|  |  |  |
| --- | --- | --- |
| **Program/**  **Committee** | **Title/ Role** | **Description** |
| Neither | Executive Officer | The executive officer certifies that the organization has approved all registering adults. In BSA units, the responsibility for approval of adults can also be given to the chartered organization representative. |
| Neither | Chartered Organization Representative (COR) | The Chartered Organization Representative is the direct contact between the unit and the Chartered Organization. This individual is also the organization's contact with the district committee and the Local Council. The chartered organization representative may become a member of the district committee and is a voting member of the council. The Chartered Organization Representative approves the unit committee chair. |
| Program | Scoutmaster (SM) | The Scoutmaster is the adult responsible for working directly with the Scouts to help them create the program for the troop. The Scoutmaster trains youth leaders to run the troop by providing direction, coaching, and support. The Committee votes on and approves the SM. Appoints Assistant Scoutmaster(s) and defines their roles according to skills and needs of Troop Program.  Works with Committee Chair and is in regular communication to ensure Troop program and committee roles supporting it are on the same page. |
| Program | Assistant Scoutmaster(s) (ASM) | An Assistant Scoutmaster is one of the adult leaders age 18 or over who assist the Scoutmaster in delivering the troop program. Scoutmaster appoints Assistant Scoutmaster(s). See Scoutmaster for more details on this position, as it is fluid depending on Troop needs. |
|
|
|
|
|
|
|
| Program & Committee | Chaplain | The unit chaplain is appointed by the committee chair to provide spiritual tone, guide the chaplain aide, give spiritual counseling, and promote the regular religious participation of each member. The unit chaplain works with the Scout Chaplain’s Aide. |
| Committee | Committee Chair (CC) | The troop committee chair is appointed by the Committee and approved by the COR and is registered as an adult leader of the BSA. The unit committee chairman appoints and supervises the unit committee and unit leaders. The Committee Chair works with the Scoutmaster to ensure the Troop program is functioning well. The CC also advises on BSA policy and guidance. |
| Committee | Secretary | The unit secretary is appointed by the committee and approved by the chair to keep minutes and records, send notices, and handle publicity. |
| Committee | Treasurer | The unit treasurer is voted in by the committee to handle unit funds, pay bills, and maintain accounts, including scout accounts. The unit treasurer also assists with budget planning by providing average camping costs, projected needs (as provided by other members of the committee), and participation in determining scholarships for scouts in need (works with SM and CC). |
| Committee/ Program | Advancement | The unit advancement chair is voted in by the committee to ensure that the unit has boards of review as needed at the scouts' request, at least 3 courts of honor, and that the unit has goals of helping each Scout advance a rank each year. The advancement chair is also responsible for record keeping, including merit badges, service hours, and other scout record information, and submitting advancement reports.  This position purchases awards for the court of honor and is responsible for ensuring the SM and the Scout running the court of honor has appropriate time and information to plan the court of honor.  The unit advancement chair also makes the SM aware of merit badge opportunities for the scouts.  Works directly with the Scout Historian on building the slide show for the Court of Honor, and ensuring records are kept.  Works directly with the Scout Scribe to ensure attendance sheets are turned in and cataloged. Also works directly with the Scribe to develop the Court of Honor paper program. |
| Committee/ Program | Equipment | The unit equipment coordinator is voted in by the committee to work with the youth Quartermaster and is responsible for inventory, storage, and maintenance of unit equipment. The coordinator provides an ongoing list of wants to the committee so that the Scoutmaster, treasurer, fundraising coordinator, and committee chair can factor these needs in with the overall needs of the troop. As new equipment is needed or desired, the coordinator provides guidance to the Scout Quartermaster and supports the decisions of the youth as appropriate. |
| Currently, Program runs this | Outdoor/ Activities | The unit outdoor/activities chair is appointed by the committee and approved by the CC to work with the SM to secure tour permits and permission to use camping site, serve as transportation coordinator, ensure a monthly outdoor program.  Works with the Patrol Leader’s Council (and Scoutmaster) or designee to provide location and activity options to meet Troop program desires. |
| Committee | Training | The unit training chair is appointed by the committee and approved by the committee chair to ensure training opportunities are available, maintain training records and materials, and is responsible for BSA Youth Protection training completion for adults re-chartering by October.  Ensures training opportunities for youth is passed onto the Scouts through the Scoutmaster. |
| Committee/ Program | Public Relations | The unit public relations chair is appointed by the committee and approved by the committee chair to inform parents of their responsibilities in Scouting and with the chartered organization. Provides news and announcements about the unit to newspapers, bulletins of sponsors, web sites, etc. Promotes and stimulates service projects, Scouting Anniversary Week, Scout Sunday or Scout Sabbath, and family participation in unit events. Promotes new membership and lets people in the neighborhood know that Scouting is available. This role directly coordinates with the Webmaster(s), Service Coordinator, and Committee Chair to ensure messaging remains consistent and clear.  Works with the Scribe, Historian, and Webmaster to ensure they have content and information. |
| Committee | Friends of Scouting | The unit Friends of Scouting chair is appointed by the committee chair to work closely with the unit committee on public relations for FOS; conducts annual FOS campaign to enroll family members and adult leaders in FOS; gives recognition to contributors and enrollees. |
