

PACK 903 ORGANIZATION AND POSITIONS

Leadership Team

- Cubmaster - Carl Fuldner
- Assistant Cubmaster - ?
- Committee Chair - Erik Petersen
- Unit Commissioner - Shea Lutton
- Pack Trainer - Neil Klingensmith (confirmed by Jeanette?)
- Den Leaders
 - Lion - unfilled
 - Tiger - Katey S.
 - Wolf - Carl
 - Bear - Elsa W
 - Webelos I - Eric Harper
 - Webelos II - Tim
- Assistant Den Leaders
- Advancement - Shea

Finance and Resources Team

- Treasurer - Chris Vuturo
- Popcorn Kernel (Fundraising) - Kelly Klingensmith
- Quartermaster (Inventory) - decentralized

Communications Team

- Recruitment & Membership - Paula
- Webmaster and Calendar Manager
- Photo Archive

Activities Team

- Woodworking Subgroup -
- Camping Subgroup - Chris Foreman
- Service Activities Subgroup - Betsy Ziegler and Ben Kornfeld
- Events Subgroup - (Alison Finkel, Ann Hunwick indicated high interest, Bilkis Hirani listed as possible form Jeanette)

POSITION DESCRIPTIONS

Leadership Team

- Cubmaster/Assistant Cubmaster
 - Work directly with Den Leaders and Committee (Team) Leaders to make sure that the pack and dens are functioning well.
 - Plan the pack programs with the help of other leaders.
 - Act as the Master of Ceremonies for pack events, including monthly pack meetings.
 - Attend monthly Pack Committee meetings.
 - Track application manager and unit pin.
- Committee Chair/Assistant Committee Chair
 - Lead monthly Pack Committee meetings.
 - Survey parents/guardians for skills and interests.
 - Match parents/guardians to volunteer opportunities to help sustain pack operations.
 - Track application manager and unit pin.
- Unit Commissioner
 - Unit advocate - support and problem solve with the unit. Advocate at the district level
 - Health monitor - evaluate unit health (using Journey to Excellence metrics), recruiting, financial, adult participation
 - Recharter assistance - reduce crappy process burdens
 - Continuity tools - plan for transitions across leaders and Scout needs

- Pack Trainer
 - Make sure all adult leaders have completed Youth Protection Training and any other required training sessions, and keep completion records on file.
 - Create/maintain tools to support Den Leaders in planning den activities.
 - Coach new Den Leaders on how to use Scoutbook, den handbooks, and other tools.
 - Identify den activities that may share a common theme, and work with Den Leaders to pool resources and minimize redundant efforts.
 - Inform other adults of various Scout-related training opportunities.
- Den Leaders / Assistant Den Leaders
 - Plan den activities, particularly at monthly pack gatherings and family campouts, geared towards completing adventure and rank requirements.
 - Stay up to date on adventure and rank requirements.
 - Keep accurate advancement records and see that the kids receive recognition for their achievements, and report progress to the Advancement representative.
 - Attend monthly Pack Committee meetings and planning meetings, or send a den representative.
- Advancement
 - Help Den Leaders track which Scouts have completed which Adventures.
 - Obtain and organize materials for recognizing Scouts during award ceremonies.
 - Work with the Cubmaster and Events Subgroup to plan award ceremonies.
 - Attend monthly Pack Committee meetings and planning meetings.

Finance and Resources Team

- Treasurer
 - Work with Cubmaster and Pack Committee to establish a sound financial program for the pack with a pack budget plan.
 - Open or maintain a bank account in the Pack's name.
 - Approve and keep a record of all budget expenditures.
 - Check all disbursements against budget allowances.
 - Report on the Pack's financial condition at the monthly Pack Committee meeting.
 - Keep track of monies paid and earned by Scouts, and how earned money was spent.
 - Attend monthly Pack Committee meetings and planning meetings, or send another representative from the Finance and Resources Team.
- Popcorn Kernel (Fundraising)
 - Provide information on how the popcorn fundraising works.
 - Help parents/guardians set up their Trail's End account.
 - Train scouts/parents/guardians on fundraising tools and techniques.
 - Coordinate group sales events and mentorship program.
 - Manage the popcorn inventory and cash revenues for wagon sales; submit cash revenues to the Treasurer.
 - Coordinate with the Treasurer to reconcile popcorn sale balances.
 - Track and report on pack progress toward fundraising goals.
 - Coordinate with the Events Subgroup to arrange for prizes and awards at the pack ceremony (typically the December pack meeting).

