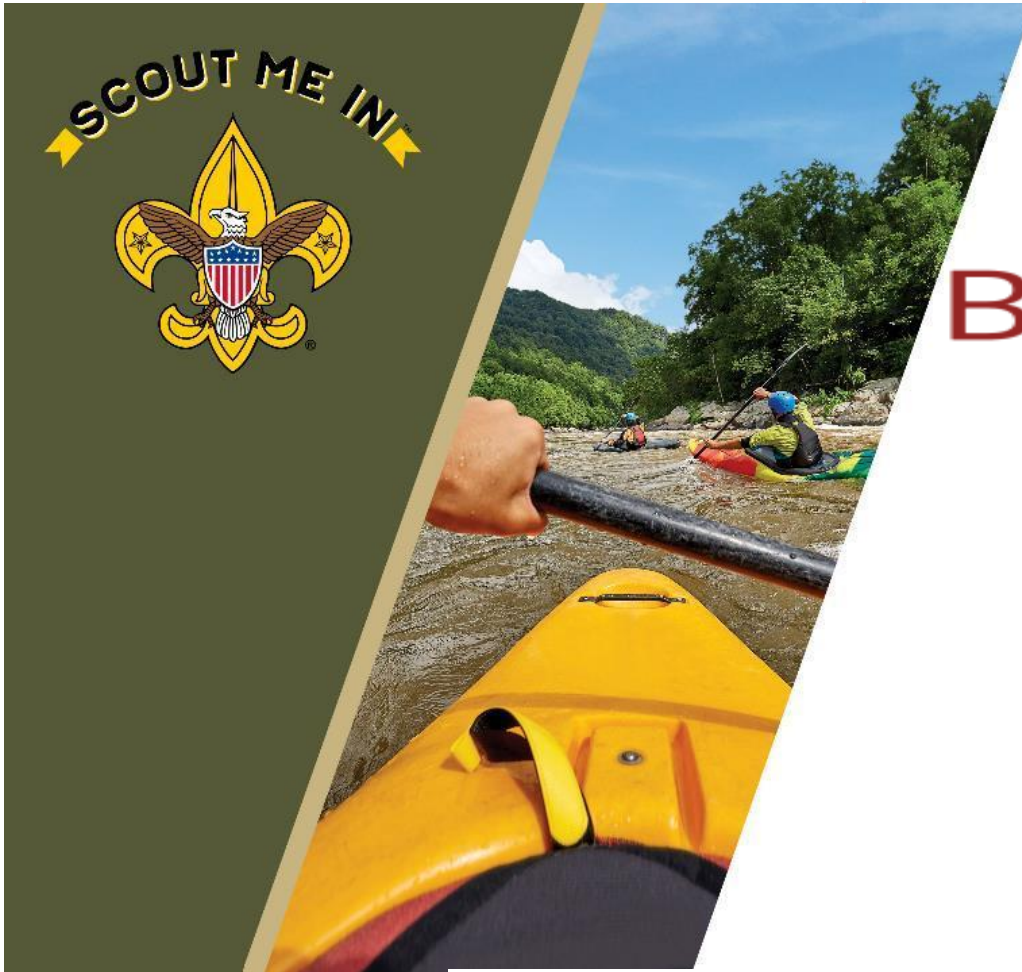




BSA Troop 3

Organizational Chart

Position Descriptions

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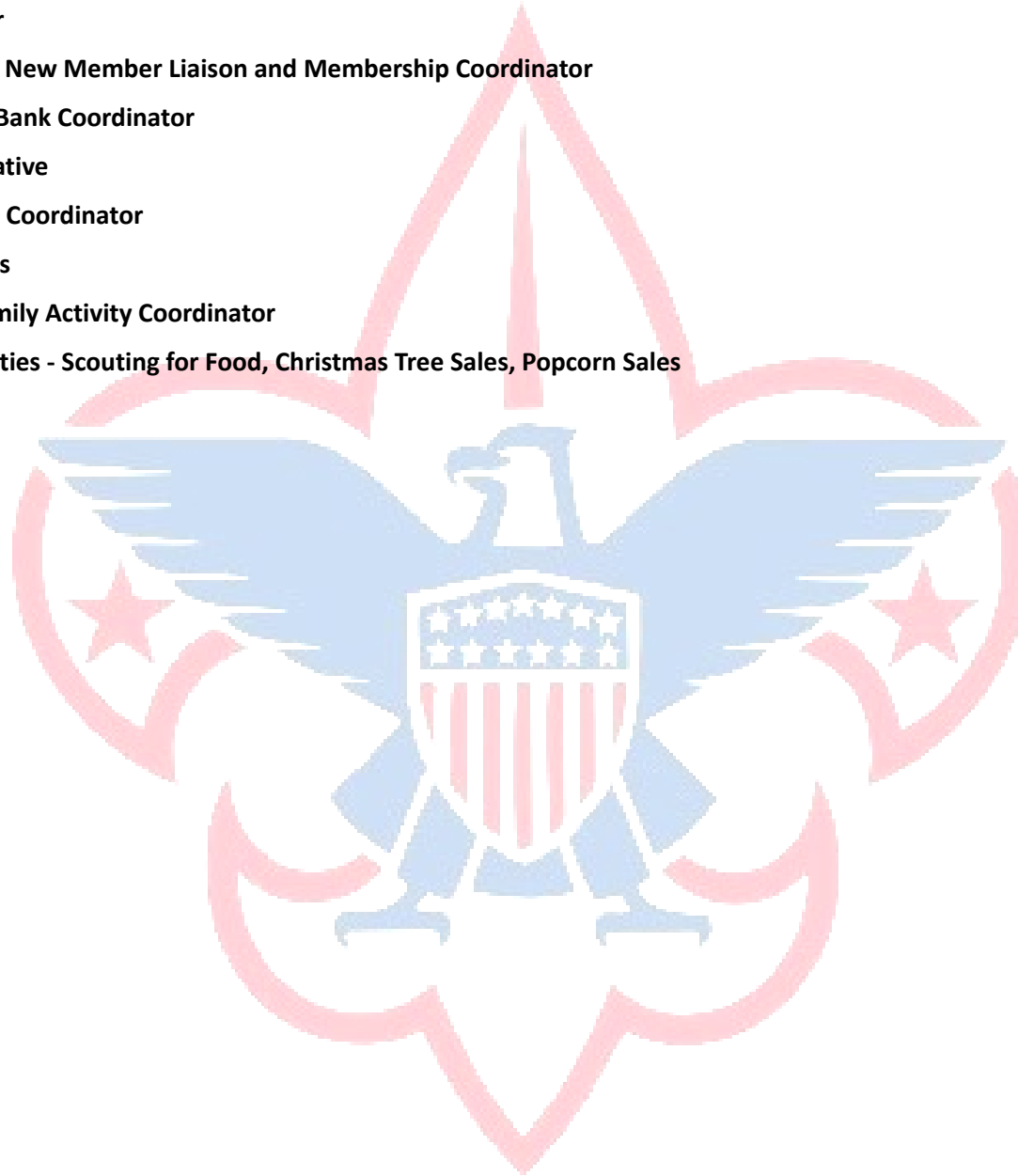
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Scouter Positions

Scoutmaster

The Scoutmaster is selected and recruited by the Troop Committee and approved by the Charter Organization Representative. The Scoutmaster must be at least 21 years of age. Serves at the satisfaction of the Troop Committee and the Charter Organization Representative. Reports to: Troop Committee Chair. Duties:

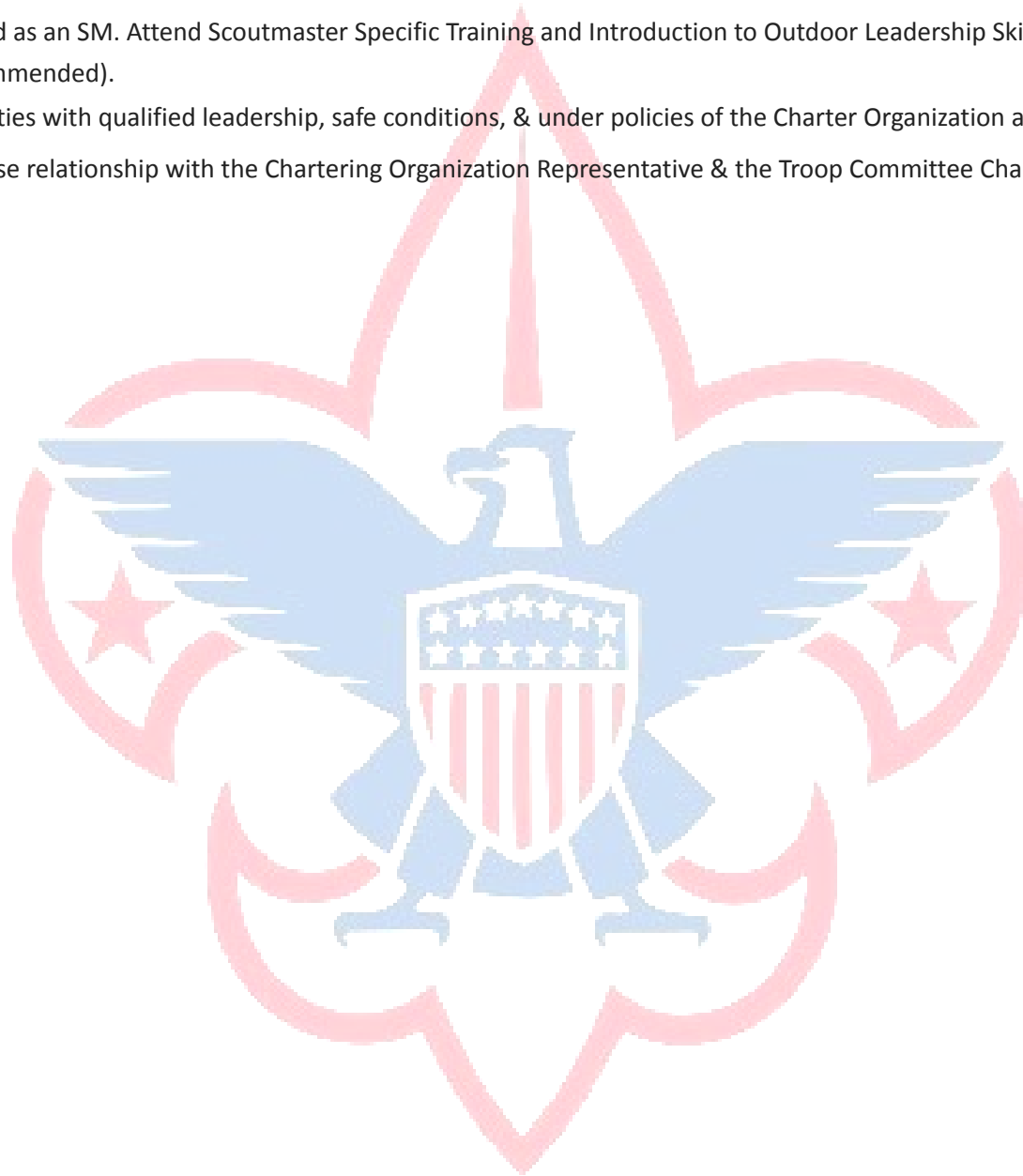
Train and guide the Troop's youth leaders.

