



Adult Troop Leader Positions



Below are the adult positions that exist within the Boy Scout Troop. The Troop is always looking for motivated parents willing to invest time with the Scouts to help them become the best they can be. If you as a parent are interested in any position in the troop, don't hesitate to ask current leaders what you need to do to join in the fun!

BOY SCOUTS OF AMERICA POSITION DESCRIPTIONS

INSTITUTIONAL HEAD (IH): Usually a member of charter partner organization. Unit must have this position filled before charter is posted.

CHARTERED ORGANIZATION REPRESENTATIVE (CR): Is the direct contact between the troop/team and the chartered organization. This individual is also the organization's contact with the district committee and the local council. If the chartered organization has more than one unit, one representative serves them all.

COMMITTEE CHAIRMAN (CC): Have all committee positions filled, call and preside at regular monthly meetings of committee and supervise committee operations. Conduct the annual troop/team program planning conference. Maintain a close working relationships with leaders keeping them informed of activities, advancement, camping and training. Seek needed help from unit commissioner, district committee and other Packs, Troops, Teams and Crews. See that charter application is completed and turned in to council office before the expiration month. Support the policies of BSA.

SECRETARY (Membership and Registration)(MC): Keep minutes of troop/team committee meetings. Keep Troop/Team Record Book. Conduct troop/team resource survey. Help with charter application.

TREASURER (MC): Supervise sound troop/team budget plan. Train and supervise troop/team scribe in record keeping. Keep troop/team Financial Record Book. Responsible for bank account requiring two signatures.

Guide the troop/team in conducting council-approved money-earning projects. Supervise camp savings plan.



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TRAINING CHAIRMAN (MC): The goal of the troop/team training chair is to have 100 percent of the troop/team leadership BSA trained in their position responsibilities. New leaders and adult family members should receive orientation and Fast Start training within one week of joining the troop/team, and leaders should receive position specific within 30 days. Encourage troop/team leaders to attend ongoing training, such as roundtable, University of Scouting, outdoor training, Youth Protection training, and Wood Badge. Remain current with training material and program updates. Keep track of troop/team training records and submit updated trained leader reports to the district and council.

ADVANCEMENT CHAIRMAN (MC): Encourage Scouts to advance in rank. Strengthen the troop/team by helping to train parents and leaders in methods of advancement and develop a merit badge counselor list. Work with troop/team librarian to build and maintain a troop/team library of merit badge pamphlets and advancement literature. Arrange quarterly troop/team boards of review and courts of honor. Work with troop/team scribe to maintain all Scout advancement records. Obtain list of awards earned each month, prepare advancement report, and turn this into the council office when ordering necessary awards and supplies. Give troop/team copy of report to secretary to record in Troop Record Book. Help plan and conduct induction, advancement recognition and court of honor ceremonies. Promote Boys' Life magazine as an aid to advancement. Promote the wearing and proper use of uniform and insignia.

PUBLIC RELATIONS CHAIRMAN (MC): Inform parents of their responsibilities in Scouting and with the Charter Organization. Provide troop/team news and announcements for newspapers, bulletins of sponsor, websites, etc. Promote and stimulate service projects, Scout Anniversary Week, Scout Sunday or Sabbath, and family participation in troop/team events. Promote new membership and let people in the neighborhood know that Scouting is available.

OUTINGS – ACTIVITIES CHAIRMAN (MC): Plan, promote and coordinate attendance at Troop/Team, district and council camps and events. Arrange



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transportation, tour permits, campsite reservations and first aid for all troop/team outings. Ensure a monthly outdoor program, promote the National Camping Award.

Scoutmaster

Provide a recruiting plan for new boys for the troop to insure the strength and performance of the troop and see that they are promptly registered.

Meet on a monthly basis to train and give guidance to Boy Leaders to plan all troop activities.

Attend weekly troop meetings or have qualified registered assistants in attendance.

Attend all Troop Committee meetings

Take part in Scout training, i.e. training courses, roundtables, etc.

Conduct regular parents sessions to share the program and encourage parent active participation and cooperation.

Promote and participate in all district and council activities.

Take part in Webelos Scout graduation ceremonies to ensure that a boy continues his growth in scouting.

See that all boys advance in rank by working closely with the adult advancement chairman and all boy leaders.

Make it possible for all scouts to experience at least 10 days and nights of vamping each year.

Assistant Scoutmaster

Serve as the adult troop leader in absence of the Scoutmaster.



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Serve as an advisor and helper to an assigned group of scouts below the rank of First Class.

Be responsible for relationships between Troop and Cub Scout Pack.

Work directly with members of the patrol leaders council in Administering troop operations such as troop activities, board of review, district and council events.

Be responsible in promoting attendance, participation, and advancement and report needed improvement areas to the Scoutmaster.

Be a friend and helper to the Scoutmaster.



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POSITION Acronyms

INSTITUTIONAL HEAD (IH)
CHARTERED REP. (CR)
COMMITTEE CHAIRMAN (CC)
SECRETARY (MC)
TREASURER (MC)
TRAINING CHAIRMAN (MC)
ADVANCEMENT CHAIRMAN (MC)
PUBLIC RELATIONS CHAIRMAN (MC)
OUTINGS–ACTIVITIES CHAIRMAN (MC)
EQUIPMENT COORDINATOR (MC)
CHAPLAIN (MC)
MEMBERSHIP CHAIRMAN (MC)
FOS CHAIRMAN (MC)
SCOUTING FOR FOOD CHAIRMAN (MC)
POPCORN KERNEL (MC)
SCOUTMASTER (SM)
ASSISTANT SCOUTMASTER (SA)
ASSISTANT SCOUTMASTER (SA)
ASSISTANT SCOUTMASTER (SA)
ASSISTANT SCOUTMASTER (SA)