

# Troop Committee

## **How the Committee Functions -- Positions below**

Consisting of a minimum of three members 21 years of age or older, the Troop Committee is the Troop's "Board of Directors." It works on behalf of the Chartered Organization to support the Troop by ensuring a quality Scouting program. Each member of the Troop Committee should have specific responsibilities, thus dividing the whole job among the committee members. Among the responsibilities of the Troop Committee and the individual members are:

- Supports leaders in carrying out the program.
- Responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Ensure 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 that some Scouts may require.
- Helps with the Friends of Scouting (SME) campaign.
- Assists the Scoutmaster with handling Scout behavioral problems.
- Advises the Scoutmaster on policies relating to Boy Scouting and the Chartering Organization.

A Troop can have a full committee with a reasonable amount of recruiting effort. The first five positions and COR are essential for quality Troop operation. Fill those positions first. There should be no maximum limit to the number of Troop Committee members. The Troop Committee should meet regularly ( Monday after campout at 7:00p.m.)

The key positions on the Troop Committee. These positions can be split and others can be added, as needed. The respective duties are as follows:

### **Committee Chair**

- 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.
- Ensure that the Troop adheres to the policies of the Chartered Organization.
- 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.

- Recruit top-notch, individuals for adult leadership, working with the Chartered Organization Representative to promptly register new leaders and check all references. Encourage adult leaders to get trained.
- Ensure that new youth members are promptly registered with the Council Service center, and that new Scout families receive the Troop's new member information packet.
- Arrange for charter review, recharter annually and plan the charter presentation.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.

### **Chartered Organization Representative**

- Act as liaison to the Chartering Organization, such as a Church.
- Schedule use of the Scout meeting place [Scout Hut] by all Scouting groups.
- Maintain close contact with the Chartering Organization's leadership on the support needs of the Troop Committee. Report to the Chartering Organization's management committee [Church Council] regularly on the Troop's status, submitting written report when not in attendance.
- Approve all adult leaders applications, and work with Committee Chair to check references of all adult leader applicants.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.

### **Secretary/Communication Chair**

- Keep and distribute minutes of committee meetings and send out committee meeting notices.
- Maintain the Troop address book or directory, and distribute updates to families and Troop / Chartering Organization leadership.
- Coordinate Troop publicity, including placing notices in local newspapers.
- Prepare a family newsletter of Troop events and activities. Utilize e-mail and other communications media to keep the Troop membership and community informed about Troop activities.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.

### **Treasurer**

- 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*, and/or the Troop accounting software.
- Supervise money-earning projects, including obtaining proper authorizations. Coordinate the fundraising activities of the Popcorn Sales coordinator and other fund raising coordinators as required.
- Supervise the camp savings plan, and the individual scout's accounts in the treasury.
- Lead in the preparation of the annual Troop budget.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.

### **Outdoor / Activities Chair**

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote attendance at campouts, camporees, and summer camp to reach the goal of an outing per month. Report attendance to the Troop Scribe.
- Secure tour permits for all Troop activities.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.

### **Advancement Chair**

- Encourage Scouts to advance in rank.
- Work with the Troop Scribe to maintain all Scout advancement records.
- Arrange Troop Boards of Review and Courts of Honor at least quarterly.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the Council service center when a 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. If not in attendance, submit written report.

### **Life to Eagle Scout Adviser/Coordinator**

- Advise Eagle Scout candidates on the general process of applying for Eagle Scout rank.

- Advise Eagle Scout candidates on service projects; assist with paperwork preparation.
- Conduct Life to Eagle transition orientation to new Life scouts, providing Council workbooks.
- Coordinate Eagle Boards of Review with District Advancement Committee.
- Assist Eagle Scout families with Eagle Court of Honor planning.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.

### **Chaplain**

- 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. If not in attendance, submit written report.

### **Training**

- 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 Junior Leader -- Green Bar Training within the Troop and at the Council and national levels.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.

### **Equipment/Facilities Coordinator (Quartermaster)**

- Supervise and help the Troop procure camping equipment.
- Advise Troop Quartermaster on inventory, maintenance, purchase, and storage of Troop equipment.
- Make periodic safety checks on all camping gear, and encourage the Troop in the safe use of all outdoor equipment.
- Coordinate the Scout Hut maintenance needs with the Chartering Organization via the Chartered Organization Representative.

- Report to the Troop Committee at each meeting. If not in attendance, submit written report.

### **Community Service Chair**

- Coordinate workdays with the Chartering Organization
- Coordinate quarterly (minimum) community service projects.
- Prepare annual community service report for Quality Unit application.
- Identify / coordinate community service projects for Scouts rank advancement requirements. Report Scout attendance on service projects to the Troop Scribe.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.

### **Membership Chair**

- Coordinate general recruiting efforts (*e.g.*, Council/District-sponsored events, “Bring a Friend”). Plans and conducts regular Troop recruiting efforts.
- Maintain contact with local Pack and other local Cub Packs; Train Den Chiefs.
- Works with Cub Scout Pack Leadership to plan Webelos visits and Crossover planning.
- Contact inactive Scouts and encourage them to become active again.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.

### **Health & Safety Chair**

- Collect and maintain Health forms necessary for summer camp and other Troop activities.
- Maintain Troop first aid kit, including replacing expired items.
- Assist the Troop Instructor in planning First Aid training/skill instruction.
- Interpret BSA Guide To Safe Scouting to the Committee and Troop Leaders.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.

### **Troop Committee Member At Large**

- Attend troop committee meetings and participate in decision making.
- Serve on Troop Committees and provide transportation and adult leadership as needed. At a minimum take *FastStart* and Youth Protection training. (available online)

- Regularly serve on Troop Boards of Review.
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