- Work with other responsible adults to bring Scouting to the boys.
- Use the Methods of Scouting to achieve the aims of Scouting.
- Meet regularly with the Patrol Leaders Council (PLC) for training and coordination in planning Troop activities.
- Attend all Troop meetings, or if necessary arrange for a qualified adult substitute.
- Attend Troop Committee meetings.
- Attend all campouts or arrange for a qualified adult substitute.
- Attend monthly district Roundtable or arrange for a qualified adult substitute.
- Attend Eagle boards of review and introduce the Troop's Eagle candidates or arrange for a qualified adult substitute.
- Conduct Scoutmaster conferences for all rank advancements or delegate a qualified Assistant Scoutmaster (ASM).
- Delegate responsibilities to other adults (assistants and troop committee).
- Coordinate annual elections for Troop youth leaders with the PLC.
- Coordinate at a minimum one annual (two preferred) Troop Leader Training program with the PLC.
- Coordinate an Annual Planning Conference with the PLC to plan the next year's Troop activities. Present this plan to Troop Committee for approval.
- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Build a strong program by using proven methods presented in Scouting literature.

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- Be fully trained as an SM. Attend Scoutmaster Specific Training and Introduction to Outdoor Leadership Skills (IOLS); (Wood Badge training is highly recommended).
- Conduct activities with qualified leadership, safe conditions, & under policies of the Charter Organization and BSA.
- Maintain a close relationship with the Chartering Organization Representative & the Troop Committee Chairperson.



Assistant Scoutmasters – Patrol ASMs & Patrol Mentors

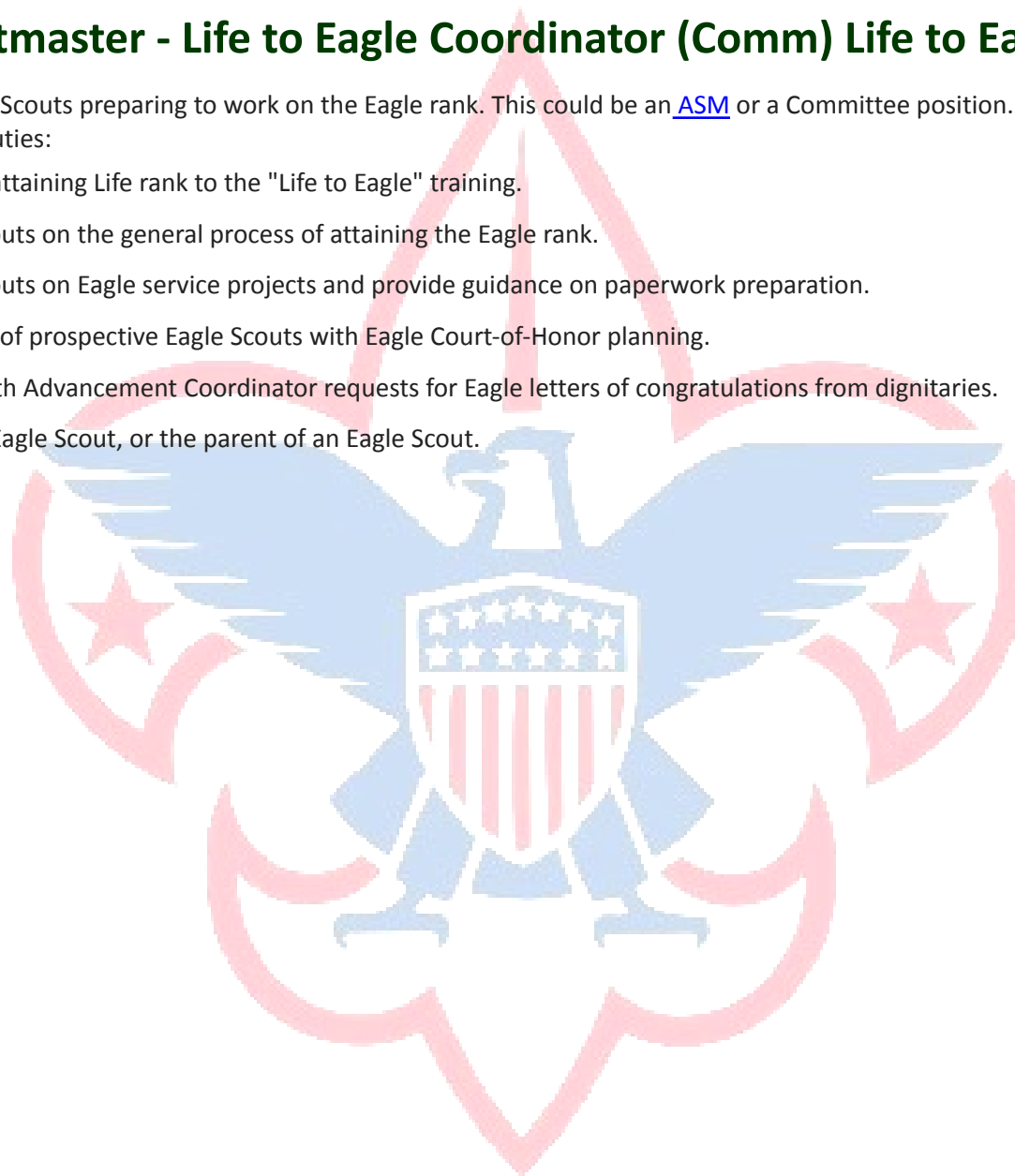
Assistant Scoutmasters are selected by the Scoutmaster with the assistance of the Troop Committee. They serve at the satisfaction of the Scoutmaster and the Troop Committee. They may be 18 years old, but at least one must be 21 or older. Reports to: Scoutmaster. Duties:

- Assist the Scoutmaster with his/her responsibilities, including availability in various capacities as his substitute.
- Attend Troop meetings and outings.
- Be fully trained as an ASM. Attend ASM Leader Specific Training and Introduction to Outdoor Leadership Skills (IOLS); (Wood Badge training is highly recommended).
- Fill in for Scoutmaster when required.
- In addition to the above duties, several ASMs have additional responsibilities in specific areas:
 - ASM – Primary Assistant Scoutmasters for Troop 3/1003
 - ASM – Patrol Mentor - Act as a mentor to Patrol Leader (PL parent) and serve as a resource to the patrol.
 - ASM - New Boys (new boy parent if possible) - work with new Scouts to help them make a smooth transition into the Troop and advance to First Class in a reasonable time. This involves working with the PLC and the ASPL for New Scouts. Also works closely with Troop Instructor, Troop Guides, and Advancement Coordinator to facilitate scout advancements.
 - ASM - High Adventure / Venturing Scouts – Venturing Advisor. Acts as a mentor to the Venture Patrol (older Scouts) to promote and execute periodic High Adventure outings.
 - ASM/Comm – Order of the Arrow - Encourage membership in the Order of the Arrow (OA) and coordinate annual OA elections. Must be an OA member.

Assistant Scoutmaster - Life to Eagle Coordinator (Comm) Life to Eagle Advisor

Acts as a resource for Life Scouts preparing to work on the Eagle rank. This could be an [ASM](#) or a Committee position. Reports to: Committee Chair and Scoutmaster. Duties:

- Guide Scouts attaining Life rank to the "Life to Eagle" training.
- Advise Life Scouts on the general process of attaining the Eagle rank.
- Advise Life Scouts on Eagle service projects and provide guidance on paperwork preparation.
- Assist families of prospective Eagle Scouts with Eagle Court-of-Honor planning.
- Coordinate with Advancement Coordinator requests for Eagle letters of congratulations from dignitaries.
- Should be an Eagle Scout, or the parent of an Eagle Scout.



Chartering Organization Representative (COR)

The Charter Organization Representative (COR) is the head of the Charter Organization's "Scouting Department". The COR is appointed by, serves at the satisfaction of and reports to the Chief Executive of the Charter Organization.

- Member of the Chartering Organization; serves as a liaison between the Troop and the Charter Organization.
- Secures a Troop Committee Chair and encourages training; helps recruit other adult leaders.
- Maintain a close liaison with the Committee Chair and the Scoutmaster.
- Become trained for the position, including Troop Committee Training.
- Assists with unit re-chartering.
- Encourages service to the organization.
- Ensure troop representation at monthly district Roundtable.
- Is an active and involved member of the District Committee.
- Provides a meeting place for troop meetings and storage of troop equipment.
- Approves all adult leader applications.

Committee Positions

The committee is the Troop's Board of Directors. These positions are all important to the smooth functioning of the Troop. Committee Chair may designate Troop adults to more than one adult position, depending on Troop requirements; while these positions are identified with the Committee, ASMs may also fill these positions. All Committee Members who are not ASMs are appointed by the CC and report to the CC and Troop Committee.

Members

All registered adults are members of the Troop Committee. The Scoutmaster and Assistant Scoutmasters are non-voting members. All other registered adults have a single vote. All adult leaders must be approved by the Committee Chair and the Charter Organization Representative after a reference check. Duties:

- Read their respective son's Scout Handbook.
- Understand the Aims and Methods of scouting.
- Must have current Youth Protection Training; Take Fast Start, This is Scouting & Leader Specific Training.
- Show support to individual Scouts & the troop by attending Courts of Honor & as many troop meetings as possible.
- Attend as many Committee Meetings as possible. Report to the Troop Committee at each meeting.
- Support troop service projects, and activities.
- Participate on the Board of Reviews as requested by the Advancement Coordinator.
- Assist the other area Coordinators when requested.

Committee Chair (CC)

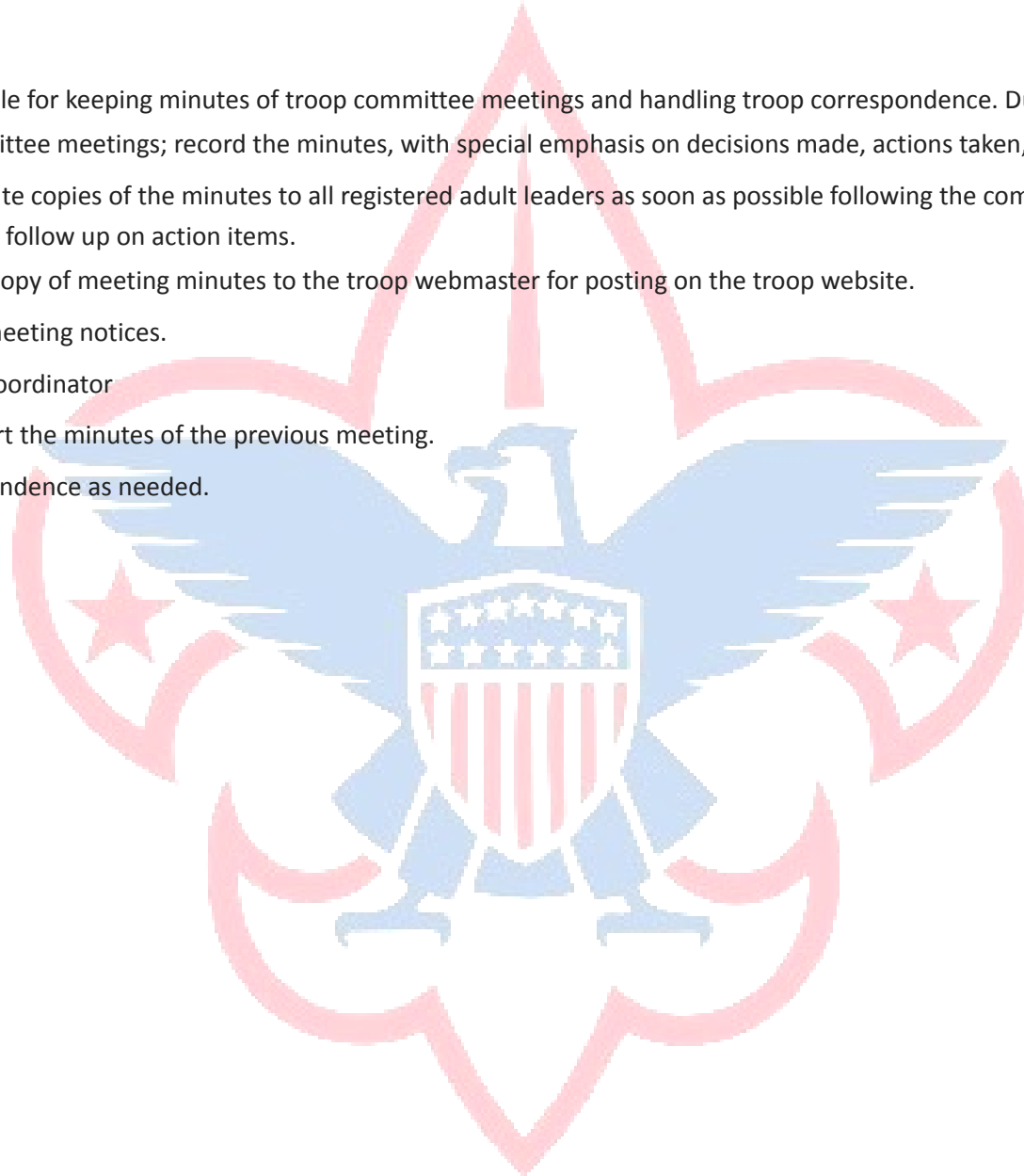
The Troop Committee Chair is selected by the Charter Organization Representative to organize the Troop Committee. Serves at the satisfaction of the COR and Troop Committee. Reports to: Charter Organization Representative. Duties:

