

ADULT LEADERSHIP

There are several adult positions within the Troop supporting the Scouts along their journey, either directly or in-directly. Troop 215 does not currently have someone in each of these positions but is looking to fill these as needed.

Each position has “position-specific training” designed by the National BSA that can be completed online or in a classroom setting at a local training opportunity. All adult leaders must have their Youth Protection Training completed before their adult application can be submitted to Council for registration and their position-specific training completed within 6 months of taking on the position.

Chartered Organization Representative (Larry Greer)

- Member of the chartered organization
- Maintains a close relationship with the unit’s committee chair and Scoutmaster/Cubmaster
- Serves as a liaison between the unit and the chartered organization
- Recruits and approves all adult leaders for the unit
- Assists with unit rechartering
- Encourages service to the chartered organization

Scoutmaster (Isabel Campos)

- Must be at least 21 years of age
- Works directly with Scouts on scout skills and conducts Scoutmaster Conferences
- Ensures two-deep leadership standards set by the BSA are followed at all times
- Works with and guides the unit Patrol Leaders Council
- Ensures a safe and exciting Scouting program is available for all unit members
- Works with the Chartered Organization Representative, unit Committee Chair, and committee coordinators
- Serves on the unit committee
- Works with the Unit Commissioner to ensure needed reporting is completed and to work through unit issues as they arise

Assistant Scoutmasters (Several)

- Must be at least 18 years of age
- Works directly with Scouts on scout skills
- Works with and guides the assigned patrol’s PL and APL
- Works with the unit Outdoor Activities Coordinator on the organization of unit trips and outings - attends outings with assigned patrol

Committee Chairman (Larry Greer)

- Maintains a close relationship with the chartered organization representative and the Scoutmaster/Cubmaster
- Recruits adult leaders to organize the committee so that all functions are delegated, coordinated, and completed.
- Prepares committee meeting agendas
- Calls, leads, and promotes attendance at unit committee meetings and any special meetings that may be called
- Ensures unit representation at monthly district roundtable meetings
- Arranges for charter review and recharter annually

Committee Members:

Secretary

- Takes meeting minutes and sends out committee meeting minutes in a timely manner
- Handles publicity for the unit including the unit Facebook page and website
- Maintains the unit calendar and distributes to unit families
- Conducts the unit resource survey annually
- Trains and assists the Troop Scribe in record keeping

Treasurer

- Maintains unit checking and savings accounts
- In collaboration with the unit Fundraising Coordinator, leads money-earning projects, including obtaining proper authorizations
- Leads in the preparation of the annual unit budget
- Pays bills on the recommendation of the Scout/Cub Master and the authorization of the unit committee
- Keeps adequate financial records for the unit
- Tracks and maintains the unit Scout Accounts
- Reports to the unit committee at each meeting

Fundraising Coordinator

- Identifies appropriate fundraising activities with the support of the unit committee and patrol leaders council that meets the needs of the unit
- In collaboration with the unit Treasurer, leads money-earning projects, including obtaining proper authorizations
- Develops and organizes the various steps of a fundraising project and communicates to those involved
- Acts as the point of contact with the local Council for council organized fundraising opportunities
- Reports to the unit committee at each meeting

Advancement Coordinator (Bob Kain and Vaughn Pusey)

- Maintains the unit merit badge counselor list
- Works with the Troop Librarian to build and maintains a Troop library of merit badge pamphlets and other advancement literature
- Meets with Scouts and enters completed and approved advancement items for rank and merit badges into the Scoutbook system
- Enters service hours completed into Scoutbook AND the appropriate Service Hours Reporting system
- Enters camping nights and hiking miles into Scoutbook for each Scout
- Runs advancement reports through unit Scoutbook account
- Secures needed signature on advancement reports and submits completed report to the local Council
- Purchases advancement items for unit awards meetings/Courts of Honor
- Reports to the unit committee at each meeting

Membership Coordinator

- Works with the local district and Council on recruitment activities such as School Nights and Round-ups
- Plans, coordinates, and hosts with the Scout/Cub Master an orientation night for new families at least once per year

- Works closely with the Scout/Cub Master and Arrow of Light Den Leader to provide a smooth transition from pack to troop
- Works with the Chartered Organization Representative to recruit new members from within the organization's membership
- Encourages Scouts to invite their friends to join the unit
- Maintains the unit roster and tracks Scouts who drop out of the unit
- Reports to the unit committee at each meeting

Training Coordinator

- Communicates with new unit leaders their position-specific training requirements and ensures new leaders understand what their training options are to complete
- Communicates training opportunities to unit leaders and committee members, including position-specific opportunities as well as additional/advanced training opportunities
- Maintains unit training records for all unit volunteers
- Ensures that unit training records are up to date with the local Council
- Completes adult training and membership award applications, obtains needed signatures, and submits to local district and Council for annual awarding
- Reminds unit volunteers when their Youth Protection Training is about to expire and ensure its recompletion
- Communicates youth training opportunities, such as NYLT, with unit youth and leaders
- Reports to the unit committee at each meeting

Outdoor Activities Coordinator

- Ensures a monthly outdoor program is scheduled and obtained through campouts, hikes, camporees, summer camp, etc.
- Registers unit for outdoor activities such as camporees and summer camp and for unit trip campsites as needed
- Ensures permission slips are completed and turned in by each Scout for each unit trip
- Ensures BSA medical forms are completed and turned in by each Scout annually
- Serves as the transportation coordinator for all unit trips
- Reports to the unit committee at each meeting and promotes outdoor activities to families through meetings, emails, etc.

Equipment Coordinator

- Works with Troop Quartermaster on equipment inventory and the proper storage and maintenance of all unit equipment
- Makes periodic safety checks on all unit camping gear and encourages unit members in the safe use of all outdoor equipment
- Supervises and helps the unit procure needed equipment and gear
- Reports to the unit committee as needed

Committee Members at Large

- Participates in Troop Boards of Review for Scouts advancing in rank
- Serves as a voting member of the unit committee
- Assists unit leaders and committee coordinators with their position responsibilities as needed and requested
- Attends all unit committee meetings as scheduled

Merit Badge Counselors

- Must be at least 18 years of age
- Be registered with the BSA as a merit badge counselor (can be combined with another registered position)
- Be recognized as having the skills and education in the merit badge subjects covered and hold any required qualifications and training as outlined in the Guide to Safe Scouting or the Guide to Advancement—or use others so qualified (identified on the MB Counselor Application to be submitted to Council)
- Be able to work with Scout-age youth