

# TROOP 956

## TROOP COMMITTEE ROLES

NAME

- **Chairperson**

- **Troop Scoutmaster**
- **Troop SPL**
- **Charter Organization Liaison**
- **Membership Coordinator**
- **District Roundtable Representative**

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- **Secretary**

- **Troop Scribe**

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- **Treasurer**

- **Fundraising Coordinators**
  - **1<sup>st</sup> Quarter Fundraising Coordinator**
  - **2<sup>nd</sup> Quarter Fundraising Coordinator**
  - **3<sup>rd</sup> Quarter Fundraising Coordinator**
  - **4<sup>th</sup> Quarter (Popcorn) Coordinator**

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- **Outdoor Chairperson**

- **Transportation Coordinator**
- **High Adventure Coordinator**
- **Summer Camp Coordinator**
- **Monthly Camping Coordinator**
- **Day Outings Coordinator**
- **Special Events Coordinator**

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- **Advancement Chairperson**

- **Troop Librarian**

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- **Training Chairperson**

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- **Equipment Chairperson**

- **Troop Quartermaster**

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- **Chaplain**

- **Troop Chaplain's Aide**

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## **Committee Chairperson: Responsibilities**

- Organize the Troop Committee to see that all functions are delegated, coordinated and completed on time and up to BSA standards.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agenda.
- Call, preside over and promote attendance at monthly troop committee meeting and any special meetings that may be called.
- Ensure troop representation at monthly roundtables
- Secure top-notch, trained individuals for troop and camp leadership.
- Arrange for charter review and re-charter annually.
- Plan the charter presentation.
- Oversee the activities of the **Charter Organization Liaison, Membership Coordinator and the District Roundtable Coordinator.**

### **Charter Organization Liaison: Responsibilities**

- Attend monthly IWLA Membership meeting and report out to membership on Troop activities and accomplishments.
- Attend monthly IWLA Board of Directors meeting and provide input on Troop related issues and concerns.
- Report IWLA issues, needs and concerns to Troop Committee at monthly Troop Committee meeting.
- Organize and coordinate service projects for the IWLA to include parking management at the annual Haunted Woods Hayride.
- Insure semi-annual cleanup at the Adopt-a-Street location in Hamilton.

### **Membership Coordinator: Responsibilities**

- Insure that Scout and Adult personal information is current and accurate.
- Review the troop charter annually and submit the re-charter on time.
- Present the new annual charter to the IWLA membership.
- Insure that all Scouts and Adult leaders have a current medical on file with the troop.

### **District Roundtable Coordinator: Responsibilities**

- Attend monthly District Roundtable meeting.
- Pick up troop information from Pony Express and deliver to the Scoutmaster
- Take notes on any information that is important for the Troop to know and report to the Troop Committee and Scoutmaster at the monthly Troop Committee meeting.

## **Secretary: Responsibilities**

- **Keep and distribute committee meeting minutes notes.**
- **Prepare and distribute newsletter.**
- **Handle publicity.**
- **Report minutes of previous meeting at each Troop Committee meeting.**
- **Keep records of Scout and Adult required/annual physicals.**
- **Conduct Troop Resource survey.**
- **Plan for family night program at annual Roundtable presentation.**
- **Train Troop Scribe in proper record keeping activities.**
- **Train Troop Historian in documentation and memorabilia maintenance.**

## **Treasurer: Responsibilities**

- **Handle all Troop funds. Pay bills on approval of the Scoutmaster and after approval of the Troop Committee.**
- **Maintain Troop checking and savings accounts.**
- **Maintain Troop Scout Account records.**
- **Manage the Troop Kroger certificate program.**
- **Lead the Friends of Scouting annual campaign.**
- **Report to the Troop Committee in writing at each monthly meeting.**
- **Supervise fundraising activities including obtaining proper authorization for fundraising activities from Council. Manage fundraising activities through fundraising coordinators who oversee:**
  - **Quarterly fundraising activities (candy bars, flower bulbs, TNT certificates, candles)**
  - **Annual popcorn sales**
  - **Special fundraising activities (car washes, bake sales, etc.)**

## **Outdoor Chairperson: Responsibilities**

- **Secure permission and make arrangements to use camping sites.**
- **Coordinate outing transportation.**
- **Secure all required local and national tour permits for troop activities requiring tour permits.**
- **Promote the National Camping Award.**
- **Ensure a monthly outdoor program so that the Troop reaches the goal of at least one scheduled outing per month.**
- **Report to the Troop Committee at its monthly meeting.**
- **Supervise the activities of coordinators who oversee:**
  - **Transportation for each outing**
  - **High Adventure planning and execution**
  - **Summer Camp planning and execution**
  - **Monthly Camping planning and execution**
  - **Day Outing (Food and Clothing, Rock Quest, Klondike, Miami REC, etc.) planning and execution**
  - **Special Events (Camporees, Peterloon, Thanksgiving, etc.) planning and execution**

## **Advancement Chairperson: Responsibilities**

- **Maintain up-to-date Troop records and backup copies utilizing Troop Master software.**
- **Plan and execute Troop and Eagle Courts of Honor as scheduled.**
- **Secure rank and merit badges after submitting the proper paper work to Council to record Scout advancement and merit badge completion.**
- **Develop and maintain troop based and council merit badge counselor lists.**
- **Work with **Troop Scribe** to maintain all Scout advancement records.**
- **Work with **Troop Librarian** to maintain the Troop library of merit badge books and other training and advancement literature and books.**
- **Report to the Troop Committee at each monthly meeting.**

