



The Troop Committee is the troop's "board of directors". The Troop Committee's primary responsibilities are supporting the Scoutmaster in delivering a quality troop program and handling troop administration.

The troop committee does the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization
- Carries out the policies and regulations of the Boy Scouts of America
- Supports leaders in carrying out the program
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan
- Obtains, maintains, and properly cares for troop property
- Provides adequate camping and outdoor program (minimum 10 days and nights per year)
- Serves of boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavior problems.

Duties of the Chairperson

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation.



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Duties of the Vice-Chairperson

- Assist Committee Chairperson in the performance of his/her duties.
- Assume responsibility of Chairperson when he/she is not available.
- Perform other duties as requested.
- Prepare to become Troops' next Chairperson.



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Duties of the Secretary

- Keep minutes of meetings and send out committee meeting notices.
- At each meeting, report the minutes of the previous meeting.
- Handle publicity. (or delegate to Publicity Coordinator)
- Prepare a family newsletter of troop events and activities. (or delegate to Newsletter Editor)
- Work with Troop Webmaster to assure an up-to-date troop website.
- Conduct the troop resource survey. Provides copy of each to Committee Chairman.
- Plan for family night programs and family activities (or delegate to individual Activity Coordinators).



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Duties of the Treasurer (Finance/Records)

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings accounts
- Train and supervise the troop scribe in record keeping.
- Keep adequate records in the Troop/Team Record Book or other accounting system.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Lead the Friends of Scouting campaign. (or delegate to FOS Coordinator)
- Keep adequate records of expenses
- Report to the troop committee at each meeting



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Duties of the Assistant Treasurer (Money/Permission Slip Collection)

- Handle the collection of all troop monies at meetings.
- Provide receipt to anyone submitting money.
- Deliver money and a copy of all receipts to the Treasurer.
- Keep a copy of all receipts written for yearly audit.
- When possible, train and supervise the troop scribe in the collection of money and record keeping.
- When necessary, collect permission slips for troop events.



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Duties of Outdoor/Activities Coordinator

- Help in securing permission to use camping sites.
- Serve as transportation coordinator (or delegate to Transportation Coordinator).
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month.
- Secure tour permits for all troop activities.
- Report to the troop committee at each meeting.



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Duties of Advancement Coordinator

- Encourage Scouts to advance in rank
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange quarterly troop boards of review and courts of honor (or delegate to Court of Honor Coordinator).
- Develop and maintain a merit badge counselor list
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates
- Work with the Troop Librarian to build and maintain a troop library of merit badge pamphlets.
- Report to the troop committee at each meeting.



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Duties of Chaplain

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the Chaplain Aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting.



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Duties of Training Coordinator

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop (or work with the Youth Protection Coordinator)
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.



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Duties of the Equipment Coordinator

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage troops in safe use of all outdoor equipment.
- Report to the troop committee at each meeting.



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Duties of the Fund Raising Coordinator

- Provide ideas and guidance in the planning of fund raising activities.
- Assure that all fund raising projects conform to Scouting standards.
- Complete the Unit Money Application #34427 for all projects
- Work with the Scoutmaster and Treasurer to assure that the troop has adequate fund raising activities to support the budget.
- Work with the Scoutmaster and the Patrol Leaders Council on the execution of the fund raising activities.
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Duties of the _____ Fund Raising Event Coordinator (one for each fund-raising activity as required)

- Reserve or arrange facilities/space, equipment and supplies as necessary.
- Prepare event budget showing expenses and anticipated income. Communicate goals to Scouts and Troop Committee.
- Provides activity announcement, tickets, and other materials.
- Facilitate and manage entire project seeking appropriate Scout and parent volunteers.
- Work with Secretary or Publicity Coordinator to arrange adequate press.
- Track Scout, Leader and parent participation and coordinates the transfer of funds through the Troop Treasurer into the appropriate accounts.
- Suggest recognition prizes for top sellers.
- Report to the troop committee at each meeting before and after event.