| Committee | Scouting for Food | The unit Scouting for Food chair is appointed by the committee chair to coordinate an annual food drive for the unit and reports the result to the district. Works with the other BSA organizations within Christ Our King (Pack 313, Troop 1920, Crew 313). |
| Committee | Fundraising | The unit fundraising chair is appointed by the committee and approved by the committee chair to supervise Fundraising and ensure that every youth member has the opportunity to participate in working to fund the Troop and Scout Accounts.  This position seeks to build a small committee to focus on larger fundraisers, as there are a number of tasks associated. |
|
| Committee | Membership | The unit membership chair is appointed by the committee and approved by the committee chair to help ensure a smooth transition of new Scouts into the unit and orientation for new parents.  The role is to welcome youth and their families to the unit and engage with them so that they stay in the unit. |
| Committee | Parent | The parent coordinator assigns and coordinates the participation by parents with at least one specific task, assignment, or project annually for the troop. The parent coordinator can also register in the same troop in another registered adult position.  This position helps with events such as Court of Honor, Church Needs, and Holiday Parties/Events. |
| Committee & Program | Service | Coordinate service projects for Chartering Organization and local community. Works with Committee Chair and Scoutmaster to facilitate projects the Scouts have selected, as well as items from Chartering Organization. |
| Committee  Program | Webmaster(s) | Works with the Committee and the Troop to post Troop (Scout) approved programming on Scoutbook, Facebook, and Troop website.  Works with the Scout Webmaster and Historian to ensure program information and results are documents through pictures, comments, and other means on the Troop Website and Facebook. |
| Committee | Uniform Bank | Maintains uniform bank of extra uniform parts. Promotes donation of outgrown and unused uniform parts to the uniform bank. Coordinates with the Committee Chair and Scoutmaster to ensure the Troop Quartermaster has the uniform bank bin available 1x a month. |
| Committee | Clothing & Promotional Items | 1-2x a year, organizes and offers Activity clothing for sale. Coordinates orders and deliveries. Works with the Committee Chair and Scoutmaster to get the Scout’s input in color, design, and clothing styles. |
| Committee | Summer Camp | Researches Summer camp locations based on activity desires of the Troop. Communicates a list of places that would accommodate the troop’s wishes. Secures, organizes, and administrates Troop Summer Camp site, records, merit badge desires, transportation, adult participation, and all other items related to Summer Camp. |
| Committee | Medical Coordinator | Maintains medical records. Updates yearly A,B & C forms and ensures records are available on each camping trip. |
| Committee | Webelo Parent Coordinator | This position works with Packs in the Fall by facilitating visiting the Troop both at a meeting and at a camping trip. Maintains contact with Packs and interested families through the winter and Pack Cross-over ceremonies to ensure each Webelos Crossing over into Troop 313 has representation from the Troop at his ceremony.  Is the primary point of contact for parents crossing over during the winter and transition. Keeps cross over parents up to date on Troop schedule so that the communication between the Troop and incoming families is seamless. |
| Committee | Pack 313 Information Coordinator | Perfect for a parent involved in both Pack 313 and Troop 313. Communicates major Pack events and needs for Scout representation at Pack meetings and functions. |
| Committee | As needed | Because a Troop is Scout led, there are often new needs, even temporary ones, that require additional adult assistance. We put these needs out to the parents and leaders as they come up. |
| Committee  All Committee Members are asked to Participate at various times, as needs arise, often with notice only the evening of the need. | Boards of Review  Committee receives request by the Advancement Chair or Committee Chair. | A periodic review of the progress of a Scout is vital in the evaluation of the effectiveness of the Scouting program in the unit. The unit committee can judge how well the Scout being reviewed is benefiting from the program. The unit leader can measure the effectiveness of his or her leadership. Scouts can sense that they are, or are not, advancing properly and can be encouraged to make the most of their Scouting experience.  Not only is it important to review those Scouts who have learned and been tested for a rank, but also to review those Scouts who have shown no progress in their advancement over the past few months.  Participants in a Board of Review must keep these objectives in mind:  • Ensure the Scout has completed requirements for the rank.  • Evaluate the experience the Scout is having in the unit.  • Encourage the Scout to progress further.  The Board also provides an opportunity for the Scout to develop and practice skills needed in an interview situation, and it is an opportunity for the Scout to review accomplishments.  **The Board of Review is not a retesting of requirements - the Scout has already been tested on the skills and activities required for the rank.** However, the chairman of the Board of Review should ensure that all the requirements have been signed off in the Scout's handbook. Additionally, the chairman should ensure that leadership and merit badge records are consistent with the requirements for the rank.  The Board of Review is a time to determine the Scout's attitudes, accomplishments, and acceptance of Scouting Ideals. Scout Spirit is defined as living the Scout Oath and Scout Law in a Scout's everyday life. The board should make sure that good standards have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of Scouting in the home, unit, school, and community.  Communicating observations – both positive, negative, and neutral - back to the Committee Chair and Scoutmaster help to keep the program functioning well. Often the Scouts have ideas that the Committee needs to encourage him to share with his Patrol Leader, but the BOR members can also share with Troop Leadership. |