

Chapter 4

C H A P



**EACH MEMBER OF
THE COMMITTEE
SHOULD HAVE
SPECIFIC
RESPONSIBILITIES.**

Some troops, especially new units, will not have enough members to fill every position. You should review chapter 5, "Selecting and Recruiting Adult Leaders."

Troop Committee Organization and Responsibilities

The troop committee is the troop's board of directors and supports the troop program. But you ask, "What does the troop committee do?" The troop committee does the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Ensures the troop has an outdoor program (minimum 10 days and nights per year).
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.

You can have a full committee with a reasonable amount of recruiting effort. The first five positions are essential for quality troop operation. Fill those positions first. There is no maximum limit to the number of troop committee members. The minimum number is three adults ages 21 or older.

For committees with more members than positions listed, assign each additional member to assist in one of the areas. The more support each position has, the better that area will function. Needless to say, there is a job for everyone the committee approves.

Troop Committee Challenge is an online training session that usually can be completed in an hour. It explains the various committee positions and duties in detail.

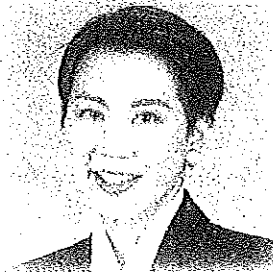
CHAIR

Name _____

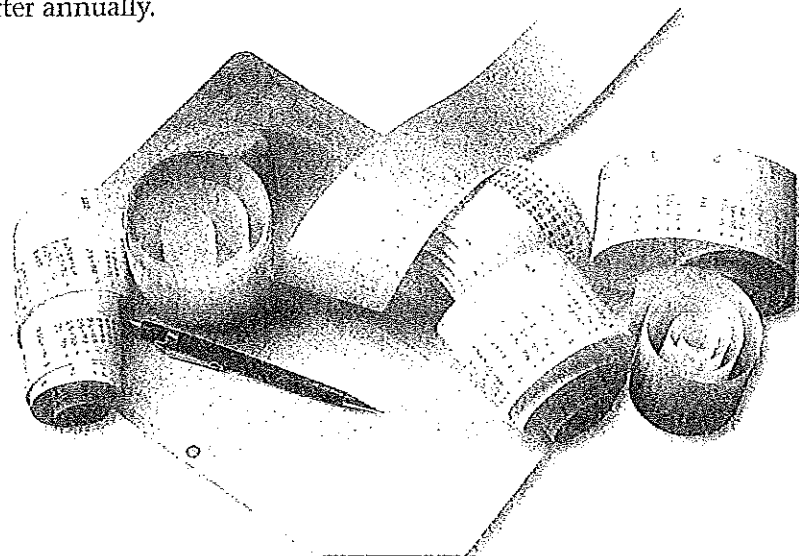
Address _____

Phone: (H) _____

(B) _____

**Duties:**

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation.



SECRETARY

Name _____
 Address _____
 Phone: (H) _____
 (B) _____

**Duties:**

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter or Web page of troop events and activities.
- Conduct the troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.

TREASURER (FINANCE/RECORDS)

Name _____
 Address _____
 Phone: (H) _____
 (B) _____

**Duties:**

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and savings accounts.
- Train and supervise the troop scribe in record keeping.
- Keep adequate records in the *Troop/Team Record Book*.
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Lead the Friends of Scouting campaign.
- Report to the troop committee at each meeting.

OUTDOOR/ACTIVITIES COORDINATOR

Name _____

Address _____

Phone: (H) _____

(B) _____

**Duties:**

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month.
- Secure tour permits for all troop activities.
- Report to the troop committee at each meeting.

ADVANCEMENT COORDINATOR

Name _____

Address _____

Phone: (H) _____

(B) _____

**Duties:**

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange quarterly troop boards of review and courts of honor.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Report to the troop committee at each meeting.

CHAPLAIN

Name _____

Address _____

Phone: (H) _____

(B) _____

**Duties:**

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting.
- Plan Scout Sunday ceremony.

TRAINING COORDINATOR

Name _____

Address _____

Phone: (H) _____

(B) _____

**Duties:**

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic youth leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.
- Be watchful that the troop is taking all steps to ensure the boys' safety.

EQUIPMENT COORDINATOR

Name _____

Address _____

Phone: (H) _____

(B) _____

**Duties:**

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment.
- Report to the troop committee at each meeting.

MEMBERSHIP COORDINATOR

Name _____

Address _____

Phone: (H) _____

(B) _____

**Duties:**

- Develop a plan for year-round membership flow into the troop.
- Work closely with the Cubmaster and Webelos den leader of neighboring Cub Scout packs to provide a smooth transition from pack to troop. Assist in developing and recruiting den chiefs, and assist in the crossover ceremony from Webelos Scouts to Boy Scouts.
- Plan and coordinate a troop open house to invite non-Scouts into the troop.
- Encourage Scouts to invite their friends to join the troop.
- Keep track of Scouts who drop out of the troop, and develop a plan to encourage them to rejoin.

<p>NEW SCOUT PARENT UNIT COORDINATOR</p> <p>Name _____</p> <p>Address _____</p> <p>Phone: (H) _____</p> <p>(B) _____</p>

**Duties:**

- Welcome all new Scout parents and provide them with information about the troop.
- Provide an orientation for new Scout parents about how the troop works.
- Assign parents to help with at least one specific task, assignment, or project annually.
- Keep parents updated on the troop's program and their son's involvement.

Tenure

Like all positions in Scouting, troop committee members serve for a year at a time. At charter renewal time, a manpower inventory should be conducted to identify leadership needs. The troop committee chair should fill each committee position. Every committee member should be asked to serve in a specific capacity. No one, including the troop committee chair, automatically retains the same position beyond the one-year life of the charter.

