

Committee Responsibilities

TROOP 259

Church of St. Therese
Chesapeake, Va.



Three Rivers District
Tidewater Council

September 19, 2011

Committee Responsibilities

The Troop Committee is the troop's board of directors and supports the troop program.

The Troop Committee is responsible for 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, problems that may affect the overall troop program and handling behavioral issues.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.

For each of the below listed Committee Positions, it is desired to have a designated Scouter (Scoutmaster or Assistant Scoutmaster) as a counterpart to ensure seamless and timely communication of ideas and needs in order to ensure we provide the best Scouting experience to the Troop as a whole. Ultimately, we would like to have multiple Committee Members, Parents and Scouters participating and assisting in each area of responsibility listed below under the tutelage of the Committee/Scouter Leads in order to ensure all tasks are completed satisfactorily and in a timely fashion.

After each Committee meeting, the designated Committee Lead will be responsible for communicating ideas / requirements under their purview to Troop parents via email (troop-259@googlegroups.com) and compiling and coordinating responses / assistance for discussion at the next Committee meeting or direct action, as required. The designated Scouter lead should do the same verbally at the next Troop Meeting, as well as make periodic announcements of items of interest at the quarterly Court of Honor. The Webmaster shall develop and maintain an "Items of Interest" page on the website to track and solicit ideas and solutions with the Committee Subcommittee Lead as the Point of Contact (personal email address link included).

Chairman (Committee - Otto Stutz // Scouter – Warren Goodman)

- 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 and send out committee meeting notices.
- 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 Troop leadership.
- Arrange for charter review and completes the annual recharter.
- Send out Eagle letters to the proper organizations (American Legion, VFW, Elks, etc.).
- Facilitate Troop and Eagle Courts of Honor.
- Recruit parents and leaders to lead specific monthly events.
- Promote District and Council events to the troop

Secretary / TroopMaster (Committee - Linda Gerrek (Secretary) // Scouter –John Walker (TroopMaster))

- Keep minutes of meetings.
- At each meeting, report the minutes of the previous meeting.
- TroopMaster administrator. (holds the passwords for access control) – John Walker

Treasurer / Friends Of Scouting (FoS) Account (Committee - Deanna Stuart / Jill Zongolowicz // Scouter - TBD)

- Handle all troop funds. Reimburse adult leaders directly for minor expenses such as scout store and camping trip expenses. Pay major expenses on the recommendation of the Scoutmaster and authorization through majority vote of the troop committee. Maintain checking and savings accounts.
- Lead in the preparation of the annual troop budget.
- Ensure that any proposed expenditure over \$100 is voted on by the Committee.
- Collect dues to maintain scouts are in good standing.
- Report to the troop committee at each meeting.
- Keep adequate records of expenses.
- (FoS) Maintain individual scout accounts and coordinate transfers to the Treasurer for authorized expenditures (Summer Camp, Outings, Scout related purchases, etc.).
- Train and supervise the troop scribe in record keeping. (Do we still have one?)
- Keep adequate records in the Troop/Team Record Book.

Outdoor/Activities (Committee – TBD // Scouter - TBD)

- Assist activity leads in scheduling and coordinating events as necessary. Communicate with activity leads to ensure reservations are placed early and planning is done early in a timely fashion in order to avoid a last minute crisis.
- Assist activity leads in coordinating transportation, as required.
- Ensure a monthly outdoor program.
- Coordinate and lead the Annual Planning Session in the Spring of each year.
- Assist activity leads in identifying a suitable replacement activity should a planned one fall through.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month.
- Ensure the activity lead has submitted a tour permit.
- Report to the troop committee at each meeting.
- Collects activity rosters from other leaders and enters attendance information into the TroopMaster database system. Attendance data for camping must include how many nights individuals camped, cabin vs tent camping, and which individuals tent-camped in below freezing conditions.
- Tracks and enters into troop database service project hours along with hiking and cycling distances.

Advancement Chairman

(Committee – Dave Byrd/ Mike Healy // Scouter – John Walker)

- Encourage Scouts to advance in rank
- Maintain patches and emblems for recognition.
- Arrange troop boards of review and ensure awards (with cards) are ready and presented at Courts of Honor.
- Report to the troop committee at each meeting.
- Work with Membership & Merit Badge committee member to maintain all Scout advancement records.
- Updates TroopMaster database and prepares custom reports. – John Walker
- Trains/coaches new leaders and parents in Board of Review procedures.
- Provide receipts to the Treasurer for reimbursement in a timely manner.

Chaplain (Committee – Mike Egnor // Scouter – Mark Goldman)

- 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.
- Provide counseling and encouragement to scouts requiring assistance.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting

Training (Committee – Bryan Lilley // Scouter – Ted Miller)

- Ensure troop leaders and committee members have opportunities for training by providing updated lists of dates and times of BSA specific 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 junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.

