



# TROOP 4056

## **Scout Committee Titles & Responsibilities**

### TROOP COMMITTEE RESPONSIBILITIES



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## What the Troop Committee Organization Does

- Provide adequate meeting facilities.
- Advise Scoutmaster on policies relating to the Boy Scout program and the chartered organization.
- Carry out the policies and regulations of the Boy Scouts of America.
- Encourage leaders in carrying out the Boy Scout program.
- Be responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtain, maintain, and care properly for troop property.
- Provide adequate camping and outdoor program (minimum 10 days and nights per year).
- See that adult leadership is assigned in case the Scoutmaster is absent or is unable to serve.
- Operate troop to ensure permanency.

## **CHARTERED REPRESENTATIVE or SCOUTING COORDINATOR**

- Serve as head of "Scouting Department".
- Secure committee chairman and courage training.
- Maintain a close liaison with troop committee chairman.
- Help recruit the right leadership.
- Be an active and involved member of the district board. Represent your organization and its goals and needs.
- Encourage graduation of youth members from unit to unit:
- Webelos to Blazer Scouts
- Blazer Scouts to Scouts
- Scouts to Varsities
- Organize and staff enough units.
- Use "Two-Deep Leadership."
- Assist with Unit Rechartering.
- Encourage service to the organization.

## **COMMITTEE CHAIRMAN**



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- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Assist in the recruitment of the best individuals available for Scoutmaster and Assistants.
- Maintain a close relationship with the Chartered Representative.
- Interpret national and local council policies to the troop.
- Work closely with the Scoutmaster in preparation of agenda for Troop Committee Meetings.
- Call, preside, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure topflight, trained people for camp leadership.
- Arrange for charter review and recharter the annually.

## **MEMBERSHIP/RELATIONSHIPS (SECRETARY)**

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Conduct parent orientation for new families.
- Prepare family newsletter of troop events and activities.
- Work with troop historian.
- Assist in annual membership inventory and inspection program.
- Arrange for proper welcome of Webelos Scouts graduating into the troop.
- Invite all Webelos Scout families to assist with troop program.
- Conduct boy-fact survey and troop resource survey.
- Plan for family night programs and family activities.
- See that the troop sets membership goals and adopts and carries out a troop-recruiting plan.
- Plan charter presentation program.



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## **FINANCE/RECORDS CHAIRMAN (TREASURER)**

- Handle all troop funds. Pay bills on recommendation of Scoutmaster and authorization of troop committee.
- Maintain checking and saving accounts.
- Keep adequate records in the Troop Financial Record Book.
- Supervise money-earning projects including obtaining proper authorization.
- Supervise the camp saving plan.
- Report to the troop committee at each meeting.
- Give leadership to the preparation of the annual troop budget.
- Have a simple annual audit of the troop finances.

## **ADVANCEMENT CHAIRMAN**

- Encourage all Scouts to advance in rank.
- Promote First Class emphasis in the troop.
- Arrange monthly troop boards of review.
- Conduct Star-Life boards of review.
- Arrange for Eagle Scout board of review.
- Conduct courts of honor following boards of review.
- Develop and maintain merit badge counselor list.
- Make prompt report on advancement report to council service center following each troop board of review.
- Secure badges and certificates.
- Work with Scoutmaster or assistant and troop scribe in maintenance of all Scout advancement records.
- Work with librarian in building and maintaining a troop library of merit badge pamphlets.



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## **ASST. VARSITY COACH OUTDOOR/ACTIVITIES CHAIRMAN**

- Supervise and help procure camp equipment.
- Work with the Scoutmaster or Assistant and Quartermaster on inventory, storage, and proper maintenance of troop equipment.
- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Encourage monthly outdoor activities or special activities.
- Promote National Camping Award and Fair Way camp promotion plan.
- Promote-through family meetings-attendance at troop camps, camporees, and summer Scout camp to reach the goal of 10 days and nights of camping for each Scout.
- Coordinate family camping.

## **HEALTH AND SAFETY CHAIRMAN**

- Arrange medical health history/examinations.
- Supervise meeting place inspections for safety.
- Secure tour permits.
- Be responsible for an insurance program.
- Promote good health and safety conditions in meeting place and sites used for outdoor activities.
- Coordinate first aid, aquatics, and safety program resources.

## **SERVICE/GOOD TURN CHAIRMAN**

- Stimulate community Good Turns and service projects.
- Serve as counselor for advancement service projects.
- Approve Eagle Scout service projects.
- Promote an emergency service plan.
- Encourage personal Good Turn.
- Promote service projects for chartered organization.



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## **SUSTAINING MEMBERSHIP / ENROLLMENT CHAIRMAN**

- Participate in the orientation meeting.
- Enroll as sustaining member.
- Select, train, and enroll needed personnel to conduct the troop's enrollment.
- Attend district kickoff meetings.
- Follow up until all cards are accounted for.
- Conduct report meetings.
- Give recognition to contributors and enrollees.
- Work closely with public relations person (secretary).

## **SCOUTMASTER / VARSITY COACH**

- Train and guide boy leaders to run their troop.
- Work with and through responsible adults to give Scouting to boys.
- Help boys to grow by encouraging them to learn for themselves.
- Guide boys in planning the troop program.

## **ASSISTANT SCOUTMASTER / ASSISTANT VARSITY COACH (ACTIVITIES)**

- Serve as the troop leader in the absence of the Scoutmaster.
- Be responsible to the Scoutmaster for program and activities of the troop.
- Work with the assistant senior patrol leader.
- Coordinate joint Webelos den-troop activities.

## **ASSISTANT SCOUTMASTER / ASSISTANT VARSITY COACH (PHYSICAL ARRANGEMENTS)**

- Be responsible to the Scoutmaster for troop physical arrangements.
- Work with the troop quartermaster and outdoor committee member.
- Arrange for use of troop equipment by Webelos den.
- Be responsible for the care and neat appearance of all equipment.
- Be responsible for health and safety in all troop affairs.



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## **ASSISTANT SCOUTMASTER / ASSISTANT VARSITY COACH (PATROL ADVISER)**

- Serve as adviser for a patrol or leadership corps.
- Serve as a resource person for the patrol pr corps.
- Recruit others to assist.
- Support the patrol leader with advice and counseling.
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### **Reference**

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