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Duties of the Spaghetti Dinner Fund Raising Event Coordinator:

- Reserve or arrange facilities/space, equipment and supplies as necessary.
- Prepare event budget showing expenses and anticipated income. Communicate goals to Scouts and Troop Committee.
- Provides activity announcement, tickets, and other materials.
- Facilitate and manage entire project seeking appropriate Scout and parent volunteers.
- Work with Secretary or Publicity Coordinator to arrange adequate press.
- Track Scout, Leader and parent participation and coordinates the transfer of funds through the Troop Treasurer into the appropriate accounts.
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Duties of the Christmas Tree Recycle Fund Raising Event Coordinator:

- Reserve or arrange facilities/space, equipment and supplies as necessary.
- Prepare event budget showing expenses and anticipated income. Communicate goals to Scouts and Troop Committee.
- Provides activity announcement, tickets, and other materials.
- Facilitate and manage entire project seeking appropriate Scout and parent volunteers.
- Work with Secretary or Publicity Coordinator to arrange adequate press.
- Track Scout, Leader and parent participation and coordinates the transfer of funds through the Troop Treasurer into the appropriate accounts.
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Duties of the Popcorn Sale and Hoagie Sale Fund Raising Coordinator:

- Prepare event budget showing expenses and anticipated income. Communicate goals to Scouts and Troop Committee.
- Provides activity announcement, sales order forms, and other materials.
- Facilitate and manage entire project seeking appropriate Scout and parent volunteers.
- Place order with appropriate supplier, arrange for pick-up or delivery of items.
- Work with Secretary or Publicity Coordinator to arrange adequate press.
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Duties of the Chicken Barbecue Fund Raising Event Coordinator:

- Reserve or arrange facilities/space, equipment and supplies as necessary.
- Prepare event budget showing expenses and anticipated income. Communicate goals to Scouts and Troop Committee.
- Provides activity announcement, tickets, and other materials.
- Facilitate and manage entire project seeking appropriate Scout and parent volunteers.
- Work with Secretary or Publicity Coordinator to arrange adequate press.
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Duties of the Newsletter Editor

- Work with Troop Secretary to publish a monthly (or bi-monthly) newsletter.
- Maintain and up-to date Troop Calendar after every Committee meeting – distribute with the newsletter.
- Distribute newsletter using US Mail and/or e-mail.
- Maintain mailing list and mails newsletter:
 - ◇ The principal of Cornell and St. Joe's School
 - ◇ Community officials, the police department, the library
 - ◇ The District Executive and Unit Commissioner
 - ◇ Unit leaders in neighboring communities (Cub Scout, Boy Scout & Venturing)
 - ◇ The pastor of the Methodist Church
 - ◇ Friends and supporters of your unit
- Make extra copies available for prospective members.



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Duties of the Court of Honor Food Coordinator(s)

- Work with the Scoutmaster and the Advancement Coordinator (or Court of Honor Coordinator) to assure adequate food and drinks at all Courts of Honor.
- Arrange for food and refreshments based on the theme of the event.
- Work with local stores for food and dessert donations.
- Coordinate the layout of the food.
- Arrange for parents to serve the food.
- Lead the clean-up effort after the Court of Honor.



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Duties of the Merit Badge Counselor Coordinator

- Work with the Advancement Coordinator to create and maintain an up-to-date list of qualified merit badge counselors.
- Publish Merit Badge Counselor list quarterly.
- Identify weaknesses in MBC list and recruits additional counselors.
- Work with Training Coordinator to provide Youth Protection Training and Merit Badge Counselor Orientation new Counselors.
- Encourage Merit Badge Counselors to give a 10-15 minute presentation at Troop Meetings to introduce their merit badge and create interest.



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- Assists the Scoutmaster with handling boy behavior problems.

Duties of the Court of Honor Coordinator

- Work with the Scoutmaster and Advancement Coordinator to plan quarterly Courts of Honor.
- Work with the Food Coordinators to arrange for food, drinks and refreshments based on the theme of the event.
- Purchase, set up and take down decorations (working with other parents).
- Suggest themes and activities for Courts of Honor – solicits new suggestions from Scouts, Leaders and parents.
- Prepare program handout.
- Report to Troop Committee as required.



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The troop committee does the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
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Duties of the Transportation Coordinator

- Work with Outdoor/Activities Coordinator to arrange transportation to all Troop functions, campouts and activities.
- Plan routes and arranges for all drivers to have a map and driving directions to the destination
- Keep a file of all drivers in the Troop with the following current information
 - ◇ Driver's license number
 - ◇ Insurance
 - ◇ Make and model of vehicle
 - ◇ Number of seat belts in vehicle
- Provide for Risk Zone training for each driver through the Training Coordinator.
- Review "Motor Vehicle Checklist" with each driver yearly.
- Report to the troop committee as required.



