOUT LEADER QUALIFICATIONS AND RESPONSIBILITIES

SECRETARY/TREASURER (Secretary)

- Send out committee meeting notices
- Keep minutes of meetings
- Be responsible for the use of Boys' Life magazine with all Scout families
- Be responsible for recordkeeping for all troop properties
- Prepare parent newsletter of troop events and activities and work with troop historian

(Treasurer)

- Handle all troop funds. Pay bills on recommendation of Scoutmaster and authorization of troop committee
- Maintain checking and savings accounts
- Supervise troop budget plan and work with troop scribe in developing and maintaining proper record system for collection of dues
- Supervise money-earning projects including obtaining proper authorization
- Be responsible for insurance program

CHARTERED ORGANIZATION REPRESENTATIVE

- Help recruit the right leadership
- Attend Boys Scouts leader training
- Encourage unit leaders and committee members to take Boy Scout leader training
- Promote well-planned unit programs
- Serve as liaison between your units and your organization

- Promote the recruiting of new members
- See that boys graduate from unit to unit
- Assist with unit rechartering
- Suggest good turns to your organization
- Encourage unit committee meetings
- Cultivate organization leaders
- Emphasize advancement and recognition
- Use approved unit finance policies
- Encourage recognition of leaders
- Cultivate resources to support your organization's units
- Represent your organization on the local council
- Represent your organization at the monthly district committee meetings
- Accept district committee's assignments

WEBELOS DEN RESOURCE PERSON

- Work with Webelos den leaders of dens related to troop
- Coordinate joint Webelos den troop activities
- Arrange for use of troop equipment by Webelos den
- Assist in training and coaching of Webelos den chiefs
- Assist Webelos den leaders in securing instructors and activity badge counselors for Boy Scout skills
- Arrange for proper welcome of Webelos Scouts graduating into troop

BOY SCOUT LEADER QUALIFICATIONS AND RESPONSIBILITIES

- Invite all Webelos Scout parents to assist with troop program using Troop Resource Survey sheet

CHAPLAIN

- Provide a spiritual tone for troop meetings and activities
- Give guidance to chaplain aide
- Give spiritual counseling service when needed or requested
- Encourage Boy Scouts to earn their appropriate religious emblem
- Provide opportunities for Boy Scouts to grow in their relationship to God and their fellow Scouts

FRIENDS OF SCOUTING CHAIRMAN

- Build organization to enroll parents and Scouters in the troop
- Enroll as “Friends of Scouting” member
- Recruit one person as enroller for every five families in the troop
- Enroll each enroller as “Friends of Scouting” member
- Train enrollers
- Follow up until all cards are accounted for
- Give recognition to contributors and enrollers