Quartermaster (Committee – Toby Peterson (lead) / Jimmy Stuart / Bob Zongolowicz // Scouter - TBD)

- Keep track of all Troop equipment and its state of repair and usability.
- Report missing/ damaged equipment.
- Develop a schedule of replacement and costs for inclusion into Troop budget.
- Report to the Committee at each meeting. Provide receipts to the Treasurer for reimbursement in a timely manner.
- Ensure maintenance is conducted, to include the capital equipment, (i.e., Bus, Trailer, etc.)
- Maintain an inventory of all Troop equipment.
- Check in and Check out Troop equipment for a campout.
- Maintain adequate supply of basic supplies (For example: matches and paper towels, dish soap, etc)
- Instruct Patrol Quartermasters on proper use, maintenance, cleaning and storage of all Troop equipment.
- Provides instruction in use of lanterns and stoves.
- Assist the Scout Quartermaster in ensuring the US, troop, and patrol flags are available for campouts and ceremonies and they are stored properly afterward.

Procedures:

- Once a month, with the Scout Quartermaster, review and organize the trailer and garage space.
- Every 3 months, check trailer/bus for damage, missing pieces of equipment or supplies, etc.

Communications (Committee – TBD // Scouter – George Ball)

- Supply local newspapers with monthly troop articles.
- Supply Council and District communications with articles.
- Handles Publicity
- Report to the Committee at each meeting. Promotes Eagle Courts of Honor and writes an article for the scout's local newspaper.
- Prepare a family newsletter of troop events and activities.

Eagle Advisor (Committee – Otto Stutz // Scouter – Dave Gerrek)

- Administer the Eagle Scholarship program.
- Serve on Eagle Board of Reviews.

- Work with Life Scouts to understand and execute the “Trail to Eagle” requirements, provide advice and counsel each individual Scout on the Eagle project process.
- Encourage Life Scouts to complete the Rank of Eagle by meeting quarterly with current Life Scouts to determine Eagle progress.
- Assist new Eagles with planning their Eagle Court of Honor.
- Reports Eagle advancements to Council or website for recognition.
- Report to the Committee at each meeting.

Fundraising (Committee – Cassie McBride // Scouter - TBD)

- Supervise money-making projects, including obtaining proper authorizations and assist event leaders in executing a smooth fundraiser, as needed.
- Encouraging Scouts and parents to participate in fund raising events
- Recruit parents or Leaders to lead specific events (BBQ Dinners, Garage Sale, Spaghetti Dinner, etc.) .
- Print and control Fundraising Tickets, as required.
- Serve as, or recruit and assist, the Popcorn Kernal for the annual BSA Popcorn sale.
- Report to the Committee at each meeting.

Membership (Committee – TBD // Scouter - TBD)

- Update and maintain all Scout, Scouter, adult leader and parent/guardian membership records in TroopMaster.
- Maintains troop medical records, and provides a copy of the current records to the adult lead for all outings and events.
- Ensures medical records and any other confidential troop member records are maintained in a secure location and access to those records is limited.
- Report to the Committee at each meeting.

Merit Badges (Committee – Mike Healy // Scouter – John Walker)

- Work with the Advancement Coordinator to maintain all Scout advancement records.
- Develop and maintain a merit badge counselor list and post listing on the troop website .
 - Update and maintain individuals in the troop that are merit badge counselors in TroopMaster.
- Ensure that troop merit badge counselor information is accurate and up to date with District merit badge counselor coordinator. Provide the Advancement Chair all earned Merit Badge cards for submission to Council.

- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets. (Do we want to keep this? Is the library being used?)
- Prepares and assist the Senior Patrol Leader and Assistant Senior Patrol Leader in the presentation of merit badges at Court of Honors, as required.
- Recruit and arrange for Merit Badge Councilors to instruct as part of the regular troop meeting programs.
- Provide receipts to the Treasurer for reimbursement in a timely manner.
- Report to the Committee at each meeting.

Event Leader (Specific Parents and/or Scouters)

- This position is not a committee member, but rotates between specific leaders and/or parents in charge of a monthly outing, or specific event the troop will participate in. Work closely with the Scoutmaster and Outdoor/Activities Committee to coordinate each event. This include summer camp and high adventure coordinators.
- With the Scout Lead, develop and maintain a schedule of activities for the outing. Secure a proper tour permit.
- Secure location for outing or event and develop and collect permission slips and payment.
- Coordinate food; ie either Troop cooking or patrol cooking for outing
- Report to Outdoor/Activities Committee Chair on activities prior to upcoming Committee meeting. Provide receipts to the Treasurer for reimbursement in a timely manner.