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Duties of the Troop History Coordinator

- Assist Troop Historian in maintaining historical records on troop activities.
- Maintain information, documentation, and materials that reflect the troop's past:
 - ◊ Charter certificates
 - ◊ Ribbons, awards and plaques
 - ◊ Patrol flags
 - ◊ Photos, news stories, court of honor programs, church programs
- Keeps contact numbers of former leaders and Eagle Scouts
- Maintain a pictorial history of all Senior Patrol Leaders, Scoutmasters and Eagle Scouts. (Pictures suitable for framing)
- Maintain a picture history of all groups attending summer camp, Jamboree, High Adventure Camp or other excursion activities.



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Duties of the Pack Liaison

- Provide key interface between Pack and Troop.
- Attend the monthly pack committee meetings.
- Provide Pack with Troop activity information and obtain Pack event dates for Troop use.
- Coordinate training of Den Chiefs with Scoutmaster.
- Coordinate with Scoutmaster to provide Scouts to support Pack events including: meetings, crossovers, pinewood derbies, Blue and Gold banquets, Day Camp, etc.
- Welcome new scouts and their families to the troop and assists in the completion of their registration.
- Report to Troop Committee at every meeting.



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Duties of the Health & Safety Coordinator

- Work with Scoutmaster to collect and maintain Scout and Leader health forms necessary for summer camp and other Troop activities.
- Create a copy of each health form and make two "sets" - one to the Scoutmaster and make one available to the leader in charge of a troop activity (if not the SM).
- Maintain Troop first aid kit. Check and refill regularly; replace expired items.
- Assist the Troop Instructor in planning First Aid training/skill instruction.
- Encourage adult and junior leaders to take Red Cross First Aid training including Wilderness First Aid, CPR & AED, Lifeguard and "When Help is Delayed".
- Interpret BSA Guide To Safe Scouting to the Committee and Troop Leaders.
- Work with Training Coordinator to provide Health & Safety training: "Trek Safely", "Climb On Safely", "Safe Swim Defense" and "Safety Afloat".
- Report to Troop Committee as required.



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Duties of the Community Service Coordinator

- Communicate community service projects to Scoutmaster for:
 - ◇ Troop led community service
 - ◇ Individual Scout community service (for rank advancement)
- Work with Scoutmaster and Troop to coordinate community service projects.
- Coordinate the Troops' Activity in local parades and celebrations (including installing flags at graves before Memorial Day).
- Work with Scouts and parents to enter service hours for the President's Volunteer Service Award (www.presidentialserviceawards.org).
- Identify new opportunities for community service.
- Report to the Troop Committee as required.



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Duties of the Friends of Scouting Coordinator

- Work with the Troop Treasurer to ensure that every family has the opportunity to participate in the FOS campaign.
- Work with Scoutmaster and Troop Committee Chairman to schedule the annual FOS presentation for the troop.
- Suggest community sources of funding to District Executive.
- Attend the annual District breakfast and present donation on behalf of Troop.
- Report to the troop committee during FOS campaign period.



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Duties of the Scouting for Food Coordinator

- Recruit adult help with vehicles for bag distribution and collection day.
- Obtain city maps and determine streets and routes for each driver.
- Coordinate printing of flyers and "rolling" of bags by Scouts and parents.
- Arrange for distribution and collection of bags by youth members to homes in our area.
- Arrange for distribution and collection of bags from area churches.
- Coordinate sorting and counting of food then deliver to local food bank.
- Create final report and provide a copy to District Executive and Scoutmaster.
- Report to Troop Committee during FOS drive.



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Duties of the Webmaster

- Work with the Troop Secretary to maintain an up-to-date Troop Website.
- Coordinate with Newsletter Editor, Troop Historian, Troop History Coordinator, Scout leaders and troop members to arrange for pictures and articles.
- Assure the safety and protection of all Scouts by assuring compliance with the Children's Online Privacy Protection Rule (more info at: <http://www.ftc.gov/bcp/online/edcams/kidzprivacy/>)
- Provide annual education reminders to leaders and parents on how to keep their children safe on the internet.



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Duties of the Youth Protection Coordinator

- Work with Training Coordinator to provide Youth Protection Training for both leaders and parents.
- Encourage parents and leaders to take on-line Youth Protection Training as soon as possible
- Works with the Scoutmaster to provide youth protections training for the Scouts at least every other year with "A Time to Tell" video and program.
- Remind Scoutmaster and Troop Committee every April about "Youth Protection Month".



