

TROOP COMMITTEE CHAIR

1. Organize the committee to see that all functions are delegated, coordinated, and Completed.
2. Maintain a close relationship with the chartered organization representative and Scoutmaster.
3. Interpret national and local policies to the troop.
4. Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings called. Work with the secretary to prepare an agenda for the meetings.
5. Ensure troop representation at monthly roundtables.
6. Secure top-notch, trained individuals for camp / troop leadership.
7. Arrange for charter review and recharter annually.
8. Plan the charter presentation.
9. Signs checks and pays bills in the absence of the treasurer.

TROOP COMMITTEE SECRETARY

1. Presides over committee meetings in the absence of the chair.
2. Works with the chair to prepare the agenda for committee meetings.
3. Sends out special invitations to meetings and court of honors.
4. Keep minutes of meetings and send out committee meeting notices.
5. Handle publicity.
6. Prepare a monthly family newsletter of troop events and activities.
7. Conduct the troop resource survey.
8. At each meeting of the committee, report the minutes of the previous meeting.
9. Maintain attendance records of troop meetings & campouts.

TROOP COMMITTEE TREASURER

1. Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
2. Maintain checking, savings accounts and Boy Accounts.
3. Train and supervise the troop scribe in record keeping.
4. Lead in the preparation of the annual troop budget.
5. Lead the Friends of Scouting campaign.
6. Oversee all fundraising activities.
7. Report to the troop committee at each meeting.

ADVANCEMENT COORDINATOR

1. Encourage Scouts to advance in rank.
2. Maintain all Scout advancement records.
3. Arrange Board of Reviews on a regular basis.
4. Develop and maintain a merit badge counselor list.
5. Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
6. Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
7. Report to the troop committee at each meeting.
8. Oversee the planning of courts of honor.

OUTDOOR/ACTIVITIES COORDINATOR

1. Secure permission to use camping sites.
2. Serve as the transportation coordinator.
3. Ensure a monthly outdoor program.
4. Promote the National Camping Award.
5. Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month.
6. Secure tour permits for all troop activities.
7. Report to the troop committee at each meeting.

EQUIPMENT COORDINATOR

1. Supervise and help the troop procure camping equipment.
2. Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
3. Make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment.
4. Report to the troop committee at each meeting.

CHAPLAIN

1. Provide a spiritual tone for troop meetings and activities.
2. Give guidance to the chaplain aide.
3. Promote regular participation of each member in the activities of the religious organization of his choice.
4. Visit homes of Scouts in time of sickness or need.
5. Encourage Boy Scout to earn their appropriate religious emblems.
6. Report to the troop committee at each meeting.

TRAINING COORDINATOR

1. Ensure troop leaders and committee members have opportunities for training.
2. Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
3. Work with the district training team in scheduling Fast Start training for all new Leaders.
4. Be responsible for BSA Youth Protection training within the troop.
5. Encourage periodic junior leader training within the troop and at the council and national levels.
6. Report to the troop committee at each meeting.

SCOUTMASTER RESPONSIBILITIES

1. Recruits new members.
2. Conducts the junior leader training program.
3. Sets an example of leadership and service in the troop, community, and church.
4. Delegates troop responsibilities to assistant scoutmasters, i.e.; new Scout patrol, older Scout patrol, & advancement.
5. Attend meetings and campouts and encourage advancement.