

BSA Troop #486
Adult Leadership Position Descriptions
March 1999 (Subject to review)

Advancement Chairman and Court of Honor Program - Responsible for the entire troop boy rank advancement at the weekly meetings, monthly outings and special events (i.e. Cal Poly Pomona Engineering Day). In charge of the advancement records for all boys (preferably on the computer) and for purchasing the rank and merit badges from the Scout shop with scout funds. All learned skills are explained in the Scout handbook and/or merit badge books. Creates program handout for Court of Honors typically held twice a year. Estimated time commitment: 4 hours per week for Tuesday night meetings. Plus an average of 8 hours extra per month. *Plus 2 hours for monthly committee meeting.*

Advancement Assistant - Assist the Advancement Head in their duties but on a more personal basis with the boys. A total of three positions are needed so that each adult position would only be working with the same one-third of the troop or approximately 12 to 15 boys. Would be responsible for their own record keeping and reporting to the Advancement Head. *Estimated time commitment: 4 hours per week for Tuesday night meetings plus weekend outings once a month.*

Adult Patrol Advisor - Works with the individual patrol leader and assistant patrol leader to help foster leadership skills and to assist in developing a cohesive patrol unit with the boys. "Shadows" the patrol during weekly and monthly activities as the adult most familiar with the boys in that patrol. Helps with supervising the boys during their advancement sessions and planning activities. One adult per patrol (currently six patrols of approximately 7 boys each) is required. Adult patrol advisor can also be an Advancement Assistant. *Estimated time commitment: 4 hours per week for Tuesday night meetings plus weekend outings once a month.*

Assistant Scoutmaster - An adult at least 18 years old. Support the Scoutmaster and share in his challenges. Play an active role in working with the boys on a weekly basis. Step in as the "temporary Scoutmaster" when the scoutmaster is unable to attend the weekly meetings and/or monthly outings. *Estimated time commitment: 4 hours per week for Tuesday night meetings. Plus weekend outings once a month. Plus 2 hours for monthly committee meeting.*

Board of Review Chairman and Members - Made up of concerned parents and/or adults outside of the troop who interview each boy scout as the last requirement for them to earn a rank advancement. At least three board members should be registered with the council which currently costs \$7.00 per year. A parent may not sit in on their own sons advancement interview. The chairman acts as the primary contact for the Advancement Chairman who tells them which boys are ready for the board of review. The chairman calls the other members and schedules a meeting. Each boy takes a full 30 minutes to interview. Suggested questions, with answers as required, are provided to each member. *Estimated time commitment : 4 hours per month on the average with compressed time required the last month before each court of honor.*

Chaplain - Responsible for preparing an interactive "Scouts Own" service of approximately 15 to 20 minutes long for each monthly outing where the boys are reminded of the importance of God in Scouting. Helps the boys in developing their relationship with God as needed. *Estimated time commitment: 3 hours per month.*

Charter Organization Liaison - Responsible for acting as the liaison between the troop and our charter organization Grace Episcopal Church on an as needed basis. Examples are getting a signature for annual rechartering, Octoberfest service project, Christmas parade sponsor fee paid by church for troop, invitations to special events (court of honor for example), finding out days where we can not have our regular meeting hall on Tuesday nights, general good open cooperative communication. *Estimated time commitments: 8 hours per year.*

Committee Chairman - Responsible for running the monthly parent committee meetings where troop policy, upcoming events, finances, organization and problems to be resolved are discussed. Meetings are typically held the first Monday night of each month between 8:00 p.m. and 9:30 p.m. but can be moved based on the schedules of the active parents. Works closely with the adults troop leaders to help them when needed and makes sure the troop remains organized. *Estimated time commitment: 8 hours every month.*

Fundraising Chairman - Responsible for annual council popcorn sales fund-raiser for the troop during the months of March and April. This has been the only fund-raiser in the past few years required in order to help raise funds to meet the annual operating needs of the troop. Responsibilities include promotion with the boys, liaison with the Council, handing out order forms and popcorn, collecting money, giving out prizes and recognition. Other fundraising programs decided by the troop committee do not necessarily have to be chaired by this person. *Estimated time commitment: 40 hours once a year.*

Hospitality - Purchases (with troop money) punch and cookies for refreshments after each court of honor usually held twice a year. Helps to setup, serve and cleanup. *Estimated time commitment: 5 hours twice a year.*