- Organize the Troop 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 the troop adheres to the policies of the Chartered Organization and the Boy Scouts of America.
- Prepare troop committee meeting agendas.
- Call, preside over, & promote attendance at monthly committee meetings & any special meetings that may be called.
- Ensure troop representation at monthly district Roundtable.
- Recruit top-notch, individuals for adult leadership.
- Encourage adult leaders to get trained.
- Arrange for charter review, re-charter annually, and plan charter presentation.

Secretary

The Secretary is responsible for keeping minutes of troop committee meetings and handling troop correspondence. Duties:

- Attend all troop committee meetings; record the minutes, with special emphasis on decisions made, actions taken, and policy made.
- Transcribe and distribute copies of the minutes to all registered adult leaders as soon as possible following the committee meeting to ensure members have time to follow up on action items.
- Provide an electronic copy of meeting minutes to the troop webmaster for posting on the troop website.
- Send out committee meeting notices.
- Works with publicity coordinator
- At each meeting, report the minutes of the previous meeting.
- Handle troop correspondence as needed.



Treasurer

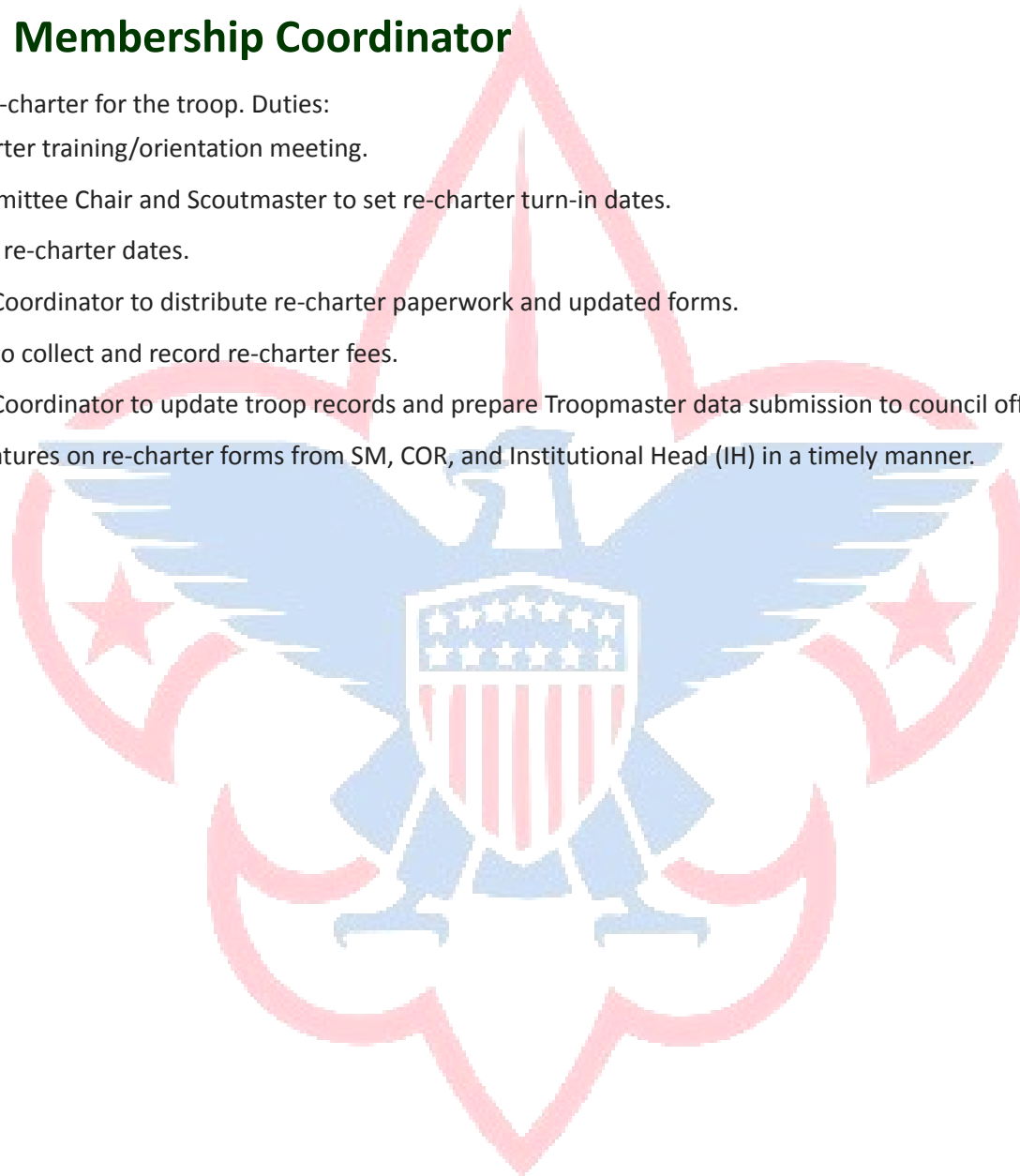
Maintains all troop finances, collects dues and fees and pays troop bills. Duties:

- Handles all troop funds. Attends most troop meetings to coordinate with Scout Scribe.
- Pay all bills on the recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and saving accounts.
- Keep appropriate records related to troop funds. Train and supervise Troop Scribe in his record-keeping.
- Lead in the preparation of the annual Troop budget.
- Work with Re-charter Coordinator to collect and record annual fees.
- Work with Membership Coordinator to process the registration of new Scouts and adult leaders.
- Work with Outdoor/Activity Coordinator to make necessary payments for camping/activity reservations.
- Collect Summer Camp payments and remit funds to the council office for camp reservations/payments.
- Report to the troop committee at each committee meeting.
- Audited annually by two adults, one ASM, and one Committee member, designated by CC and SM.
- Work with District and lead the Friends of Scouting campaign in Troop 3/1003.

Re-charter and Membership Coordinator

Coordinates the annual re-charter for the troop. Duties:

- Attends district re-charter training/orientation meeting.
- Coordinates with Committee Chair and Scoutmaster to set re-charter turn-in dates.
- Notifies parents about re-charter dates.
- Works with Database Coordinator to distribute re-charter paperwork and updated forms.
- Works with Treasurer to collect and record re-charter fees.
- Works with Database Coordinator to update troop records and prepare Troopmaster data submission to council office by turn-in date.
- Obtain necessary signatures on re-charter forms from SM, COR, and Institutional Head (IH) in a timely manner.



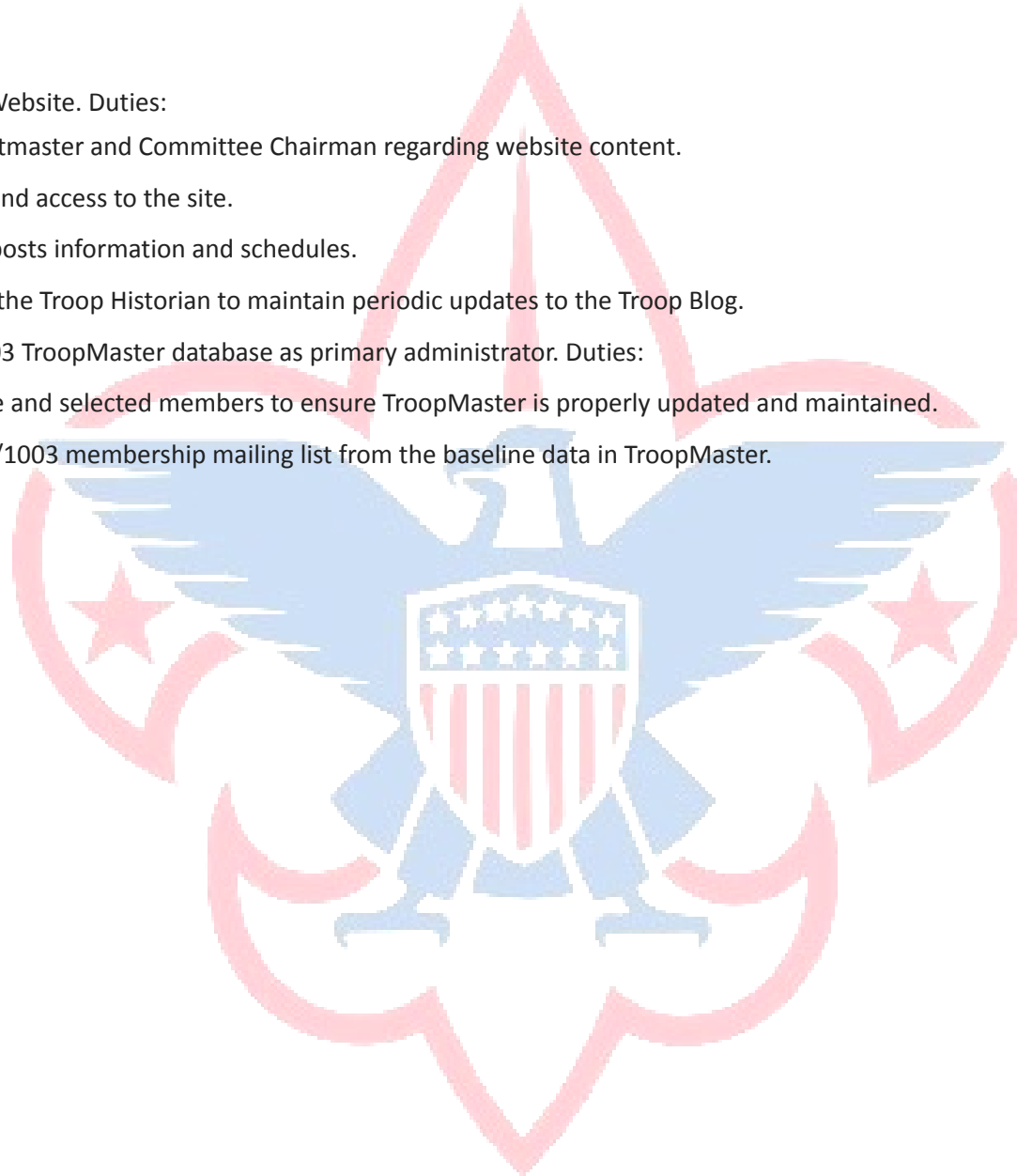
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Webmaster

Maintains Troop 3/1003 Website. Duties:

- Coordinates with Scoutmaster and Committee Chairman regarding website content.
- Coordinates postings and access to the site.
- Updates website and posts information and schedules.
- Trains and works with the Troop Historian to maintain periodic updates to the Troop Blog.
- Maintains Troop 3/1003 TroopMaster database as primary administrator. Duties:
- Works with Committee and selected members to ensure TroopMaster is properly updated and maintained.
- Maintains the Troop 3/1003 membership mailing list from the baseline data in TroopMaster.



