



Boy Scout Troop 524

Committee Member Descriptions

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Boy Scout Troop 524 Committee Member Duties and Responsibilities

The Scoutmaster and Assistant Scoutmasters, working with the Patrol Leaders Council, are responsible for planning and carrying out the Troop's Scouting program, that is, campouts, advancement work, Troop meetings, etc.

The Troop Committee and Committee Members' primary responsibilities are supporting the Scoutmaster in delivering a quality Troop program and handling Troop administration. For administration, the Troop Committee Members have three roles. First, they are the "Board of Directors" of the Troop, making sure that the Troop has a good Scoutmaster and Assistant Scoutmasters, that the program the Patrol Leaders Council puts together with the Advice of the Scoutmaster complies with the Boy Scouts of America's rules and regulations and with the needs and desires of the Chartered Organization, and that the Troop has sufficient resources (financial, facilities, equipment) to carry out the program. Second, the Committee provides administrative support for Troop operations by keeping advancement records, writing checks, arranging drivers, filing Local Tour Permits, making camp reservations, etc. Third, individual Committee Members serve as advisors for various youth leaders of the Troop, such as the Scribe, Historian, and Librarian.

The following are the general duties and responsibilities of the Troop Committee Members including those holding specific committee positions. This is not intended to be a complete list, rather a list of the more commonly performed functions or responsibilities of the committee members. It should also be stressed that boy involvement is imperative throughout the implementation of these activities.

Committee members are defined as adults who are registered with the Troop and parents/guardians of Scouts who are registered with the Troop.

ALL COMMITTEE MEMBERS

Should attend and be an active participant in the monthly committee meetings. May hold a single position (Chairperson or member) on a committee or sub-committee. An adult may not chair more than one committee at a time.

Shall provide input into how the Troop operates and shall support the decisions made by the Scoutmaster and the Troop Committee.

Should actively participate in Scouting activities such as campouts, Scout meetings, fundraising events, etc.

Will make decisions for the benefit of the Troop as a whole rather than for an individual Scout or for ones own personal goals or desires.

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COMMITTEE CHAIRPERSON

- Facilitates the monthly committee meetings. The Chairperson has a vote only in the event of a tie.
- Provides the Secretary with the agenda for the upcoming committee meeting. Ensures that qualified people fill all necessary committee positions.
- Routinely communicates with those in committee positions with respect to the performance of their responsibilities.
- Delegates tasks to committee members or sub-committees.
- Works closely with the Scoutmaster with respect to the performance of Troop program.
- Attends or sends a representative to the monthly Three Rivers District Roundtable meeting.
- Encourages committee members to become Scout trained.
- Obtains and provides interpretations of national and local Scout policies.

ASSISTANT COMMITTEE CHAIRPERSON

- Assists the Committee Chairperson in the performance of his/her duties. Fills in when the Chairperson is not available.
- Performs other duties as requested.

COMMITTEE SECRETARY

- Records Troop Committee meeting minutes. Prepares, duplicates and mails meeting minutes out within one week of the meeting. Provides copies of meeting minutes for attendees at the upcoming committee meeting. Reports on the previous minutes at the current committee meeting.
- Provides copies of the Troop Committee meeting agenda for the meeting attendees.
- Gathers articles and coordinates the publication and distribution of the Troop newsletter to all committee member and additional interested parties (list maintained by Advancement Chairperson in Troopmaster).
- Maintains Troop mailbox. Provides a mailslot for each registered youth and adult member with the Troop.
- Ensures that the Troop mailbox is at all Troop functions. Prepares, duplicates and distributes fliers as necessary.
- Prepares (obtaining appropriate signature/s) and sends thank you notes and letters.
- Trains and supervises the Troop Historian.

COMMITTEE TREASURER

- Provides a treasurer's report at each Troop Committee meeting.
- Maintains a written budget for Troop expenses and provides account statements as requested.
- Prepares financial records for annual audit.
- Maintains the Troop savings and checking accounts. Coordinates the payment of all bills.
- Provides a list of Scouts who are delinquent in their camp fund or are behind in payment of dues at each committee meeting.

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- Works with the fundraising committee with respect to the placement of incoming funds.
- Critiques Troop expenditures and purchases. Tracks individual Scout camp fund accounts.
- Works with the Troop Scribe to coordinate and compare Scout dues payment status.
- Trains and supervises the Troop Scribe

COMMUNICATIONS COORDINATOR

- Maintains the Troop Website, and Troop Social Media outlets
- Oversees Troop website tracking and Troop website online security and safety
- Publishes weekly emails informing Troop members about upcoming events and information
- Acts as a communication link (PR Representative) for the Troop and the organizations/businesses it interacts with (ie. Epiphany Church, Coon Rapids Herald)
- Acts as a marketing representative , providing awareness to the community about the things Troop 524 does.