Webmaster (Committee – Todd Waterman // Scouter – Mike Qualls)

- Keeps troop web site up-to-date with focus on the current News and Activity Schedule pages with links to current activity handouts, etc.
- Manages the GoogleGroups email listserv.
 1. Controls access to this private group area and removes departed members and approves new access requests as appropriate.
 2. Manages renewal of the troop domain name (bsa-troop259.org).
- Maintains and updates all links to current forms and BSA documents
- Manages electronic fundraising and ticket sales. Reports sales to the Treasurer and Troop Committee.
- Report to the Committee at each meeting.

High Adventure Coordinator (Committee – TBD // Scouter – George Ball)

- Survey scouts for High adventure opportunities.
- Communicate upcoming BSA sign ups like Philmont and Seabase .
- Assess interest in high adventure training for adults and coordinate and schedule training for interested adult leaders in those skills and tasks necessary for high adventure activities.
- Work with the Membership Chair to ensure special medical forms / liability waivers are on hand for high Adventure Activities.
- Provide receipts to the Treasurer for reimbursement in a timely manner.
- Report to the Committee at each meeting.

Apparel / Court of Honor Coordinator (Committee - Wendy Halman // Scouter - TBD)

- Coordinate food purchases and pot lucks for Courts of Honor
- Maintain troop logo.
- Coordinate purchase of troop hats, neckerchiefs, epaulets, t-shirts and handbooks and ensure an inventory is on hand. (Are we still buying epaulets and handbooks?)
- Manages the inventories of troop neckerchiefs and organizes sewing volunteers and arranges silk-screening of additional neckerchiefs as needed.
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- Provide receipts to the Treasurer for reimbursement in a timely manner.
- Report to the Committee at each meeting.

Committee Meetings

All committee members, the Scoutmaster and interested parents, attend the committee meeting. Occasionally we invite guests such as chartered organization representative and the unit commissioner.

The Scoutmaster is not actually a member of the troop committee, and has no vote, however his opinion and desire is integral to the decision-making process. The committee should not forget that its primary responsibility is supporting the troop program. The importance of mutual cooperation between the two groups of leaders is critical for the smooth and successful operation of the troop.

The support and administration of an active troop requires the participation of every committee member. Every member should have a working assignment. This will not only help the troop to operate effectively, but will assure team spirit and their attendance at meetings. When people feel that it doesn't matter if they attend or not, often they will

choose to do something else.

Generic Committee Meeting Agenda

1. Call the meeting to order / Welcome and introduction of new members and guests-
Chairman
2. Senior patrol Leader update - **SPL**
3. Scoutmaster update- **Scoutmaster**
4. Committee Reports
 - **Secretary / Communication** (newsletter, minutes, etc.)
 - **Treasurer** (report on current financial standing, money-earning projects, Friends of Scouting)
 - **Proposed upcoming Expenditures** (any expenditure over \$100 requires a vote by the Committee members present)
 - **Fundraising** (status of fundraising efforts (dinners, yard sale, popcorn, etc.)
 - **Membership** (summary of status and ongoing efforts (Cubs, etc.)
 - **Advancement / Merit Badge** (update advancement and other award status)
 - **Training** (adult status, youth leader and adult volunteer opportunities for training)
 - **Quartermaster** (status of new and existing troop equipment and of troop needs, new procedures for safe use and storage of equipment)
 - **Outdoor/Activities** (outdoor plans, special activities, district and council activities, summer camp update)
5. Old business (reports on task assignments from previous meeting, review past events)
6. New business (review upcoming events, assign tasks as issues are discussed)
7. Announcements (including the date of next month's troop committee meeting)
8. Adjournment

If everyone is prepared, troop committee meetings, except under special circumstances such as annual planning meetings, should not last longer than one hour. It is the chairperson's responsibility to keep the meeting moving swiftly.

Summary of Committee Positions and POCs

<u>Committee Position</u>	<u>Committee Lead</u>	<u>Scouter</u>
Chairman	Otto Stutz	Warren Goodman
Secretary / TroopMaster	Linda Gerrek	John Walker
Treasurer / Friends of Scouting	Deanna Stuart / Jill Zongolowicz	
Outdoor / Activities		
Advancement Chairman	Dave Byrd / Mike Healy	John Walker
Chaplain	Mike Egnor	Mark Goldman
Training	Bryan Lilley	Ted Miller
Quartermaster	Toby Peterson (lead) / Jimmy Stuart / Bob Zongolowicz	
Communications		George Ball
Eagle Advisor	Otto Stutz	Dave Gerrek
Fundraising	Cassie McBride	
Membership		
Merit Badges	Mike Healy	John Walker
Webmaster	Todd Waterman	Mike Qualls
High Adventure Coordinator		George Ball
Apparel / Court of Honor Coordinator	Wendy Halman	