

I. Parent Participation

Registration fees include one adult registration. The policy in Troop 1631 is that a minimum of one adult from each family completes an adult registration form and takes an active role in supporting the Troop. Throughout this document are references to areas where parents may participate. Some examples are Scoutmaster/Assistant Scoutmasters, Troop Committee, Transportation, Boards of Review, Merit Badge Counselors, Eagle Advisors, Courts of Honor, Service Projects, Outdoor Program and Fundraisers. At minimum, parents are expected to monitor their sons' advancement, attend Courts of Honor and read all handouts that are sent home from meetings. Parents will also ensure all fees are turned in, health forms are up-to-date and scouts are sent to the meetings on time and in proper uniform.

1. Chartered Organization

Boy Scout Troops do not exist by themselves. Every Troop is part of the youth program of some established community organization. Troop 1631's Chartered Organization is the Sugar Land Optimist Club. It is granted a charter by the BSA to operate our Troop for one year and at the end of each year they renew their charter.

The Chartered Organization agrees to help us secure satisfactory meeting facilities, approves select a Scoutmaster, appoint a Troop Committee; and choose a Chartered Organization Representative, a member of the organization who serves as a link between the organization and the Troop.

The Chartered Organization Representative works closely with the Troop Committee and its chairman. He/she helps in areas such as re-chartering and leadership recruiting. He/she also officially represents the organization and its Scouting units at the District and Council level and can obtain help from those sources when it is needed.

2. Troop Committee

The Troop Committee represents and is responsible to the Chartered Organization. Experience has shown those Troops with Committees of seven or more members are stronger, have better programs and last longer. Both men and women may be members but must be 21 years of age or older.

The Scoutmaster is not formally a member of the Committee but assists the chairman in planning the agenda and attends Troop Committee meetings. The Scoutmaster presents the plans and needs of the Troop program and assists the Committee in its organizing to make the program happen.

The elected boy leaders, known as the PLC, working under the guidance of the Scoutmaster(s) are responsible for the Troop program. This includes planning and carrying out Troop meetings and outdoor programs.

3. Troop Committee

Troop Committee meetings are held the third Wednesday of the month at 7:30 PM at the Avalon Clubhouse. Meetings are open to all adults of scouts in the troop.

Troop Committee Responsibilities:

- A. Provide adequate meeting facilities.
- B. Advise Scoutmaster on policies relating to the Boy Scout program and the Chartered Organization.
- C. Carry out the policies and regulations of the Boy Scouts of America.
- D. Encourage leaders in carrying out the Boy Scout program

- E. Be responsible for finances, adequate funds and disbursements in line with the approved budget plan.
- F. See that adult leadership is assigned in case the Scoutmaster is absent or is unable to serve.
- G. Operate Troop to ensure permanence.
- H. Review Troop Guidelines as needed and amend and formally adopt changes to ensure that the guidelines remain current.
- I. Evaluate the Troop program, Committee Chair, and the Scoutmaster annually.
- J. Concurrently with the Troop program evaluation process, the troop will hold a leadership selection process for either the committee chair or the scoutmaster.

4. Duties of the Committee Chair

It is the responsibility of the Committee Chair to organize the Troop Committee and to see that all functions are delegated, coordinated and completed. The Committee Chair should also maintain a close relationship with the Chartered Organization and the Scoutmaster. The following are minimum duties of the Committee Chair:

- Encourage and see that Troop Leaders and Committee members are aware of the training opportunities.
- Interpret National and Local policies to the troop.
- Call, preside over, and promote attendance at monthly troop parent meetings and any special meetings that may be necessary.
- Ensure Troop representation at monthly Round Table.
- Arrange for annual charter review and recharter annually.
- Maintain a recruiting effort for both scouts and parents.

5. Duties of Troop Committee Members

Each member of the Committee should have specific responsibilities to divide the job among the membership to best carry out the pledge made at the time of the application for charter. A detailed description of the duties of individual committee members can be found in the Troop Committee Guidebook.

Note of Caution: Exercise care to see that in no instance does committee member responsibilities encroach upon the rightful responsibilities of the Scoutmaster Corps or other Troop leaders. Likewise, the SM must not assume the functions of the Committee. Each is important and must be carried out concurrently.

6. Duties of Scoutmaster and Assistant Scoutmasters

The Scoutmaster is the one – and only – troop leader who relates closely to each of the other links in the chain of troop operations: The Scouts, the junior leaders and the patrol leaders' council, the assistant Scoutmasters, the Troop Committee, and through the committee the chartered organization representative and the chartered organization. Specific responsibilities include:

- ◆ Train and guide the boy leaders to guide their Troop.
- ◆ Work with and through responsible adults to bring Scouting to the boys.
- ◆ Help boys grow by encouraging them to learn for themselves.

- ◆ Guide boys in planning the Troop Program.
- ◆ Help the Troop Committee recruit Assistant Scoutmasters.
- ◆ Conduct Scoutmaster Conferences.

The Assistant Scoutmaster supports the Scoutmaster and will be assigned specific duties such as serving as Patrol Advisors. The Troop will also have an Assistant Scoutmaster assigned as the First Assistant Scoutmaster who will fill in when the Scoutmaster is unavailable. Patrol Advisors are assigned to a specific patrol and will be responsible for Scoutmaster's Conferences for that Patrol.