TROOP QUARTERMASTER

- Maintains the Troop trailer, equipment, and supplies.
- Coordinates the distribution and collection of supplies to patrols for Scouting events and activities.
- Ensures that all damaged or lost equipment is repaired or replaced. For damage that is beyond normal wear and tear, ensures that the responsible person or party repairs or replaces the damaged or lost equipment.
- Purchases additional equipment as necessary. Has any Troop expenditure in excess of \$50.00 pre-approved by the Troop Committee.

YOUTH PROTECTION COORDINATOR

- Every other year, coordinates Youth Protection Training for both Scouts and adults.
- Provides attendance information to Advancement Chairperson for tracking in Troopmaster.

MEMBERSHIP CHAIRPERSON

- Provides an update report at each Troop Committee meeting.
- Coordinates the membership activities of the Troop, with additional help as needed.
- Hosts adult visitors at Troop meetings.
- Maintains and provides promotion packets to all potential youth and adults. Obtains all new member applications and fees (adults have the option for the Troop to pay their fee), obtaining appropriate signatures, forwarding to Three Rivers District Executive with Troop check.
- Obtains embroidered Troop scarves and makes available at next Court of Honor for presentation to new members.
- Obtains and provides the Advancement Chairperson with driver license and insurance information for all active adults.

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- Coordinates annual new member drive with Pack 524, includes Epiphany School
- Open House, Join Scouting Night, and notice in Epiphany bulletin, etc.

Recharter

- Reviews recharter packet with Unit Commissioner.
- Contacts all currently registered members to determine if they are going to re- register and collects fees (adults have the option for the Troop to pay their fee). Completes or has appropriate people complete recharter paperwork, obtains signatures, turns in to the Three Rivers District Executive with a Troop check. Provides copies of all recharter paperwork to Scoutmaster, Advancement Chairperson, and Treasurer.

Webelos Membership Drive

- Establishes and maintains liaison with Pack 524 (and other packs) Webelos Den Leaders and Cubmaster.
- Uses verbal and/or written communications to keep Pack leadership informed of upcoming Troop 524 events.
- Assists Den Leaders in finding one of our outings for their Webelos to attend as part of the Arrow of Light requirement.
- Organizes annual Webelos open house session/s. Coordinates date/s with Scoutmaster.
- From Den Leaders, obtains list of Webelos eligible to enter Scouts, including parents name/s, address, and phone number.
- Sends invitations to Webelos and parents (the parents attend an information session, the boys attend the Troop meeting which is part of the Arrow of Light requirement).
- At least two weeks prior to open house, calls the Den Leaders to remind them and answer any questions.
- Prepares adult presentation.
- Prepares promotion packets to handout.
- Keeps attendance list, including names and phone numbers.
- In January, visits the Den meetings to answer any questions and process paperwork. Includes the Senior Patrol Leader (or an Assistant Senior Patrol Leader) and a second registered adult leader in the visit.
- Prepares new member packets for distribution at Webelos transition ceremonies.
- Oversees completion of registration paperwork and collection of fees. Ensures Troop representation at Webelos transition ceremonies.

ADVANCEMENT CHAIRPERSON

- Provides an update report at each Troop Committee meeting. Arranges quarterly Boards of Review for rank advancements (except Eagle Rank) prior to Troop Courts of Honor.
- Conducts a Board of Review with each Scout at least annually to review advancement information and Troop involvement. Coordinates with Eagle Rank Advisor for Life Rank Scouts.
- Annually, in February, provides the Membership Chairperson with the advancement records status that will be used during the recharter process. Provides Activities Chairperson with information for Court of Honor program. Purchases and coordinates the distribution of awards, recognitions, and Service Stars.

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- Maintains all data in Troopmaster; such as personal data and years of service on all registered youth and adults, advancement data on registered youth, Troop merit badge counselor data, leadership position data, plus data on additional interested parties. Gathers data from other Troop leaders for entering into Troopmaster as required or appropriate.
- After each Court of Honor, provides Scoutmaster with updated copy of Troopmaster data.
- Trains and supervises the Troop Librarian, including overseeing the acquisition of merit badge pamphlets.

EAGLE RANK ADVISOR

- Provides an update report at each Troop Committee meeting.
- Encourages Life Scouts and their parents to attend Eagle preview meeting. Provides Life Scouts with project workbooks and Life to Eagle packet. Oversees Eagle Scout service project process.
- Maintains list of potential Eagle Scout service projects. Chairs Eagle Scout service project reviews.
- Signs for Troop Committee in Eagle Scout service project workbooks. Routinely reviews status of projects with Life Scouts.
- Provides Advancement Chairperson with Scout service hour information at Eagle service projects for tracking in Troopmaster.
- Conducts a Board of Review with each Life Scout at least annually to review advancement status and Troop involvement. Coordinates this review with Advancement Chairperson.
- Chairs or designates a Chairperson for Eagle Rank Boards of Review.
- Obtains Eagle Court of Honor items: Eagle award kit, scarf, and Paul E. Wethern Eagle Scout tie slide.
- Upon request of Eagle Scout's parents, obtains a duplicate set of Scout's awards.
- Maintains Eagle Scout display case and pictures.