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Duties of the Publicity Coordinator

- Work with Troop Secretary to obtain publicity for the Troop at every available opportunity.
- Work with the Scoutmaster, fund raising coordinators and event coordinators to provide publicity as needed.
- Maintain the following lists of contacts:
 - ◊ Local media (newspaper, radio and TV).
 - ◊ Church pastors and secretaries.
 - ◊ Non-profit organization heads and secretaries (VFW, Moose, etc.)
 - ◊ School principals and secretaries.
 - ◊ Local dignitaries and public officials.
- Send releases about troop activities, accomplishments, requests to appropriate contacts listed above.
- Send notice of Presidential Service Award recipients and Eagle Scout awardees to all local media, their home school and church and public officials.



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Duties of the Uniform & Equipment Exchange Coordinator

- Maintain an inventory of uniform components and equipment that have been donated to the troop.
- Make list available to parents and bring "Clothes Closet" to monthly meetings.
- Solicit additional donations to the exchange from parents and the community including:
 - ◇ "Experienced" uniform components
 - ◇ Council shoulder patches, patrol patches, troop number, shoulder loops
 - ◇ Winter clothing
 - ◇ Hiking boots, winter boots
 - ◇ Individual camping equipment (blankets, sleeping bags, eating utensils, flashlights, etc.)



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Duties of _____ Activity Coordinator (one for each activity as required):

- Work with Outdoor/Activities Coordinator to organize and run special troop events.
- Secures date, location and time with the help of the Scoutmaster, PLC and troop committee.
- Make reservations for facilities. Arrange for food and equipment.
- Prepare and distribute announcement about event, including permission slips.
- Recruit adult assistance for the trip as required.
- Work with transportation coordinator to provide transportation as needed.
- Report to Troop Committee before and after the activity.



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Duties of Jamboree 2005 Coordinator:

- Work with Outdoor/Activities Coordinator to organize and run special troop events.
- Works with Scoutmaster and PLC to achieve consensus on side trips.
- Make reservations for facilities, tickets, etc.. Arrange for food and equipment.
- Prepare and distribute announcement about event, including permission slips.
- Recruit adult assistance for the trip as required.
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Duties of High Adventure 2006 Activity Coordinator:

- Work with Outdoor/Activities Coordinator to organize and run special troop outdoor events.
- Secures date, location and time with the help of the Scoutmaster, PLC and troop committee.
- Make reservations for facilities. Arrange for food and equipment.
- Prepare and distribute announcement about event, including permission slips.
- Recruit adult assistance for the trip as required.
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Duties of Troop Committee "Member at Large"

- Attend troop committee meetings and participate in decision making.
- Attend troop meetings and events to support the Scouts.



In the chartered organization relationship, the Boy Scouts of America provides the program and support services, and the chartered organization provides the adult leadership and uses the program to accomplish its goals for youth.

By receiving a charter from the Boy Scouts of America, the chartered organization agrees to:

- Conduct Scouting in accordance with its own policies and guidelines as well as those of the BSA.
- Include Scouting as part of its overall program for youth and families.
- Appoint a chartered organization representative who is a member of the organization and will represent it to the Scouting district and council, serving as a voting member of each.
- Select a unit committee of parents and members of the organization who will screen and select unit leaders who meet the organization's leadership standards as well as the BSA's standards.
- Provide adequate and secure facilities for Scouting units to meet on a regular schedule with time and place reserved.
- Encourage the units to participate in outdoor experiences.

Duties of the Chartered Organization Representative

- Serve as head of "Scouting Department" in the charter organization
- Maintain a close liaison with the troop committee chairman
- Help recruit other adult leaders
- Encourage unit leaders to take training
- Promote well-planned unit programs
- Promote recruiting new youth members
- Encourage transition from one program to the next (Cub Scouts to Boy Scouts to Venturing)
- Assist in annual unit charter renewal
- Suggest "Good Turns" that benefit charter organization and its community
- Encourage regular unit committee meetings
- Encourage active outdoor unit programs
- Promote earning advancement, religious awards, and recognition of leaders
- Approve unit finance policies
- Represent the charter organization to the district and council

With the approval of the Executive Officer (or head) of the charter organization, the Chartered Organization Representative may sign adult leader applications and the charter.