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Outdoor & Activities Coordinator & Grubmaster

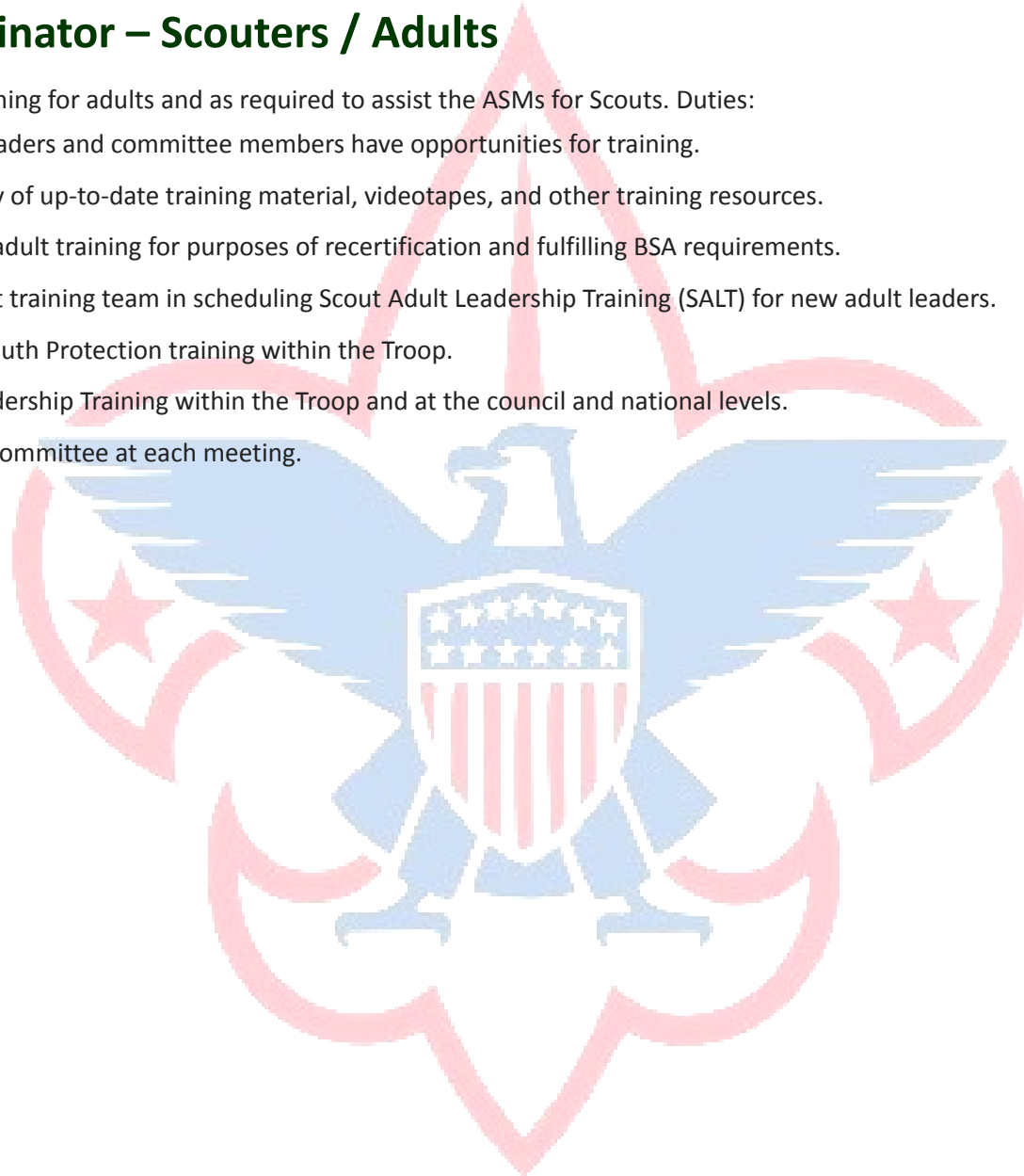
Secures reservations for troop activities/campouts, coordinates transportation, processes Tour Permits and necessary paperwork required to conduct the outdoor program. Duties:

- After the PLC's annual calendar has been approved by the Scoutmaster and Troop Committee, work closely with Scoutmaster to make the necessary reservations to accommodate the planned activities.
- Secure permission and reservations to use camping sites.
- Coordinates with Treasurer to ensure camping fees are paid.
- Serve as a transportation coordinator.
- Collect Permission Slips for troop activities.
- Promote attendance at troop campouts, district/council activities (camporees, expos, etc.), and summer camp to reach the goal of one outing per month.
- Submits or coordinates attendee list turn-in to the Advancement Chair.
- Promote the National Camping Award.
- Report to the Troop Committee at each meeting.
- Assists Patrol Grubmasters and Scouts working on Tenderfoot, 2nd Class, and 1st Class cooking requirements.
- Reviews meal planning sheets for Scouts completing 1st Class Cooking.
- Works with SM / ASM (Campmaster) and designated Scouts to ensure that food for camping/event is available in proper quantities IAW the meal planning sheets. (With coordination, Scout/parent can do the actual shopping.)
- Recommends changes to Patrol Chuckboxes, if required.

Training Coordinator – Scouters / Adults

Coordinates all Troop Training for adults and as required to assist the ASMs for Scouts. Duties:

- Ensures Troop adult leaders and committee members have opportunities for training.
- Maintains an inventory of up-to-date training material, videotapes, and other training resources.
- Maintains a record of adult training for purposes of recertification and fulfilling BSA requirements.
- Works with the District training team in scheduling Scout Adult Leadership Training (SALT) for new adult leaders.
- Responsible for BSA Youth Protection training within the Troop.
- Encourages Troop Leadership Training within the Troop and at the council and national levels.
- Reports to the Troop Committee at each meeting.



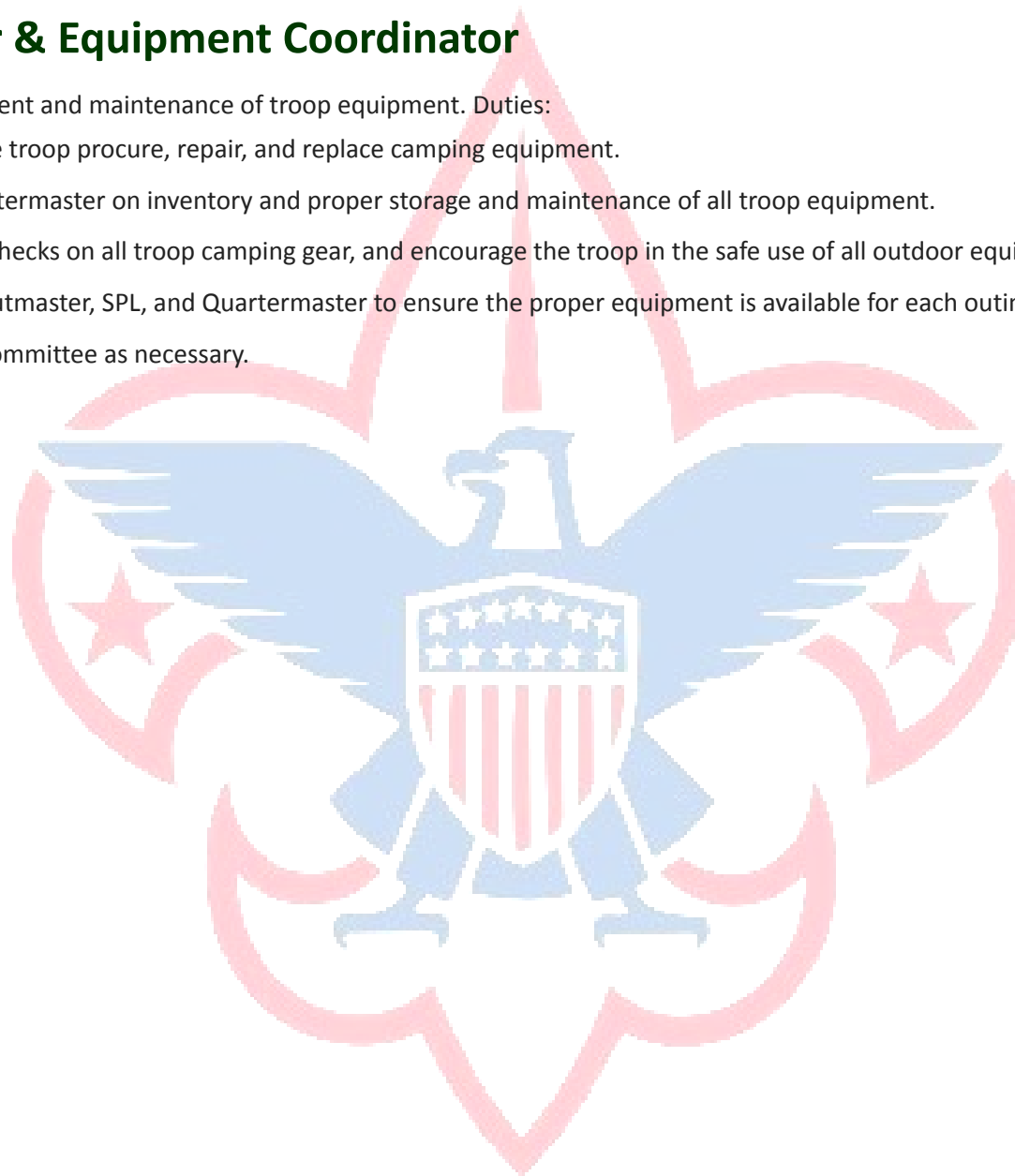
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Quartermaster & Equipment Coordinator

Responsible for procurement and maintenance of troop equipment. Duties:

- Supervise and help the troop procure, repair, and replace camping equipment.
- Work with Troop Quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage the troop in the safe use of all outdoor equipment.
- Work closely with Scoutmaster, SPL, and Quartermaster to ensure the proper equipment is available for each outing.
- Report to the Troop Committee as necessary.