TROOP SERVICE PROJECT CHAIRPERSON

Troop service projects include, but are not limited to, projects such as Scouting for Food, Memorial Day Services, Springfest involvement, raking at Tony Blake's, Scout Sunday. Troop service projects do not include Eagle Scout service projects - see Eagle Rank Advisor description.

- Provides an update report at each Troop Committee meeting. Oversees Troop's service projects.
- Receives and responds to requests for Troop to perform service projects.
- With assistance and approval from the Troop Committee, determines which service projects the Troop will perform and recruits adult to be "Service Project Coordinator" for each project.
- Coordinates with the Scoutmaster to obtain Scout to be responsible for each service project.
- Routinely communicates with coordinators for each service project with respect to performance of their responsibilities.
- Maintains historical records on each service project.
- Provides Advancement Chairperson with Scout service hour information on



- Troop service projects for tracking in Troopmaster.
- Verifies completed service hours for Scout Boards of Review.

TROOP SERVICE PROJECT COORDINATOR

- Reserves or arranges facilities/space for project as necessary.
- Prepares budget, identifying expenses being covered by Scout participants, adult participants, and Troop. Has any Troop expenditure in excess of \$50.00 pre-approved by the Troop Committee.
- Assists designated Scout in preparing service project announcement, including registration form/permission slip if appropriate. After obtaining Scoutmaster approval, duplicates and distributes the announcement to all registered youth and adults with the Troop. Assists Scout in collecting registration form/permission slips and preparing participant list, prior to the service project. Completes a tour permit application, if necessary.
- Determines equipment needs and arranges for equipment with Troop Quartermaster.
- Coordinates transportation to and from project of participants and equipment/gear.
- Provides maps to drivers and families of all Scouts participating.
- Establishes an adult who will be at home during the project to be an emergency contact.
- Prepares packet of paperwork to be taken on project, including tour permit, list of participants, registration form/permission slips, and health forms.

FUNDRAISING COMMITTEE

Fundraising events include, but are not limited to, events such as Donut Sunday, Pancake Breakfast, Turkey Bingo, concession stands, wreath sales, popcorn sales, and can recycling, etc.

- Prepares annual fundraising budget and presents to Scoutmaster and Troop Committee for approval. Budget to include:
 - Estimated need for average Scout funds (Scout Fundraising Events) and for general Troop funds (Troop Fundraising Events).
 - Preliminary plan of fundraising events to meet the appropriate level of funding.
- Researches fundraising requests and opportunities and makes recommendations to Troop Committee.
- Coordinates all fundraising events.

FUNDRAISING COMMITTEE CHAIRPERSON

- Provides an update report at each Troop Committee meeting. Oversees Troop's fundraising events.
- Receives and responds to requests and opportunities for fundraising events.
- With assistance and approval from the Troop Committee, determines which fundraising events the Troop will perform and recruits an adult to be "Fundraising Event Coordinator" for each fundraising event.
- Routinely communicates with coordinators with respect to performance of their responsibilities.

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- Maintains historical records on each fundraising event.
- In consultation with Troop Committee Chairperson, can approve fundraising events when opportunity is presented with short notice.

FUNDRAISING EVENT COORDINATOR

- Reserves or arranges facilities/space for activity as necessary.
- Prepares budget, identifying expenses being covered by Scout participants, adult participants, and Troop. Has any Troop expenditure in excess of \$50.00 pre-approved by the Troop Committee.
- Assists designated Scout in preparing activity announcement, including registration form/permission slip if appropriate. After obtaining Scoutmaster approval, duplicates and distributes the announcement to all registered youth and adults with the Troop. Assists Scout in collecting registration form/permission slips and preparing participant list, prior to the activity. Coordinates with Scoutmaster to recruit Scouts to participate in the fundraiser so that all boys have an equal opportunity to participate in the fundraising event. Completes a tour permit application, if necessary.
- Determines equipment needs and arranges for equipment with Troop Quartermaster.
- Coordinates transportation to and from event of participants and equipment/gear.
- Provides maps to drivers and families of all Scouts participating.
- Establishes an adult who will be at home during the event to be an emergency contact.
- Prepares packet of paperwork to be taken on event, including tour permit, list of participants, registration form/permission slips, and health forms.
- Coordinates the transfer of funds through the Troop Treasurer into the appropriate accounts.



Boy Scout Troop 524

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Learn More:
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