

Troop 1424 Adult Position Descriptions

Chartered Organization Representative

- Is a member of the Chartered Organization
- Serves as head of the "Scouting department" in the organization
- Maintains a close working relationship with the Troop Committee Chair
- Helps recruit other adult leaders
- Serves as liaison between Troop and Chartered Organization
- Assists with annual re-charter
- Take all Troop Committee training courses

Committee Chair

- Organize committee so that all functions are organized, delegated, and completed
- Maintain close working relationship with Chartered Organization Rep and Scoutmaster
- Interpret national and local policies to the Troop
- Prepare Committee meeting agenda
- Chair monthly Committee meetings
- Set date and time and secure location for monthly Committee meeting
- Approve Adult Leader applications
- Identify Scoutmaster and Assistant Scoutmaster candidates
- Nominate Scoutmaster and Assistant Scoutmaster candidates to Committee
- Identify Adults to serve on Troop committee
- Ensure Troop representation at District Roundtable meetings
- Review and Approve annual re-charter package
- Take all Troop Committee training courses

Assistant Committee Chair

- Assist Committee Chair where needed
- Chair Committee meetings when Committee Chair is unavailable
- Ideally a Committee Chair-in-training position
- Take all Troop Committee training courses

Secretary

- Reports to the Committee Chair
- Attend all Troop Committee Meetings
- Prepare meeting minutes for all Committee meetings
- At each meeting, report the minutes of the previous meeting
- Send out monthly Committee meeting notices
- Maintain Committee / Troop library
- Work with Youth librarian to build and maintain troop library of merit badge books
- Work with Youth historian to maintain Troop history and archives
- Distribute Troop newsletter on a regular basis
- Train and Supervise the Youth Scribe in attendance records / recordkeeping
- Take all Troop Committee training courses

Troop 1424 Adult Position Descriptions

Treasurer

- Reports to the Committee Chair
- Handle all Troop funds
- Pay bills on recommendation of Scoutmaster and authorization of Committee
- Maintain checking and savings accounts
- Lead in preparation of the annual Troop budget
- Present a budget update to the Committee at each meeting
- Take all Troop Committee training courses

Outdoor Coordinator

- Reports to the Committee Chair
- Coordinate with individual campout leaders
- Make campout site reservations
- Prepare and submit tour plans to Council
- Maintain Camping records (including attendance) in Troopmaster
- Take all Troop Committee training courses

Advancement Coordinator (Records)

- Reports to the Committee Chair
- Encourage Scouts to advance in rank
- Work with Youth Scribe to maintain all Scout attendance records in Troopmaster
- Maintain Scout & Adult achievement & rank records in Troopmaster
- Develop and Maintain a merit badge counselor list in Troopmaster
- Train other Committee members on Troopmaster
- Register all merit badge counselors with District / Council
- Reconcile Council Internet Advancement records with Troopmaster
- Take all Troop Committee training courses

Advancement Coordinator (BOR & COH)

- Reports to the Committee Chair
- Encourage Scouts to advance in rank
- Arrange Troop Boards of Review (BOR) and Courts of Honor (COH)
- Train Adult Committee members on BOR duties and expectations
- Prepare advancement report to Council (online) prior to COH
- Obtain achievement and rank awards for Troop Courts of Honor
- Assist Scoutmaster handout awards at Courts of Honor
- Take all Troop Committee training courses

Troop 1424 Adult Position Descriptions

Chaplain

- Reports to the Committee Chair
- Provide a spiritual tone for Troop meetings and activities
- Give guidance to the Youth Chaplain Aide
- Give spiritual counseling service when needed or requested
- Take all Troop Committee training courses

Training Coordinator

- Reports to the Committee Chair
- Ensure Troop leaders and committee members are aware of training opportunities
- Maintain Troop training records for all Scouts and Adults in Troopmaster
- Maintain inventory of up-to-date training materials, videos, and other resources
- Advise Committee on training status
- Ensure current Youth Protection (YPT) training for all registered leaders and adults attending campouts
- Be mindful of Youth Protection and Two-Deep leadership at all Troop activities
- Reconcile District / Council training records (myscouting.org) with Troopmaster
- Arrange Troop level training courses (Fast Start, Committee challenge, ILST, etc)
- Take all Troop Committee training courses

