



Job Description 05: **Committee Chair**

Basic Responsibilities. The Committee Chair is the senior-most administrator in the local Scouting program. He/she oversees planning and management of Pack operations, and is responsible for the safety, compliance, and sustainment of all scouting activities. Effective Committee Chairs build cohesive teams based on mutual trust, by enlisting leaders and parents to be stakeholders in the organization. The Committee Chair should establish a vision for the Pack, communicate that vision to Committee, and invest the time and energy to make that vision a reality.

1. **Schedule.** Publish a Pack Schedule no later than July. The [Cub Scout Leader Book](#) recommends one Pack meeting per month, at the same time/day of the week to avoid confusion; and can be combined with feature events like camping, Pinewood derby or Rocket day.
2. **Pack Meetings.** Work with the Cubmaster and Committee to plan, resource and execute meetings. Ensure the safety and compliance of all Pack events, especially outdoor and offsite activities. Help Cubmaster manage meetings quickly and efficiently, capturing best practices.
3. **Additional Obligations.** Plan, schedule and run Committee meetings monthly – usually a week prior to Pack events. Coordinate with the Chartered Organization Representative (COR) and Chain Bridge District (CBD) as necessary. Stand in for the Cubmaster when he/she is absent.
4. **Discipline.** Work with the Committee to develop and publish clear expectations of behavior through a [Code of Conduct](#). Work with Den Leaders to enforce that standard at all Pack events.
5. **Safety.** Work with Den Leaders to ensure all Scouting events are safe, and that all leaders are YPT-certified. Conduct risk assessments for all outdoor/offsite Pack activities, and enlist Den Leaders to mitigate known risks and enforce the Code of Conduct at Pack events.
6. **Communication.** Work with membership chair to maintain an accurate pack distro. Keep families apprised of all Pack events, as well as any schedule changes. Work with the Committee and Den Leaders to identify parent volunteers for Pack events. Communicate and explain any changes to BSA policies, uniform standards or program requirements.
7. **Finance.** Work with the Treasurer and Den Leaders to ensure an accurate ledger, and that all members are registered and paying dues in a timely manner.
8. **Rechartering.** Work with Membership Chair, Treasurer and Den Leaders to maintain an accurate roster of members and dues paid. Work with CBD staff to reconcile differences with other BSA databases, and ensure timely payment in order to maintain the Scouting program at Tuckahoe.
9. **Information Technology.** Ensure the [website](#) and [SharePoint](#) are maintained accurately. Ensure Website is updated with current information, including [Schedule](#) of Pack and Den events, as well as BSA requirements and policies. Ensure SharePoint maintains current documents and sharing permissions for all leaders. Work with the Treasurer to ensure payments are made on time.
10. **Advancement.** Work with advancement chair to ensure Dens are advancing their Scouts, recording awards, allowing all Scouts to earn their rank by the February Blue & Gold Banquet.
11. **Recruitment.** Work with Den Leaders to recruit and select high-quality leaders. Work with the Committee and COR to recruit the best qualified committee members and senior leaders.
12. **Policy development.** Work with Den Leaders, committee members and other Packs to capture best practices in writing. Ensure the Committee reviews and publishes accurate policies on standard business practices, like [Den Leader selection](#), [Code-of-Conduct](#) and [Uniform Guide](#).
13. **Camping.** Work with Den Leaders to keep accountability at any overnight activity; establish and enforce safety procedures and emergency plans; ensure YPT-certified adults for girls and boys.



Cub Scout Pack 637
Arlington, Virginia



Requirements. The Committee Chair must have managerial skills to plan, organize and track activities; to understand data and technology; and to empower and enlist the support of others. This person must communicate effectively and bring the team together – always with an eye toward improving systems for the next generation. This person must be responsible, respectable, and live the Scout values.

Upon assuming responsibilities, the Committee Chair must complete the following:

1. **Register as Scout Leader.** Complete [adult application](#) through My.Scouting.org
2. **Youth Protection Training.** Complete [YPT](#) on My.Scouting.org
3. **Committee Chair Training.** Complete [position-specific training](#) on My.Scouting.org
4. **Uniform.** Purchase the standard khaki shirt, hat and patches (roughly \$100)
5. **Know each Den committee member.** Reach out over email or phone to the COR, Cubmaster, Treasurer, Membership Chair, and each Den Leader, to see what their priorities are and how you can support each other.