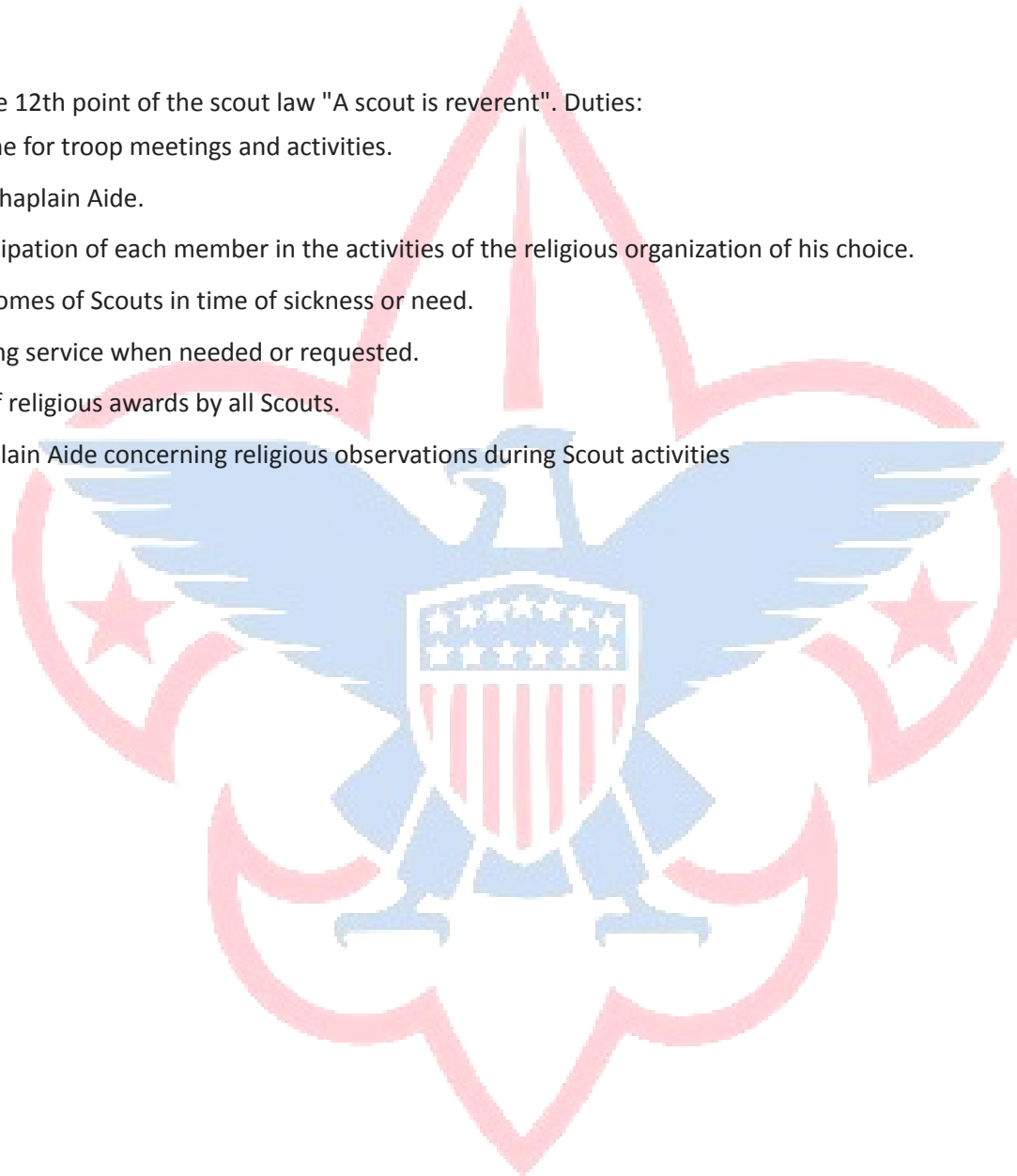
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Chaplain

Promote the pursuit of the 12th point of the scout law "A scout is reverent". Duties:

- Provides 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.
- Coordinates visits to homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Promote the pursuit of religious awards by all Scouts.
- Coordinates with Chaplain Aide concerning religious observations during Scout activities



Medical Documentation Coordinator and Troopmaster Documentation Coordinator

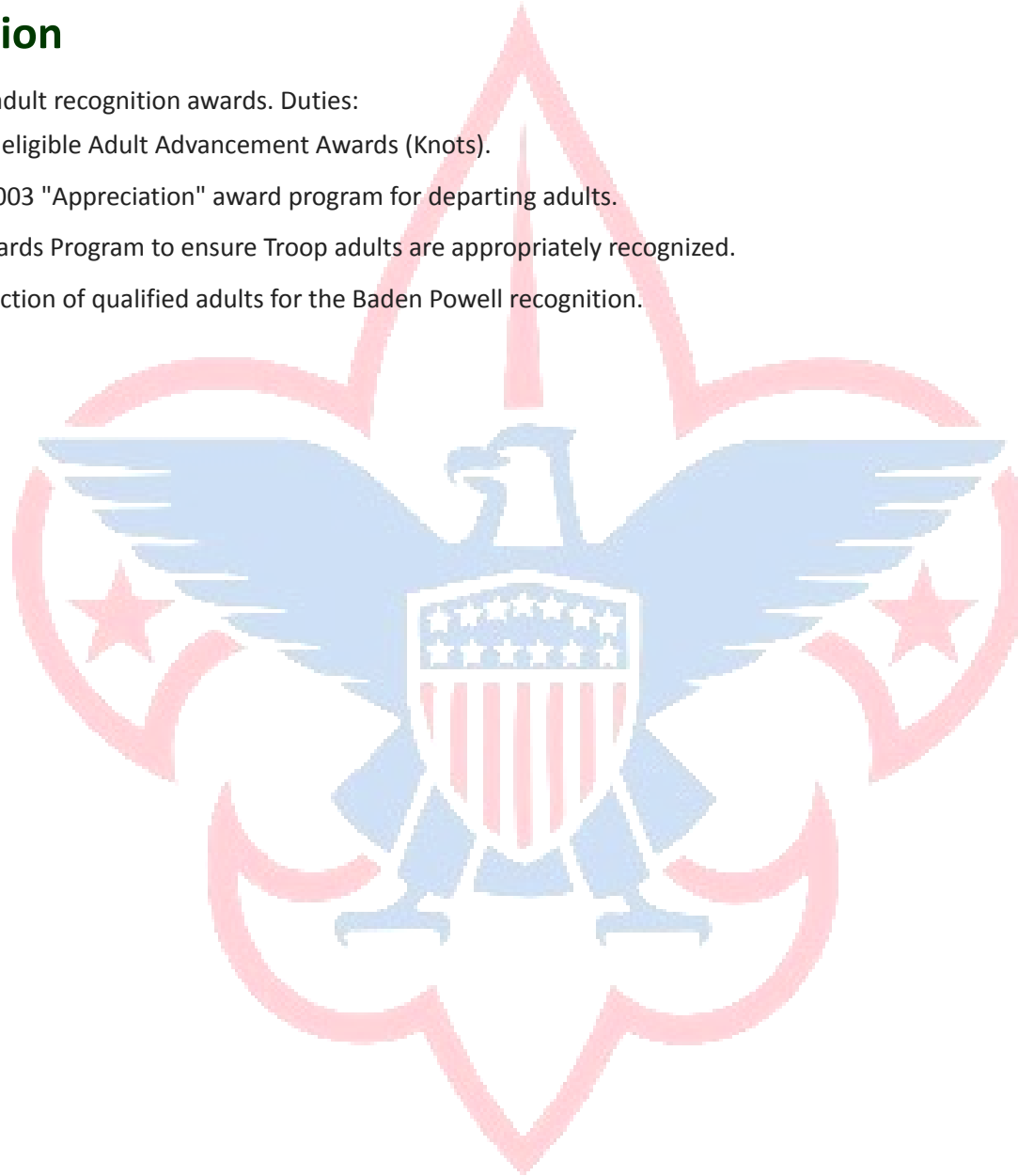
Assists various adults in maintaining the Troopmaster database of troop member addresses, phone numbers, e-mails, training, medical forms, vehicle lists, and related documents. Duties:

- Collects evaluates and updates Scout and adult medical data; maintains TM roster of currency of medical evals.
- Updates Troop Rosters (Phone and email) when changes are made or new members are added.
- Maintain record and database of Troop Resource Survey and Vehicle information.
- Provide data required to complete Tour Permits to Tour Permit Coordinator as needed.
- At the time of re-charter, works with the re-charter team to verify all data and make updates as necessary and assist in re-charter by preparing Troopmaster records for submittal to the council office.
- Coordinate maintenance of Troopmaster database with Advancement Coordinator.
- Coordinate with other adult leaders to provide data as needed to accomplish their duties.

Adult Recognition

Troop's "duty expert" on adult recognition awards. Duties:

- Ensures adults receive eligible Adult Advancement Awards (Knots).
- Maintains a Troop 3/1003 "Appreciation" award program for departing adults.
- Synch with District Awards Program to ensure Troop adults are appropriately recognized.
- Ensure the annual selection of qualified adults for the Baden Powell recognition.



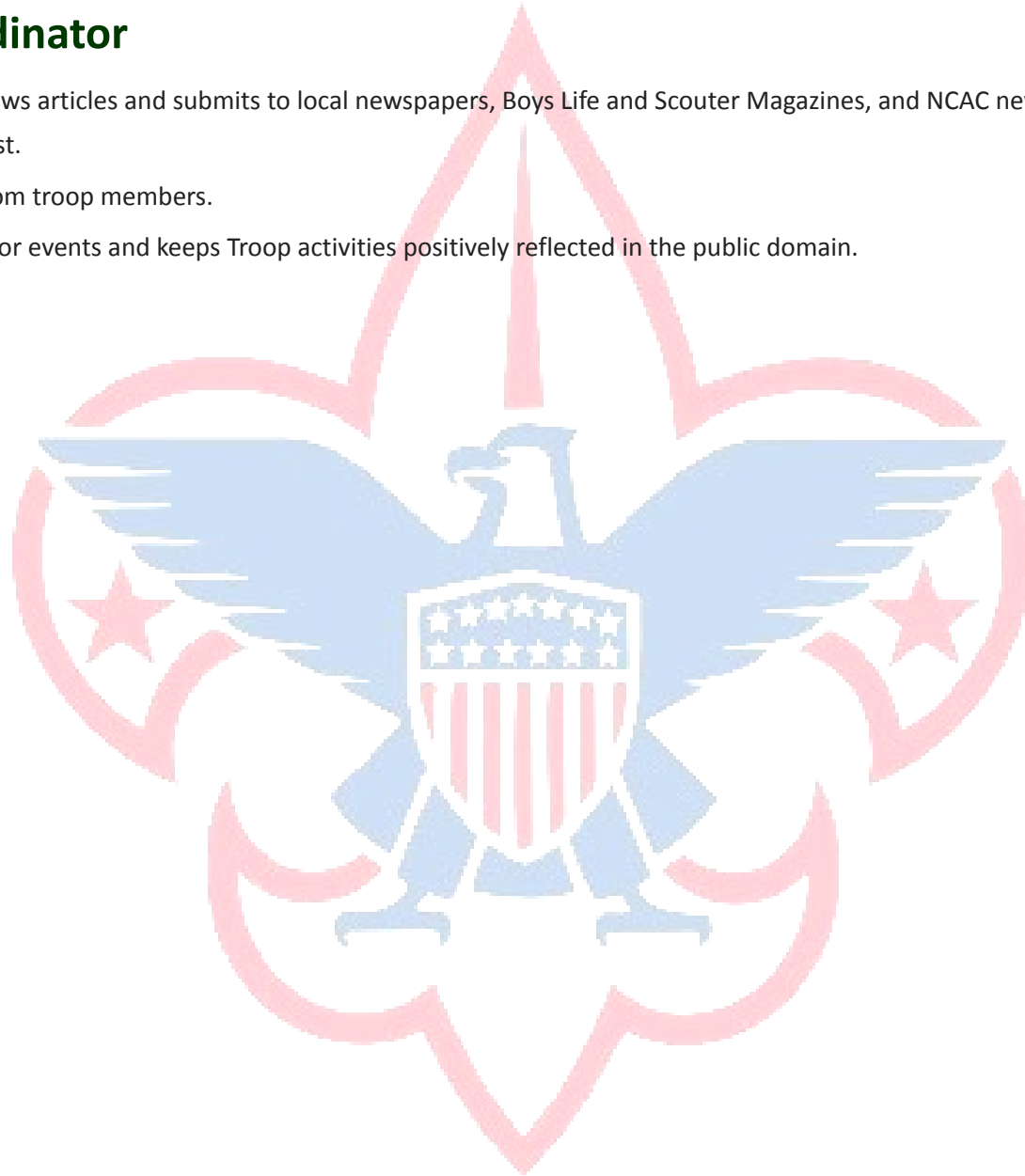
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Publicity Coordinator

Prepares Troop-related news articles and submits to local newspapers, Boys Life and Scouter Magazines, and NCAC newspapers. Duties:

- Maintains news POC list.
- Solicit news articles from troop members.
- Coordinates publicity for events and keeps Troop activities positively reflected in the public domain.