## **Training Chairperson: Responsibilities**

- **Ensure that current and potential Troop leaders and committee members know of opportunities for training.**
- **Maintain an up-to-date inventory of training materials, videotapes and other training resources.**
- **Work with District training team to schedule Fast Start training for all new leaders.**
- **Deliver BSA Youth Protection training to adults and Scouts in the Troop.**
- **Plan and execute JLT training with the Troop at least annually and encourage participation at Council JLT annually.**
- **Report to the Troop Committee at monthly meeting.**

## **Equipment Chairperson: Responsibilities**

- Work with the **Troop Quartermaster** to manage all Troop gear including proper storage, cleaning and maintenance.
- Procure new or replacement Troop gear or accessories after obtaining approval from the Troop Committee.
- Develop and maintain an inventory showing quantity and replacement value of all major Troop gear.
- Insure annual renewal of Troop trailer license.
- Manage refilling of Troop propane canisters.
- Schedule annual trailer and tent maintenance including washing/waxing of trailer and sealing of tents and fly.
- Make periodic safety checks on all Troop camping and cooking gear.
- Encourage troop members in the safe use of all outdoor equipment.

## **Chaplain: Responsibilities**

- Give guidance to the Troop **Chaplain's Aide**.
- Provide a spiritual tone for troop meetings and activities.
- Promote regular participation of each member in the activities for the religious organization of his choice including Scout participation in the annual Scout Sunday events.
- Provide spiritual counseling service when needed or requested.
- Visit homes of Scouts in time of sickness or need.
- Encourage Scouts to earn their appropriate religious emblems.
- Report to the Troop Committee at its monthly meeting.

# Troop Committee Meeting Agenda

- **7:00 p.m. Call to Order** **Committee Chairperson**
- **Welcome new member/guests**
- **Secretary's Report** **Secretary**
  - **Reading/Approval of previous meeting's minutes**
  - **Solicit items for upcoming newsletter**
- **Treasurer's Report** **Treasurer**
  - **Scout Accounts**
  - **Checking/Savings Accounts**
  - **Kroger Certificate activity**
  - **Current fundraising activity status**
  - **Upcoming fundraising plan/schedules**
- **Scoutmaster's Report** **Scoutmaster**
  - **Troop progress**
  - **PLC activities**
  - **Disciplinary issues**
  - **Attendance**
  - **Upcoming outing plans/schedule**
  - **Troop needs**
- **Advancement Report** **Advancement Chair**
  - **Ranks since last meeting**
  - **Merit Badges since last meeting**
  - **Ranks/merit badges since last COH**
  - **COH plans**
  - **Eagle Scout status**
- **Outdoor Report** **Outdoor Chair**
  - **Upcoming events**
    - **High Adventure**
    - **Summer camp**
    - **Monthly outing**
    - **Day outing**
    - **Special events**
      - **Camporees**
      - **Council activities**

- **Equipment Report** **Equipment Chair**
  - **Equipment repair needs**
  - **New equipment needs**
  - **Equipment repair/purchase updates**
  
- **Training Report** **Training Chair**
  - **JLT**
  - **Leader training**
    - **Opportunities/Status/Completion**
      - **Fast Start**
      - **Youth Protection**
      - **Leader/Committee Specific**
      - **Outdoor Leadership**
      - **Wood Badge**
  - **Materials Needed**
  - **Material Obtained**
  
- **Chaplain's Report** **Chaplain**
  - **Religious Emblems Status/Participation**
  - **Scout Sunday planning**
  
- **Old Business** **Chairperson**
  - **Status of prior assignments**
  
- **New Business** **Chairperson**
  - **Assign tasks as items arise**
  
- **Announcements**
  - **Time/location of next meeting**
  
- **8:30 p.m. Adjourn**

# PATROL LEADER'S COUNCIL MEETING AGENDA

- **6:00 p.m. Call to Order** Senior Patrol Leader \_\_\_\_\_
- **Roll Call:**
  - **ASPL** \_\_\_\_\_
  - **Scribe** \_\_\_\_\_
  - **Quartermaster** \_\_\_\_\_
  - **Guide** \_\_\_\_\_
  - **OA Representative** \_\_\_\_\_
  - **Eagle PL** \_\_\_\_\_
  - **Tiger PL** \_\_\_\_\_
  - **Viking PL** \_\_\_\_\_
  - **Scoutmaster** \_\_\_\_\_
- **Scribe's Report**
  - **Reading/Approval of previous meeting's minutes**
- **Scout Account Review**
  - **Eagle Patrol**
  - **Tiger Patrol**
  - **Viking Patrol**
- **Senior Patrol Leader's Report**
  - **Update from the Troop Committee meeting**
  - **Fundraising status and upcoming plans**
- **Patrol Leader Reports: Attendance/Advancement/Activities**
  - **Eagle**
  - **Tiger**
  - **Viking**
- **Upcoming Events Discussion**
  - **Outings**
    - **Schedule and sign-up/payment deadlines**
    - **Activity/skills needed**
    - **Meal planning/assignments**
    - **Cost**
  - **Service Opportunities**
    - **IWLA**
    - **Community**
    - **Eagle Project**
    - **Adopt-a-Street**
    - **Other**
  - **Webelos visits**
    - **Activities**
    - **Assignments**
    - **Planning/Preparation**
  - **OA**

- **Election**
  - **Date**
  - **Eligibility**
- **Ordeal Dates**
- **Brotherhood Dates/Eligibility**
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- **Troop Elections/Staff Appointment**
  - **SPL Date**
  - **PL Date**
- **Troop/Eagle COH**
- **IWLA Update**
  
- **Upcoming Troop Meeting Planning**
  - **Program Feature review**
  - **Skill development activities**
  - **Game planning**
  
- **Announcements**
  - **Next meeting date/time/location**