

# Leadership Responsibilities for Boy Scout Troops & Cub Scout Packs

## **ADULT LEADER QUALIFICATIONS**

These are the minimum requirements:

- Be at least 21 years of age.
- Be an American citizen.
- Agree to live by the Scout Oath and Law.
- Be approved by a troop's chartered organization. In addition, you should look into your heart and give some real thought to your motivations:
  - Do you care about young people? Assuring their well-being physically and emotionally is a basic responsibility of every Scout leader.
  - Are you willing to teach boys how to be leaders and then allow them the opportunity to lead? The patrol method developed by Lord Robert S. Baden-Powell, Scouting's founder, provides a clear structure in which boys can exercise meaningful leadership.
  - Will you serve as a role model for young people? The Scouts in your troop will look up to you for guidance on a number of levels, many of them unspoken. The way you treat others, provide leadership, and act during meetings and on Scout outings will influence Scouts' actions. What you do will be every bit as important as what you say.

## **EXECUTIVE OFFICER**

The executive officer is the head of the chartered organization that sponsors the troop. This position was formerly called "institutional head" and the position code remains IH on the charter application. If a church or synagogue is the unit's sponsor, then the executive officer is the pastor or the rabbi; if the chartered organization is a PTA, it would be the PTA president; if a military organization, the commander; if a local fire department, the chief, and so on. So, if your sponsor is something like "Friends of Troop XX," the president or head of that group is the executive officer. The executive officer must be included in the unit charter, but is always registered as a "multiple" and pays no fee. The primary responsibility of the executive officer is to designate a member of the chartered organization to head its Scouting program as the chartered organization representative.

## **CHARTERED ORGANIZATION REPRESENTATIVE**

The chartered organization representative is a member of the chartered organization and the recognized head of its Scouting department. The chartered organization representative is appointed by the head of the institution, or executive officer, and serves as the connecting link between the institution and the troop. A chartered organization may also operate a Cub Scout pack, a Varsity Scout team, and a Venturing crew, all of them served by the same chartered organization representative whose primary function is to ensure that the chartered organization's Scouting program succeeds. This individual may also serve on the troop committee, is the chartered organization's representative on the district committee, and is a voting delegate at the local council's annual meeting. A unit commissioner will be assigned to help the units succeed. He or she will periodically visit unit meetings as well as be available to unit leaders and unit committees. The district committee where the chartered organization representative is a voting member has people who can provide specialized help with Scout advancement, camping, and adult training. The responsibilities of the chartered organization representative include the following:

- Encourage unit leaders to take training.
- Promote well-planned unit programs.

- Organize enough units to meet need.
- Promote recruiting new youth members.
- Encourage transition from one program to the next.
- Assist in annual unit charter renewal.
- Suggest Good Turns that benefit your organization and its community.
- Encourage regular unit committee meetings.
- Encourage active outdoor unit programs.
- Promote earning advancement, including religious awards, and recognition of leaders.
- Approve unit finance policies.
- Represent your organization to the district and council.

## **TROOP COMMITTEE**

The committee may be seen as the "board of directors" of a troop. Members are often parents and guardians of boys in the troop and chartered organization members who are interested in youth programs. The committee is composed of a minimum of three members, one of whom serves as chairman. There is no maximum number of committee members serving at a given time. For more information, see the Troop Committee Guidebook and the video *The Barbecue: Working with the Troop Committee*. The responsibilities of the troop committee include the following:

- Select quality leaders for the troop. The most important responsibility of a troop committee is recruiting qualified adult leaders who are excellent role models as well as effective leaders of young people.
- Develop community service projects.
- Arrange transportation for outings.
- Plan and assist in fund-raising.
- Provide for special needs and assistance for individual Scouts.
- Serve on boards of review and at courts of honor.
- Maintain records of troop finances and advancement.
- Assist in the charter renewal process.
- Help with the annual Friends of Scouting campaign.

## **TROOP COMMITTEE CHAIR**

The troop committee chair is selected by the committee to handle its administrative responsibilities. These responsibilities include the following:

- Organize the Committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster.
- See that Troop leaders and Committee members have training opportunities.
- Interpret national and local Council policies to Troop.
- Work closely with Scoutmaster in preparing Troop Committee meeting agendas.
- Call, preside, 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 re-charter annually.
- Keep minutes of meetings and send out Committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of Troop events and activities.

- Conduct the Troop resource survey.
- Responsible for seeing that all members are registered with the Scout Service Center.
- Plan for family night programs and family activities.
- Plan the charter presentation program.
- Invite all Webelos Scout families to participate in appropriate Troop programs and arrange for welcome of graduating Webelos.
- Work to achieve Troop's membership goal.

### **SCOUTMASTER/CUBMASTER**

The Scoutmaster is involved in one of the most important and meaningful endeavors of all, that of helping boys develop into good men. To accomplish this, the position requires active participation with the troop, spending time outdoors and sharing with young people the joys of camping and hiking. The Boy Scouts of America could not exist without the special kind of interest and dedication that is provided by the Scoutmaster. Scouting hopes the individual serving in this role will take pride in being a Scoutmaster and will find it personally rewarding. The responsibilities of the Scoutmaster include the following:

- Train and guide boy leaders to run their Troop.
- Work with and through responsible adults to give Scouting to boys.
- Meet regularly with the Patrol Leaders' Council (PLC) for training and planning of Troop activities.
- Attend all Troop meetings or have a qualified adult substitute.
- Assist the Troop Chairman in planning the Troop Committee meeting agenda.
- Attend Troop Committee Meetings
- Conduct or delegate Scoutmaster conferences for all rank advancements and youth personal development as needed.
- Encourage Scouts to attain First Class rank in their first year and to advance at least one rank per year after that.
- Provide a systematic recruiting plan for members and see that they are properly registered.
- Make it possible for each Scout to experience at least ten (10) days and nights of camping each year.
- Participate in Council and District Activities.
- Take part in Webelos Scout graduation ceremonies in Packs related to your Troop.

### **ASSISTANT SCOUTMASTERS/CUBMASTERS**

In the absence of the Scoutmaster, an assistant should be designated to fill in as the troop leader. There is no set number of assistant Scoutmasters that a troop should have, but a good measure could be at least one per patrol. Assistant Scoutmasters should be selected and recruited with the same care as that of the Scoutmaster and should complete all training as soon as possible. The Scoutmaster should assign specific duties to each assistant Scoutmaster. Such an assignment could entail working with a patrol or coordinating troop activities or physical arrangements. The assignments should blend the talents of the assistant Scoutmaster with those of the Scoutmaster. For instance, an assistant Scoutmaster with particularly strong outdoor skills should be assigned to teach those skills to the troop members.