Advancement Coordinator

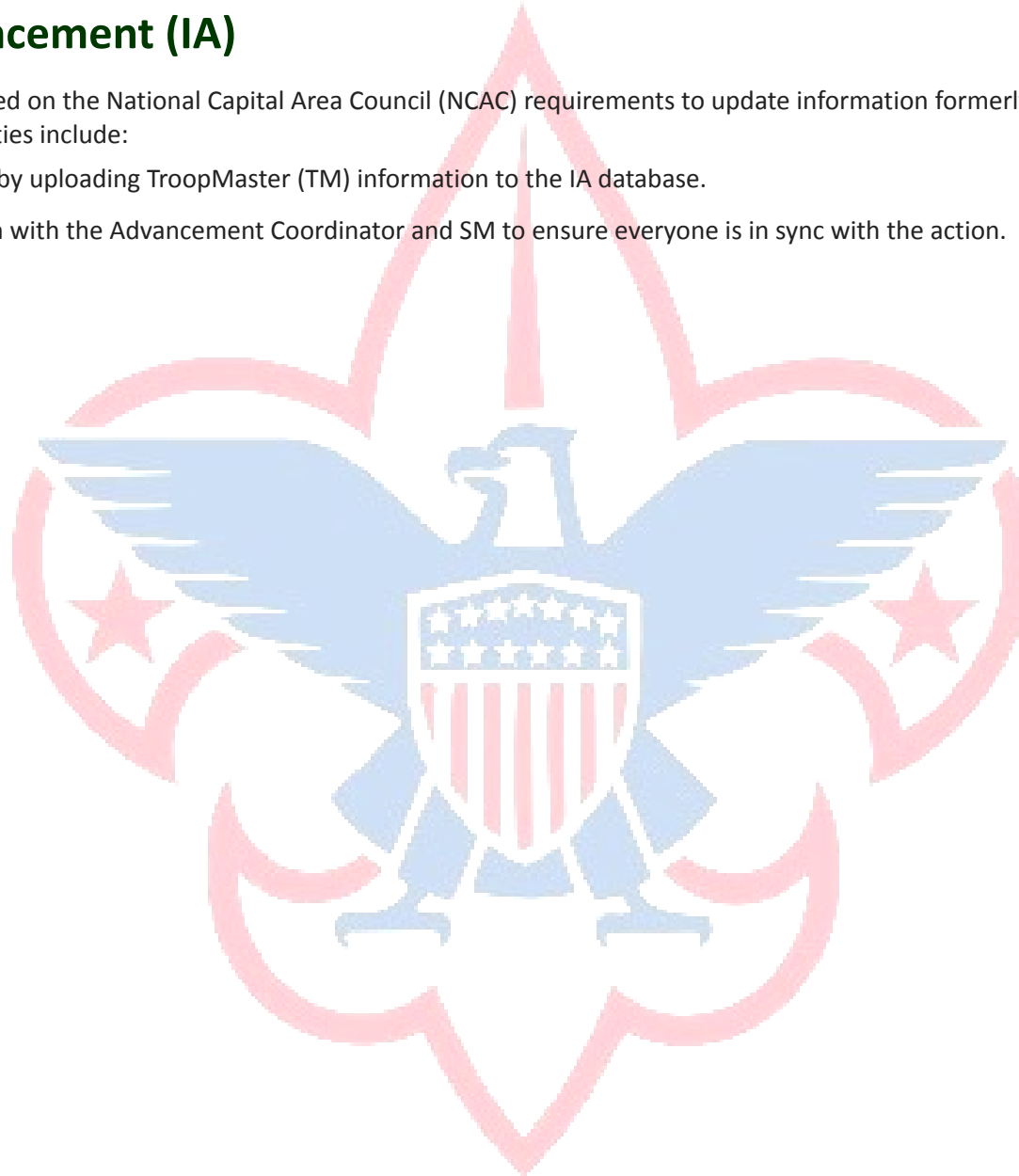
The Advancement Coordinator maintains troop advancement records and promotes rank advancement. Duties:

- Encourages Scouts to advance in rank.
- Arrange troop boards of review and courts of honor.
- Train Committee Members to conduct troop board of reviews for Tenderfoot to Life ranks.
- Have a working knowledge of the Boy Scout advancement program.
- 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 as required.
- Work closely with SM and the New Boy ASM to keep them informed on the advancement needs of Scouts.
- Work with Troop Librarian to build and maintain a troop library of merit badge pamphlets and other literature.
- Work closely with Eagle Advisor to request congratulatory letters for Eagle courts of honor.
- Keep records of troop advancement and attendance at troop activities in the Troopmaster program.

Internet Advancement (IA)

This is a new position based on the National Capital Area Council (NCAC) requirements to update information formerly held at the Troop level in a higher-level database. Duties include:

- Periodically update IA by uploading TroopMaster (TM) information to the IA database.
- Synchronize this action with the Advancement Coordinator and SM to ensure everyone is in sync with the action.



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Cyber Chip Coordinator

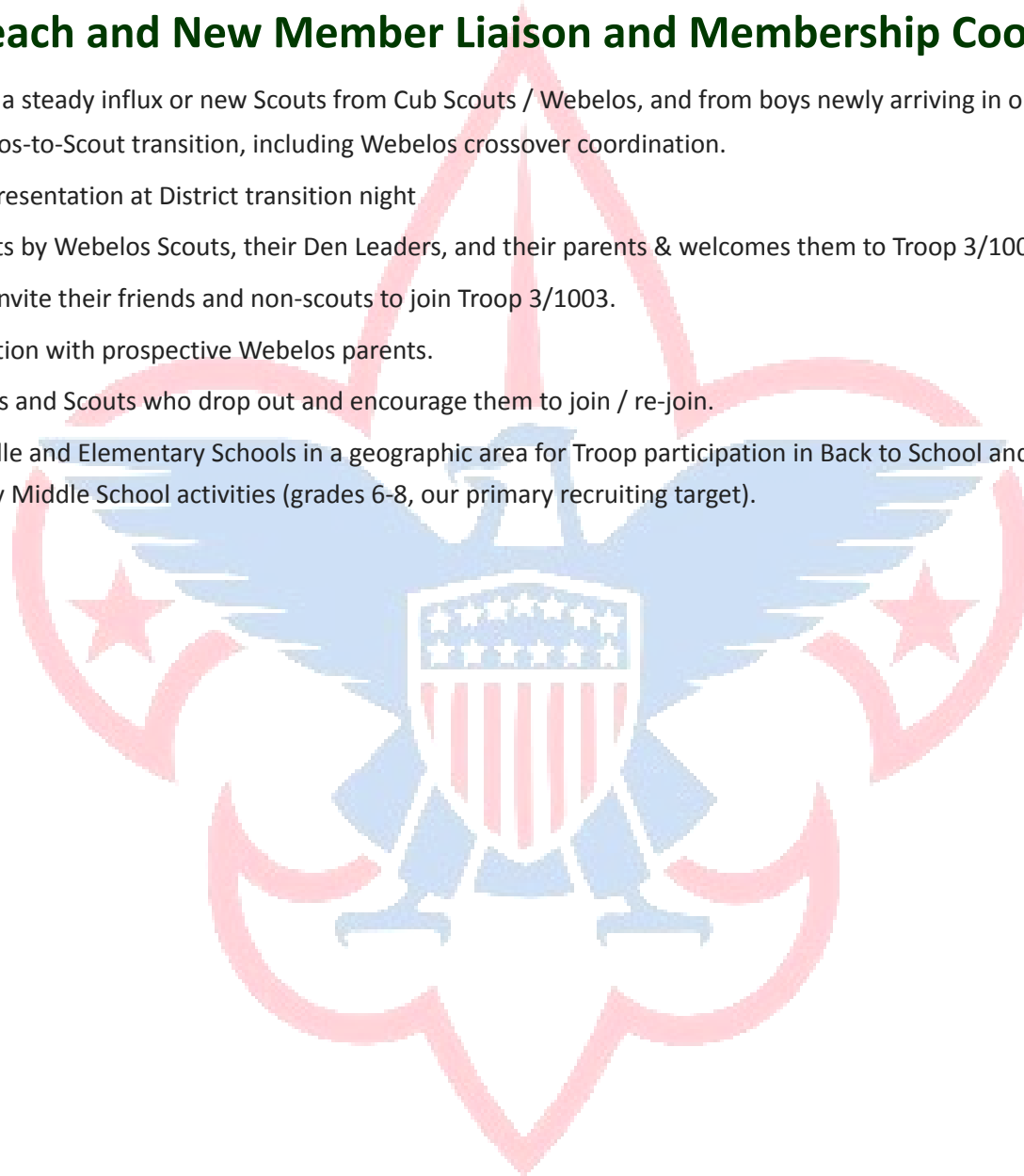
Works with the Cyber Chip Trainer to ensure Scouts complete the necessary requirements to earn Scout and Star advancement. Duties:

-
- Take training as required.
- Stay informed about updates or changes to the program.
- Work closely with the Cyber Chip Trainer to ensure Scouts understand and complete necessary training and activities.
- Be responsible for and coordinate an annual Troop effort to renew and recommit Scouts to net safety and etiquette.
- Keep records of Scout participation.
- Work with the Advancement Coordinator to update advancement records.
- Whenever a Cyber Chip Coordinator is involved in training their own son or daughter for a Cyber Chip, the Scoutmaster must approve such an arrangement, and other Scouts must also be included in the training sessions.

Webelos Outreach and New Member Liaison and Membership Coordinator

Critical position to ensure a steady influx of new Scouts from Cub Scouts / Webelos, and from boys newly arriving in our area. Duties:

- Responsible for Webelos-to-Scout transition, including Webelos crossover coordination.
- Coordinates Troop representation at District transition night
- Coordinates Troop visits by Webelos Scouts, their Den Leaders, and their parents & welcomes them to Troop 3/1003.
- Encourages Scouts to invite their friends and non-scouts to join Troop 3/1003.
- Discusses Troop operation with prospective Webelos parents.
- Keep track of prospects and Scouts who drop out and encourage them to join / re-join.
- Coordinates with Middle and Elementary Schools in a geographic area for Troop participation in Back to School and New Student nights and orientations, especially Middle School activities (grades 6-8, our primary recruiting target).