Quartermaster

- Reports to the Committee Chair and works closely with the Scoutmaster Corps
- Supervise and help the troop procure camping equipment
- Work with the Youth Quartermaster on inventory, proper storage, and maintenance of all Troop equipment
- Make periodic safety checks on all Troop camping gear and encourage safe use of all Troop outdoor equipment
- Arrange for regular maintenance for Troop trailer
- Schedule regular gear shake-downs and recruit Scouts and Adults to help
- Report to the Troop Committee at each meeting
- Take all Troop Committee training courses

Troop 1424 Adult Position Descriptions

Membership Coordinator

- Reports to the Committee Chair
- Prepare and submit annual Troop re-charter
- Process applications for all new Scouts
- Obtain Scoutmaster signatures on all new Scout applications
- Process applications for all new Adult leaders
- Obtain CC and CO Rep signatures on all new Adult applications
- Maintain Scout and Adult membership information in Troopmaster
- Lead Webelos recruitment efforts on behalf of the Troop
- Develop and maintain relationship with local Cub Scout packs and pack committee leaders
- Attend Pack meetings & Pack Committee Mtgs to maintain relationship
- Arrange for Troop participation in Cub Scout Rally Night
- Arrange for Troop participation in Meet the Troops night for Webelos Scouts
- Coordinate Pack participation with our Troop on Webelos Woods campout
- Coordinate Pack participation with our Troop on January (Webelos) campout
- Arrange for a Webelos Pin day with local Webelos dens
- Maintain Troop Frequently Asked Questions (FAQs) for new Scouts
- Maintain Troop Information Package for new Scouts
- Develop ideas for new Scout recruitment
- Take all Troop Committee training courses

New Scout Parent Coordinator

- Reports to the Committee Chair
- Maintain New Parent Troop Orientation presentation
- Arrange New Parent Troop Orientation meetings
- Arrange Webelos Parent Orientation meetings prior to Webelos campouts
- Encourage New Parents to participate in leadership roles
- Take all Troop Committee training courses

Fundraising Coordinator

- Reports to the Committee Chair
- Plan all fundraising activities during the year (Popcorn, Scout Fair books, Garage sale, car washes, etc)
- Identify leaders for each of the fundraising activities
- Focal point for new fundraising ideas / opportunities
- Ensure Garage sale activities are planned and on schedule
- Take all Troop Committee training courses

Troop 1424 Adult Position Descriptions

Service Project Coordinator

- Reports to the Committee Chair
- Focal point for Troop service project opportunities
- Communicate service project opportunities to the Troop
- Maintain Scout service project records in Troopmaster
- Maintain Adult service project records in Troopmaster
- Submit service project records online to at myscouting.org
- Take all Troop Committee training courses

Health & Safety Coordinator

- Reports to the Committee Chair
- Maintain Troop health forms including immunization records and insurance info
- Advise campout leaders on missing health forms for campout participants
- Advise Campout leaders on appropriate sections of health forms needed for campouts
- Maintain Troop First Aid kit
- Report at Committee meetings
- Take all Troop Committee training courses

Communications Coordinator

- Reports to the Committee Chair
- Maintain Troop E-mail distribution list
- Maintain Scout and Adult contact information in Troopmaster
- Distribute all Troop-wide communications via email
- Take all Troop Committee training courses

Journey To Excellence (JTE) Coordinator

- Reports to the Committee Chair
- Maintain Troop JTE records in Troopmaster
- Maintain Troop JTE spreadsheet
- Advise Troop committee on JTE status
- Prepare and submit JTE summary along with Troop re-charter
- Take all Troop Committee training courses

Troop 1424 Adult Position Descriptions

Webmaster

- Reports to the Committee Chair
- Maintain Troop website
- Maintain Troop facebook page
- Upload documents to Troop website
- Maintain Troop calendar on website
- Maintain Troop Flickr website for photo archive
- Maintain Troopmaster software and license information
- Work with Youth historian on electronic archival of historical documents
- Take all Troop Committee training courses

Individual Event Planner (Various Events)

