

Pack 724 Leadership roles

Cub Scout Pack Cubmaster

Duties and Responsibilities

- The Cubmaster's Role
- Inform the participants that they and the den leaders, with the support of the committee members, are the leadership team that makes the pack go. In general, the Cubmaster is the guiding hand behind the work of the other pack leaders and serves as the program advisor to the pack committee.
- He or she is a recruiter, supervisor, director, planner, and motivator of other leaders.
- The Cubmaster's main responsibilities include:
- Work directly with the pack trainer, den leaders, den chiefs, pack committee chair, and committee members to make sure that all dens are functioning well.
- Ensure that all den leaders have completed Youth Protection training and Den Leader Position-Specific Training.
- Work as a team with the pack committee chair and pack trainer to recruit, educate, guide, support, motivate, and inspire the other adult leaders.
- With the help of other leaders, plan quality, year-round den and pack programs filled with fun and activities.
- Lead the monthly pack meetings with the help of others, involving all dens in some way.
- Conduct impressive advancement, recognition, and graduation ceremonies. For Webelos crossover ceremonies, involve Scoutmasters, the Order of the Arrow, and other Boy Scout leaders.
- Coordinate pack membership, recruiting, and transition.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities.
- Request den chiefs for all Cub Scout dens and, after selection, see that they are trained. Recognize the den chiefs at pack meetings.
- Establish and maintain good relationships with Boy Scout troops that your Webelos Scouts may work with and/or join.
- Attend monthly roundtables.

Cub Scout Pack Committee Chair

Duties and Responsibilities

- Maintain a relationship with the chartered organization to ensure that the Pack program meets the requirements of both the BSA and the chartered organization
- Work with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Chair the Pack Committee meetings
- Annually recharter the Pack
- Work with the Pack Treasurer to develop a budget
- Complete Youth Protection training and position specific training for the position of Pack Committee Chair
- Delegate responsibilities to other adults in the Pack to ensure a quality Pack program
- Ensure that the positions of Cubmaster Assistant Cubmaster are filled
- Ensure that every den has a Den Leader and an Assistant Den Leader
- Form new dens as necessary, remembering that an optimum den size is 6 to 8 youth
- Secure meeting facilities through the chartered organization.
- Work with the Treasurer and Cubmaster to develop fund raising projects and secure adults to chair those projects
- Ensure that all registered leaders have completed BSA Youth Protection training
- Educate Pack families about the Cub Scout program
- Nurture and maintain relationships with one or more Scouts BSA Troops in the area to ensure that Webelos have a smooth transition to the Scouts BSA program
- Support the policies of the BSA.

Den Leader

Duties and Responsibilities

- Give leadership in carrying out the pack program in the den
- Complete Cub Scout den leader position-specific Basic Leader Training.
- Lead the den in its participation at Pack Meetings.
- Work in harmony with other den and pack leaders.
- Help the Cubmaster (or assistant Cubmaster) and Pack Committee recruit new boys throughout the year.
- Keep accurate records of den dues and attendance.
- Maintain a friendly relationship with Cub Scouts; encourage them to earn advancement awards. Keep accurate advancement records and see that boys receive recognition for their achievements.
- Stimulate the Cub Scouts' imaginations on the program theme for the month and help the den prepare its stunts and exhibits for the pack meeting.
- Help the den and pack earn the National Summertime Pack Award.
- Develop and maintain a good working relationship and open communication with den families. Use their talents to help enrich the den program. Hold den adults' meetings as often as needed to get acquainted with family members and strengthen den operation.
- See that a leader is available for all den meetings and activities. Call on the assistant den leader to fill in when necessary.
- Take part in the annual pack program planning and pack leaders' meetings.
- Help set a good example for the scouts through behavior, attitude, and proper uniforming.
- Support the policies of the BSA.

Treasurer

Duties and Responsibilities

- Gather in revenues and pay bills (usually reimbursements for expenses)
- Maintain and produce statements of revenues and expenses
- Attend monthly committee meetings to advise committee on financial status and budget questions.
- Balance accounts

Advancement Chair

Duties and Responsibilities

- Obtain den advancement reports (via ScoutTrack.com?).
- Fill out advancement forms for Council (ScoutTrack.com can generate these too)
- Check off shopping list for Scout Shop. All badges, segments, sport pins are listed on a form already.
- Shop for everything the week of the pack meeting.
- Get reimbursement from Treasurer for what is spent.
- Organize badges and label them for distribution.
- Divide segments into bags for each den.
- Get all these advancements to the Pack meeting and give to the Cubmaster

New Member Coordinator

Duties and Responsibilities

- Coordinate unit recruitment.
- Welcome new families and guide them in the joining process
- Follow up and check in with new members throughout the scouting season

Cub pack 724 is also looking for one or several people to help with activity coordination. Duties include contacting local sites to set up pack activities. Activity examples - visit to local police and/or fire, visit to museum, trampoline park, planetarium bowling, etc. Choose one activity or several and act as our point of contact.