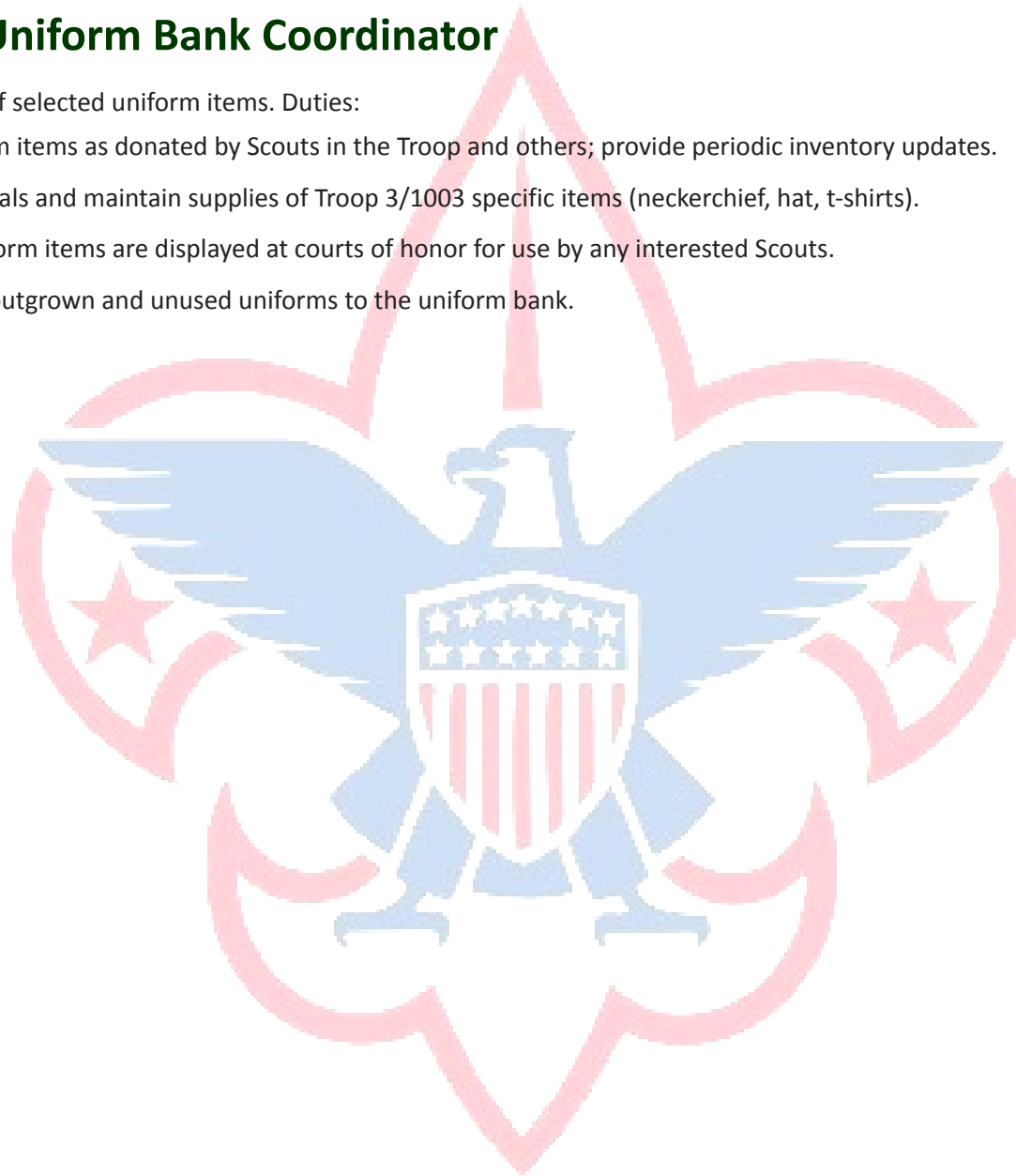
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Troopwear & Uniform Bank Coordinator

Maintains uniform bank of selected uniform items. Duties:

- Maintain spare uniform items as donated by Scouts in the Troop and others; provide periodic inventory updates.
- Coordinate raw materials and maintain supplies of Troop 3/1003 specific items (neckerchief, hat, t-shirts).
- Ensure that spare uniform items are displayed at courts of honor for use by any interested Scouts.
- Promote donation of outgrown and unused uniforms to the uniform bank.



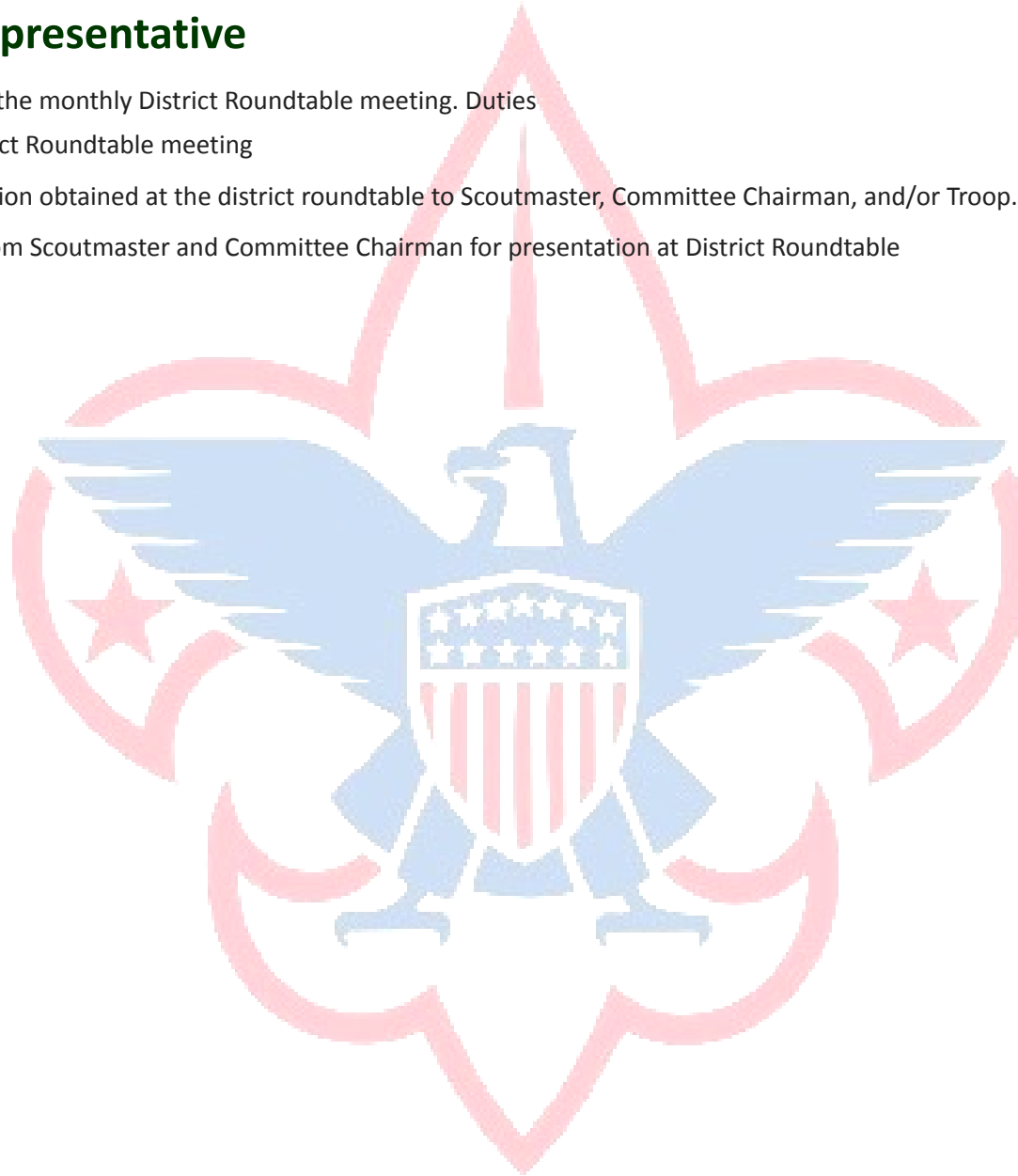
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Roundtable Representative

Troop's representative to the monthly District Roundtable meeting. Duties

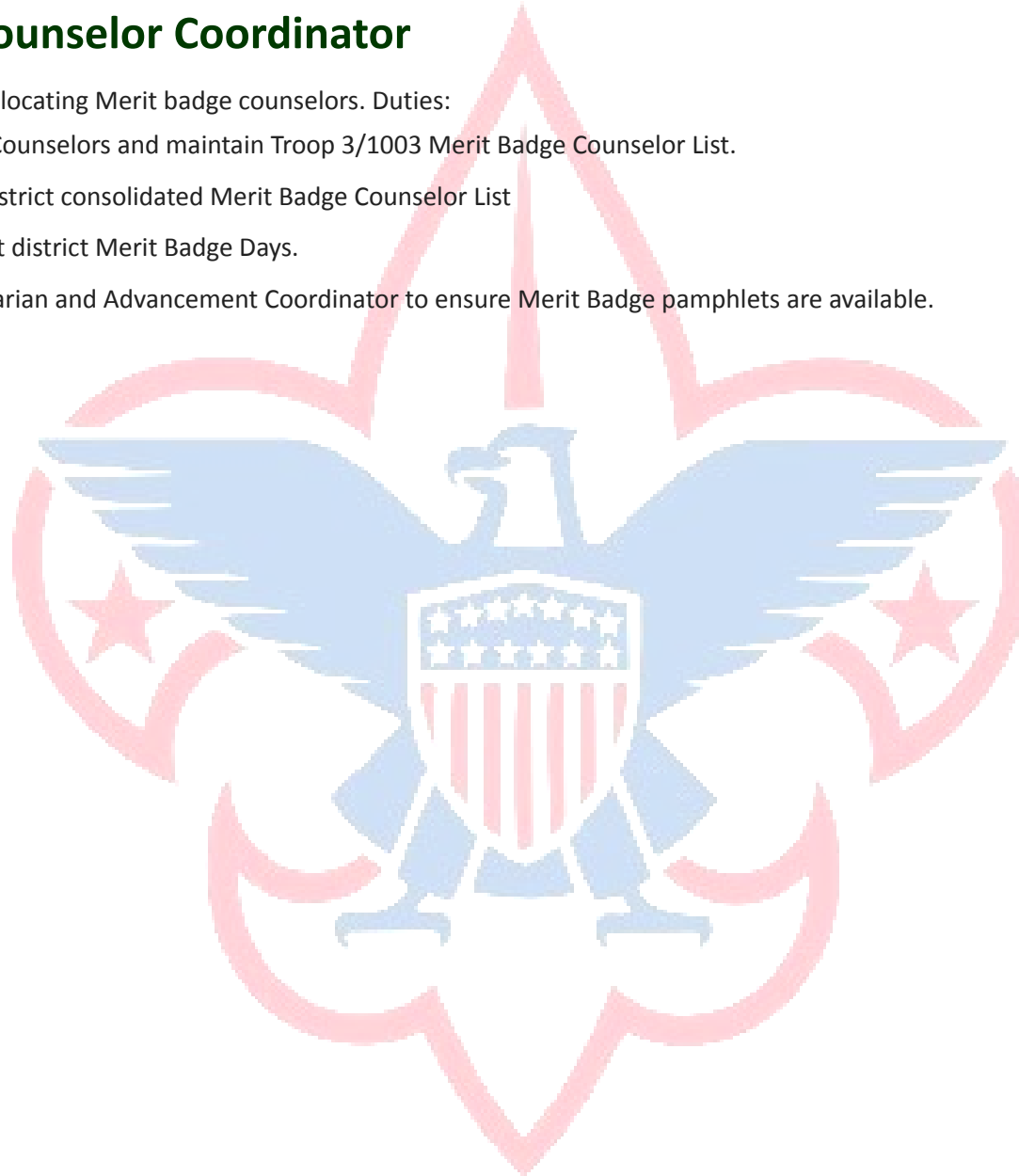
- Attends monthly District Roundtable meeting
- Disseminates information obtained at the district roundtable to Scoutmaster, Committee Chairman, and/or Troop.
- Solicits information from Scoutmaster and Committee Chairman for presentation at District Roundtable



Merit Badge Counselor Coordinator

Facilitates identifying and locating Merit badge counselors. Duties:

- Recruits Merit Badge Counselors and maintain Troop 3/1003 Merit Badge Counselor List.
- Provides updates to District consolidated Merit Badge Counselor List
- Promote attendance at district Merit Badge Days.
- Works with Troop Librarian and Advancement Coordinator to ensure Merit Badge pamphlets are available.