Outings Chairman Head - responsible for making all arrangements for the monthly and special outings to include but not be limited to reservations, filing tour permit with council, obtaining National Forest adventure passes, obtain current driver insurance information, and arrange for transportation to and from the outings. *Estimated time commitment: 4 hours once a month. Plus 2 hours for monthly committee meeting.*

Outings Patch Coordinator and Adult Scribe - Responsible for keeping weekly meeting attendance and dues troop scribe records (preferably on the computer) along with adult and boy attendance at the monthly outings and special events. Purchase outing patches for the adult and boy brag rags. Assist in preparing the Court of Honor program handout. *Estimated time commitment: 3 hours once a month.*

Photographic Historian - Responsible for taking Troop pictures and/or slides for the troop archives. Makes a 20 minute presentation at each Court of Honor on what the troop has done in the last six months. Encourages boys to post photographs on a bulletin board in the troop meeting hall. *Estimated time commitment: 2 hours per month outside of attending each event.*

Quartermaster - Responsible for purchasing and maintaining troop equipment and for checking it out when needed by the boys. Equipment generally includes tents, cook kits, stoves and fuel, loaner backpacks, water purifying pumps, etc.. Funding comes from troop general fund. *Estimated time commitment: 6 hours once a month.*

Red Tee-Shirt Organizer- Purchases our Class "B" red tee shirts (from Michael's usually) and scout emblem patches from the Scout Shop and resells them back to each scout when requested. *Estimated time commitment: 1 hour per month.*

Registered Committee Member - A concerned parent who wants to be more informed as to what is happening with the troop. Annual fees to the Council are currently \$7.00 per month if you want to be registered; otherwise it is free. Meetings are usually held once a month (see Committee Chairman position for more information).

Estimated time commitment: 2 hours per month.

Roundtable Representative - Attends district sponsored meetings in Covina that are from 7:30 - 9:30 p.m. the second Thursday of each month. At these meetings, information will be handed out which needs to be given to the Troop adult leaders. Also a discussion session is held among the other troop leaders in the district where other ideas can be exchanged. *Estimated time commitment: 3 hours per month.*

Scoutmaster - Train and guide boy leaders to run their troop. Work with and through responsible adults to bring scouting to boys. Help boys to grow by encouraging them to learn for themselves. Guide boys in planning the troop programs. Help the troop committee recruit assistant Scoutmasters and other adult leaders. Conduct Scoutmaster conferences for rank advancement and personal growth of the boys. Primary contact for the troop. Handle parent/boy problems. *Estimated time commitment: 4 hours per week for the Tuesday night meetings. Plus 45 minutes per boy per conference approximately twice a year. Plus weekend outings once a month. Plus 2 hours for monthly committee meeting.*

Secretary - Takes minutes during the monthly committee meetings. Keeps the boy medical (and adult as required for summer camp) history records current with updates at least once a year and provides copies to the adult leaders. Responsible for annual registration and rechartering due in December of each year. Makes flyers as needed by the adult leaders to announce upcoming events. Makes boy roster and annual calendar of events with changes as required. All information to be kept on a computer. *Estimated time commitment: 8 hours per month. Plus 2 hours for monthly committee meeting.*

Summer Base Camp Chairman - Responsible for organizing troop week long base camp outing. In the past have attended either Camp Cherry Valley on Catalina Island or Lost Valley in north San Diego County. Makes flyers, reservations, collects money, finds adult leaders to go on the trip, organizes transportation and medical releases, fills out paperwork, works with Advancement Chairman on which merit badges the boys need to work on, etc.. *Estimated time commitment: 20 hours per year not counting if they want to attend the camp as well.*

Summer High Adventure Backpack Organizer - Responsible for organizing the troop week long backpack outing. In the past have concentrate din the High Sierras. Makes flyers, reservations, rate alternatives, collects money, finds adult leaders to go on the trip, organizes transportation and medical releases, purchases food, etc.. *Estimated time commitment: 40 hours per year not counting if they want to attend the trip as well.*

Treasurer - Keeps the financial records of the troop and is in charge of the annual budget. Makes all checking account deposits and writes checks as needed and approved by the troop Committee. Works closely with the fundraising chairman and summer camp organizers. *Estimated time commitment: 4 hours per month. Plus 2 hours for monthly committee meeting.*