- Reports to the responsible Committee lead depending on event being planned (e.g. Garage sale reports to Fundraising coordinator)
- Plans details of a specific Troop event (service project, fundraising event, Scout fair, etc)
- Complete checklist for specific event being planned and review with responsible Committee lead regularly during planning process
- Report to the Committee on planning for event and feedback from event once complete
- Not a standing Committee position so Committee training is not required

Troop 1424 Adult Position Descriptions

Scoutmaster

- Train and guide youth leaders
- Work with other responsible adults to bring Scouting to boys
- Use the methods of Scouting to achieve the aims of Scouting
- Meet regularly with the PLC for training and coordination of Troop activities
- Mentor the SPL and ASPL on planning for Troop meetings
- Mentor the SPL and ASPL on preparation for the annual Youth Planning conference
- Be mindful of Youth Protection and Two-Deep leadership at all Troop activities
- Attend Troop committee meetings
- Conduct Scoutmaster conferences for all rank advancements
- Review all merit badge cards for completeness and Scout knowledge of subject
- Delegate responsibility to other adults and assistants
- Supervise Troop elections for Order of the Arrow
- Build a strong program by using proven methods presented in Scouting literature
- Handout rank and achievements at Courts of Honor
- Attend Troop campouts
- Conduct Introduction to Leadership Skills – Troop (ILST) training for Youth immediately following semi-annual Troop elections
- Identify future SPL and ASPL candidates and prepare them to stand for election
- Participate in New Parent Orientation presentations
- Take all Scoutmaster training courses

Assistant Scoutmaster(s)

- Reports to the Scoutmaster
- Assist the Scoutmaster with training and guidance of youth leaders
- Mentor the Senior Patrol Leader (SPL) and Asst Senior Patrol Leader (ASPL) on planning for Troop meetings
- Step in for the Scoutmaster at Troop events when required
- Work with assigned Patrol to train and guide the Patrol Leader and Assistant Patrol Leader
- Attend Troop committee meetings
- Assist with Scoutmaster conferences for all rank advancements
- Assist the Scoutmaster with rank advancements
- Assist the Scoutmaster with merit badge reviews
- Attend Troop campouts
- Work with the Scoutmaster in assigned role(s) to deliver the Scouting program to boys
- Be mindful of Youth Protection and Two-Deep leadership at all Troop activities
- Organize First Class Emphasis (FCE) program
- Take all Scoutmaster/ASM training courses

Troop 1424 Adult Position Descriptions

Campout Coordinator

- Reports to the Scoutmaster
- Identify leaders for each campout
- Work with Individual Campout leaders to plan and organize each campout
- Be mindful of Youth Protection and Two-Deep leadership at all Campouts
- Ensure campout workbook is completed for each campout
- Review campout checklist with campout leader prior to departure on each campout
- Work closely with Quartermaster and Youth Quartermaster to keep gear organized
- Mentor Senior Patrol Leader (SPL) and Asst Senior Patrol Leader (ASPL) to plan campouts
- Mentor Patrol Leaders (PL) and Asst Patrol Leaders (APL) on Patrol planning for campouts
- Take all Scoutmaster/ASM training courses

Individual Campout Leader(s)

- Reports to the Campout Coordinator
- Typically an Assistant Scoutmaster
- Plans details of a specific Campout
- Be mindful of Youth Protection and Two-Deep leadership at all Campouts
- Organizes transportation plan for a specific Campout
- Prepare Campout workbook and reviews checklist with Campout Coordinator regularly during planning process
- Not a standing Scoutmaster Corps position so SM/ASM training not required

First Class Emphasis (FCE) Coordinator(s)

- Reports to the Scoutmaster
- Plans and conducts FCE training classes monthly throughout the year
- Recruits ASMs to help conduct the training classes
- Mentors older Scouts to teach the skills using EDGE method at FCE classes
- Work with the Campout coordinator to plan rank advancement activities on campouts
- Take all Scoutmaster/ASM training courses

Life to Eagle Coach

- Reports to the Scoutmaster
- Assist youth who have attained Life rank on the process for obtaining their eagle rank. Includes eagle rank requirements, assistance with eagle project concept, development, execution, and review as well as the eagle application and review process required by the district, council, and national BSA.
- Maintain records of Troop Eagle Scouts
- Ensure Eagle Scout plaque is current
- Ensure Troop trailer Eagle roster is current
- Take all Scoutmaster/ASM training courses