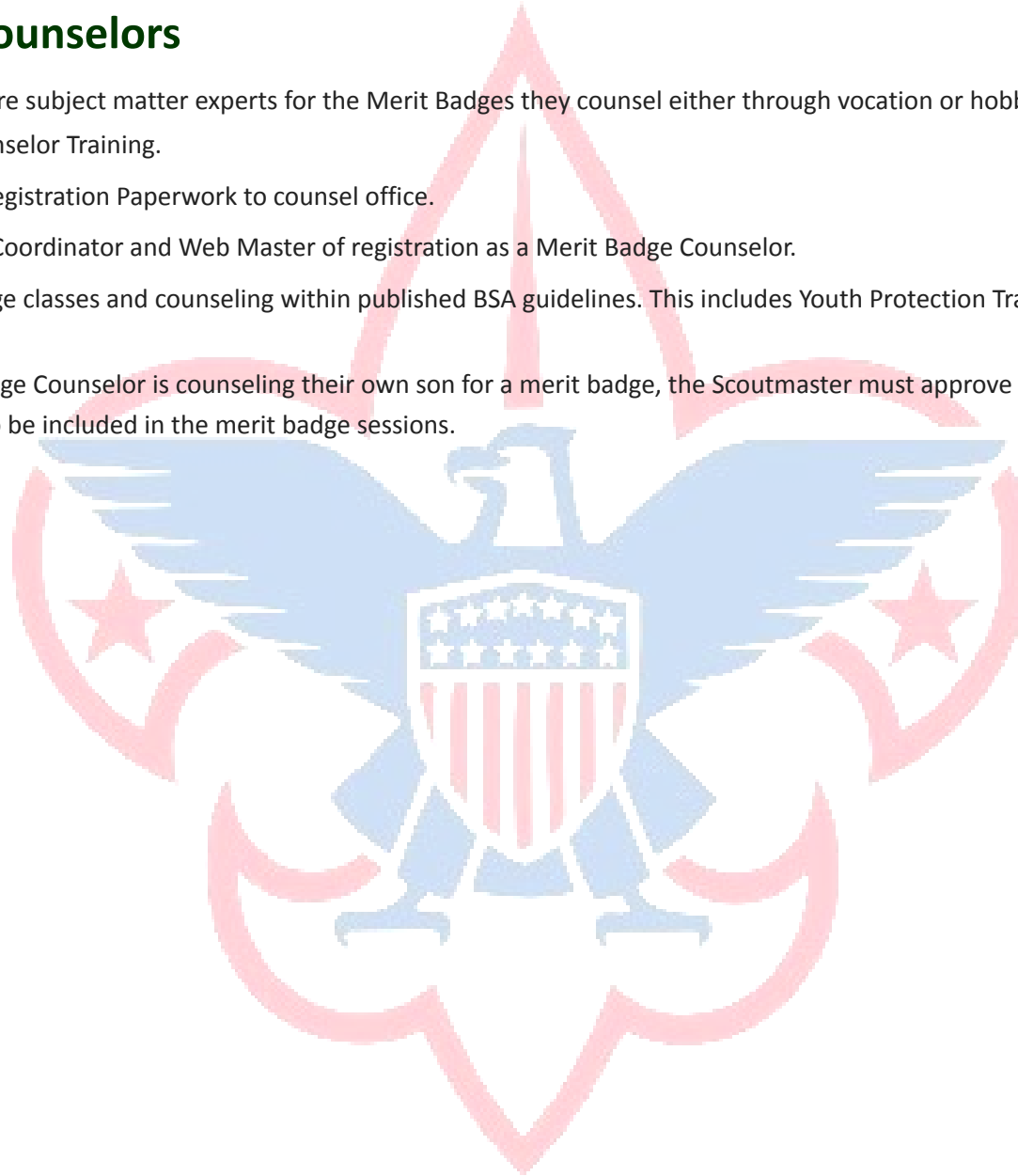
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Merit Badge Counselors

Merit Badge Counselors are subject matter experts for the Merit Badges they counsel either through vocation or hobby.

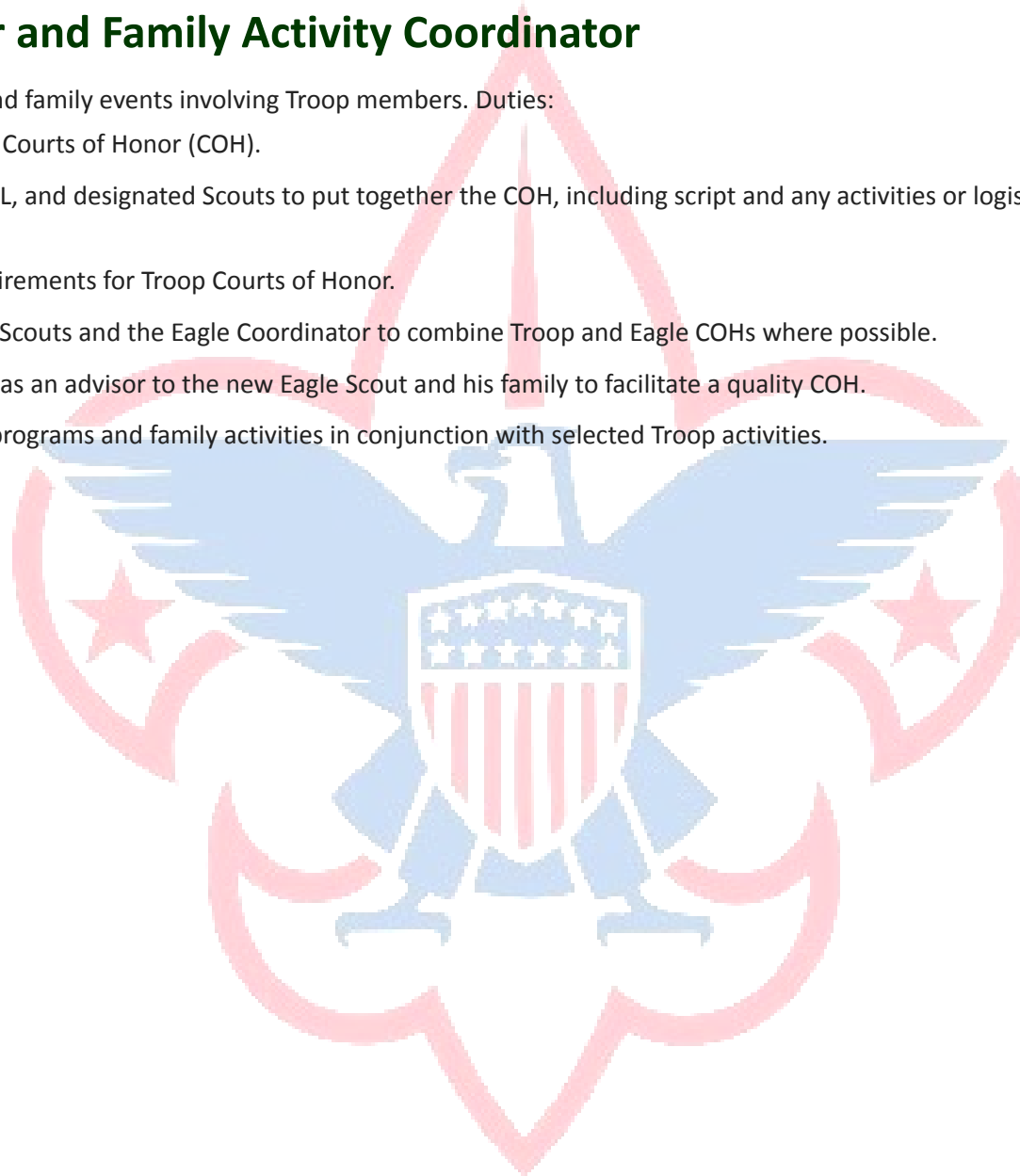
- Take Merit Badge Counselor Training.
- Submit Merit Badge Registration Paperwork to counsel office.
- Inform Advancement Coordinator and Web Master of registration as a Merit Badge Counselor.
- Conduct all Merit Badge classes and counseling within published BSA guidelines. This includes Youth Protection Training and the Guide to Safe Scouting.
- Whenever a Merit Badge Counselor is counseling their own son for a merit badge, the Scoutmaster must approve such an arrangement and other Scouts must also be included in the merit badge sessions.



Court of Honor and Family Activity Coordinator

Coordinator for all COH and family events involving Troop members. Duties:

- Coordinates the Troop Courts of Honor (COH).
- Works with the SM, SPL, and designated Scouts to put together the COH, including script and any activities or logistics, such as drinks and cookies, pot luck, etc.
- Coordinates food requirements for Troop Courts of Honor.
- Works with new Eagle Scouts and the Eagle Coordinator to combine Troop and Eagle COHs where possible.
- If Eagle COH only, acts as an advisor to the new Eagle Scout and his family to facilitate a quality COH.
- Plans for family night programs and family activities in conjunction with selected Troop activities.



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POCs for Specific Activities - Scouting for Food, Christmas Tree Sales, Popcorn Sales

Discusses Christmas Tree and Popcorn and such activities in general. As we have stated on numerous occasions, we understand the value of time to both our boys and their parents; thus we usually do not have to do fundraising projects. In general, we would prefer that Scouting time be committed to Scouting activities instead of fundraising. However, we do have Scouts who prefer to earn money for their Scouting activities. Therefore we made the following decisions’.

- Any events designated for participation by Troop 3/1003 will be for the Troop in general, or for each Scout specifically.
- Troop 3/1003 will take 10% of all proceeds from any such activities to benefit the troop in general. Then remaining proceeds will be accounted for in those individual and specific Scout accounts as appropriate to the Scout’s participation (a bookkeeping entry within the Troop general treasury).
 - Attends “above troop” planning/related meetings to become Troop’s SME on activity & our Troop’s requirements.
 - Adult POC completely coordinates the particular activity on behalf of the troop.
 - Follows up on activity thru completion and reports results to the Troop and Committee.