- Attend the monthly Pack Committee meetings in the fall, or provide updates to the Treasurer for them to report.
- Quartermaster (Inventory)
 - Keep track of what the pack owns, and who is in possession of various items.
 - Facilitate the exchange of pack materials (e.g. den bins, cubmobiles, camping gear, flags, etc.) between adult volunteers when there is a change of roles.
 - Coordinate with the Membership representative to determine what supplies are needed, and procure needed materials.
 - Distribution and collect (as appropriate) scout materials, including handbooks, neckerchiefs, uniforms, and standard patches.
 - Attend the monthly Pack Committee meetings, or provide updates to the Treasurer for them to report.

Communications Team

- Recruitment
 - Create and disseminate recruiting materials (e.g. flyers, info sheets, applications, table displays).
 - Attend recruiting events at the beginning of the school year.
 - Maintain the recruitment database, and track the status of families who express interest.
 - Send basic information (overview of scouts, how to join, costs, parent/guardian expectations) to families who express interest, and respond to questions.
 - Introduce new families to the Membership representative, Cubmaster, Den Leaders, etc. once they join.
 - Attend Pack Committee meetings, or send a representative, particularly at the start of the academic year.
- Membership
 - Coordinate with the Cubmaster and Committee Chair to maintain accurate Scoutbook rosters.
 - Guide new families on what they need to join the pack (e.g. uniform, handbook, scoutbook, calendar, volunteer survey, etc.).
 - Invite new members to Group Me, Evite, Google Group, etc.
 - Maintain directory of all scouts and adults, and share directory with pack members as appropriate.
- Webmaster and Calendar Manager
 - Maintain and update the Pack Google calendar.
 - Maintain and update website, particularly the calendar, leadership information, and photos.
- Photo Archive
 - Coordinate with Membership to manage family preferences for opting out of photo use on the website.
 - Collect and organize photos from pack members.
 - Share appropriate photos with the Webmaster for use on the website.

Activities Team

- Woodworking Subgroup
 - Plan and organize woodworking workshops for Rockets, Cubmobile, and Pinewood derby.
 - Work with the Quartermaster and Treasurer to obtain and maintain the necessary materials.

- Train other adults on woodworking basics so they can help their scouts.
 - Each month, select a representative to attend the monthly Pack Committee meetings to provide updates and obtain input.
- Camping Subgroup
 - Determine the dates for the fall and spring campouts in conjunction with NEIC-sponsored events such as Boo Camp.
 - Consult with the Pack Committee before reserving campsites.
 - Help new campers prepare for camping.
 - Work with pack and den leaders to organize activities for the campouts.
 - Coordinate the supply and preparation of any materials and resources that will be needed by the pack as a whole (e.g. first aid kits, firewood, drinking water, dishwashing materials, materials for activities, etc.)
 - Track which scouts participate in activities that meet adventure requirements, and report attendance to the Advancement representative.
 - Each month, select a representative to attend the monthly Pack Committee meetings to provide updates and obtain input.
- Service Activities Subgroup
 - Obtain information on NEIC- and Legion 42-organized service projects, and report dates and details to the pack.
 - Consult with the Pack Committee and other adult volunteers to determine service activities for the year.
 - Plan and organize service activities.
 - Each month, select a representative to attend the monthly Pack Committee meetings to provide updates and obtain input.
- Events Subgroup
 - Work with the Pack Committee to plan and organize pack-wide events, particularly recruiting, field day, and award ceremonies (typically in December and Blue and Gold in May/June).
 - Set up and break down materials for the event, recruiting other adults to help as needed.
 - Plan backup activities to keep scouts busy during event set up and break down.
 - Each month, select a representative to attend the monthly Pack Committee meetings to provide updates and obtain input.