
Cub Scout Pack Committee – Smooth Operations

May 17, 2012 – Handout in Roundtable Breakout - Committee

Summary: The Pack Committee Chair leads the pack committee and thus is responsible for the administration, oversight, and support of the pack program.

“Every pack is under the supervision of a pack committee, which consists of at least three members: Chair, Secretary, and Treasurer. (Note: in LDS units, this leadership may be shared with a Primary Representative). By handling administrative and support tasks, the pack committee allows the Cubmaster, den leaders, and their assistants to focus on working directly with the Cub Scouts.

“With a committee of three, members must assume responsibility for more areas of service than with a committee of seven or more. Although packs can and do operate with a minimum of three committee members, experience has shown that a larger committee generally ensures a stronger, more stable pack. A larger committee is better able to perform all the required functions to ensure a successful pack program. It is also a way to involve more pack families in meaningful service to the pack.”

Committee Responsibilities (pg 58): (italics – non-LDS units)

- Coordinate the pack’s program and the chartered organizations program through the COR.
- Help with pack charter renewal
- Help stimulate the interest of adult family members through proper programming
- Supervise finances and equipment
- Vigorously assist the Cubmaster
- Ensure that all Cub Scouts receive a year-round quality program
- Complete pack committee Fast Start training and Basic Leader Training for the position
- Conduct, with the help of the Cubmaster, periodic training for parents and guardians
- Cooperate with other Scouting units
- *Make recommendations regarding pack leadership to the chartered organization*
- *Recruit Cubmaster and one or more Assistant Cubmasters*
- (LDS Units) Intertwine Faith In God and Cub Scouts

More Responsibilities:

Committee Chair (pg 59):

- Maintain close relationship with COR
- Confer with Cubmaster
- Supervise pack committee operation
 - Record keeping & correspondence (secretary)
 - Finances
 - Advancement
 - Training leaders and parents
 - Public relations
 - Membership/registration
 - Friends of Scouting
 - Outdoor activities, day camps
- Appoint committee members to be responsible for items listed above (or request their appointment by COR/Primary Leaders)
- Assigning duties to committee members
- Calling and presiding at pack leader meetings
- Planning for pack charter review and re-registration
- Approving bills/payments
- Conduct annual pack program planning conference
- Recognize need for more dens and see that they are formed
- Work to provide safe and adequate facilities for pack meetings
- Substitute Cubmaster if no Assistant Cubmaster
- Develop strong pack-troop relationships
- Work closely with the unit commissioner/other leaders to assure smooth transition of Webelos to Scouts
- Ask the committee to assist with recommendations for Cubmaster, Assistant Cubmaster, and Den Leaders as needed
- Work on Fund-raising (in non-LDS units) with Cubmaster

Getting Organized

ESSENTIAL SUPPLIES:

- File tote and files
- Box or tote for books and reference materials
- Boxes or totes for supplies
- Leader Book (Job descriptions)

Here are your areas of responsibilities, and here are things you will need to get for those areas (not purchase – get them or make them):

I. Relationships and Communication

- A. List of Leaders with contact info (spreadsheet)
- B. Roster of Boys with birthdates and parent contact information
- C. Email Lists
 - 1. Leaders including Primary, etc.
 - 2. Parents and boys
- D. 11-yr-old Scout leader name, email, phone
- II. Confer with Cubmaster (and Primary and Bishopric)
 - A. Leader Book for you, for Cubmaster
 - B. Roundtable handouts
 - C. Council office phone number and names (i.e. Jeff Peery)
- III. Planning
 - A. Calendar and Annual plan (hard copy in file)
 - B. Access to ward calendar on LDS.org
- IV. Leadership/Staffing
 - A. Den size tracking from roster
- V. Training
 - A. List of leaders and what training they have had and when
 - B. A Pack Trainer
- VI. Resources (supplies, books, buildings)
 - A. Budget and budget tracking spreadsheet
 - B. Fund-raising info where allowed
 - C. Equipment/Resources/Library lists
 - D. Building Scheduling info
- VII. Record keeping
 - 1. Registration forms
 - 2. Medical forms
 - 3. Camp registrations and attendance info
 - B. Achievements/Advancements
 - 1. Hard copy records (pull the info from boys books)
 - 2. Faith in God – hard copy and/or digital
 - 3. BSA Internet Advancement
 - 4. PackMaster or other digital system

My “Essentials for Success”

1. The Lord will help - ask
2. Delegate and assign – one person does not a committee make
3. Have monthly meetings – stay in touch
4. Get organized: Boxes, Totes, File
5. Go to Roundtable – inspiration, education
6. Supply leaders with essential books (and binders)
7. Push that leaders get trained
 1. Get them online to Youth Protection, This is Scouting, and Fast Start
 2. Get them to Leader-Specific training, in person preferably, or online
 3. Get them to Roundtable
8. KISMIF – Keep it Simple; Make it Fun