

Adult Leadership

**BSA Troop 235
St. Emily Parish
Mount Prospect, IL**

Welcome to the family of Scouting.

As a member of the troop, you can help enrich the lives of boys and make a difference in the kind of men they become. Since 1910, it has been the mission of the Boy Scouts of America to prepare young people to make ethical choices over their lifetimes by instilling in them values of the Scout Oath and Law.

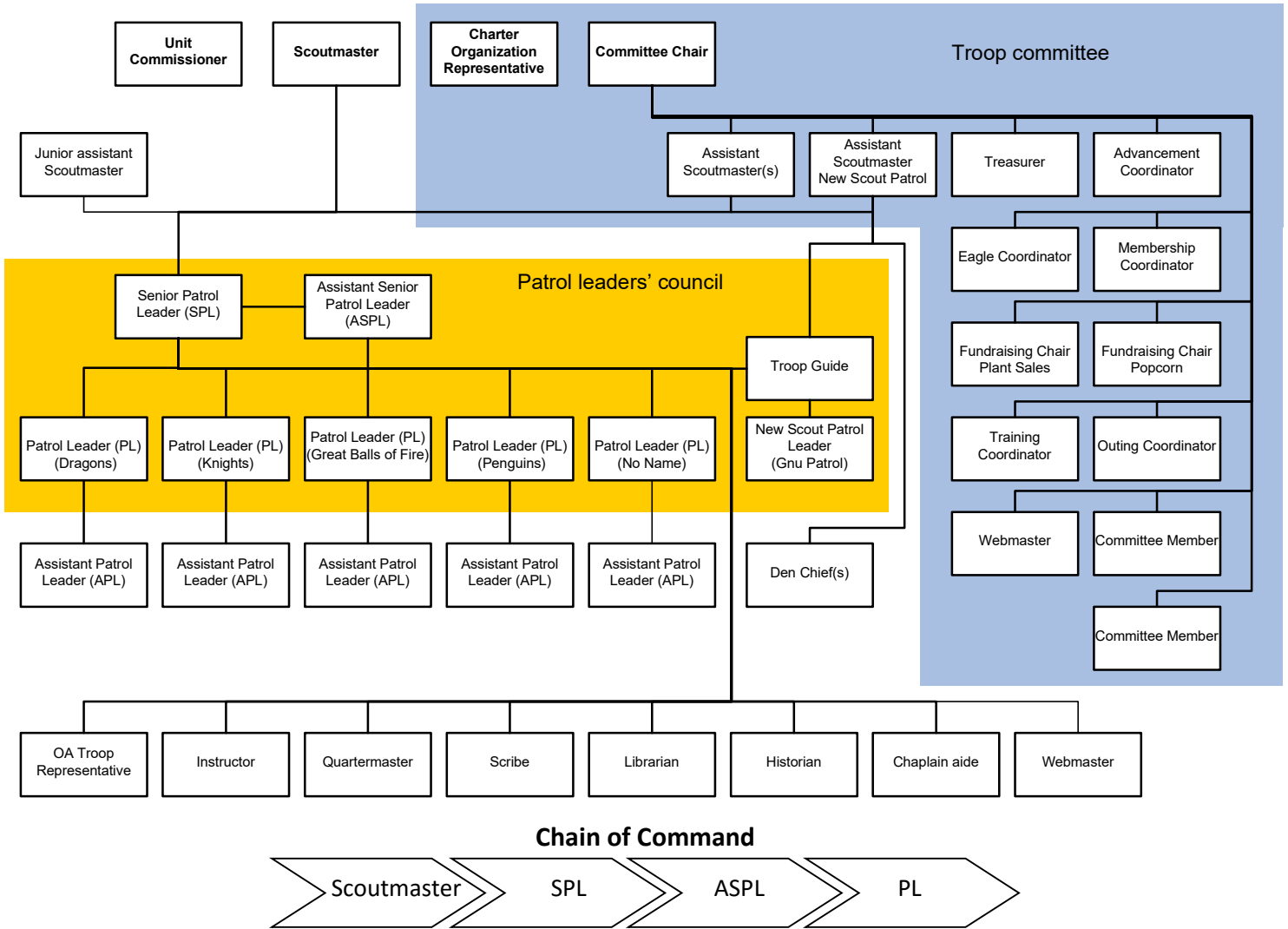
The Boy Scouts of America offers a tremendous amount of opportunities to have fun, learn, and develop Scouts and the Adult leaders. As a result, you are never far from the resources and support you need.

Our intent is to set the stage for how the troop is organized and run. The following pages summarize Troop 235's positions and descriptions along with desired skills and resources. We thank you for making the choice to be a part of our family.

Yours in Scouting,
Troop 235 Committee



Troop 235 - Organization



Adult Leadership Guidelines

Goal: Provide sustaining and active adult leadership that is able to deliver a successful Scout Program year after year and achieve Gold Level status in Scouting's Journey to Excellence.

Term of office for each adult position is 2 year with a maximum of 4 years.

January through December: **HAVE FUN Learn, Deliver, Invite**

August: Leadership review and succession updates.

September: New Leadership Identified and recruited.

October: New Leadership identified and accepted.

November: Adult Leadership transition.

Position: Scout Master

Position Description:

1. Trains and guides the boy leaders, especially in leadership skills.
2. Coaches.
3. Works with BSA Council and Cub Masters to place Troop trained Den Chiefs.
4. Conducts Scout Master Conferences.
5. Is the “public face of the troop” to parents, other scout units, other organizations.
6. Is a reliable leader/participant in meetings, outings, and service projects.
7. Regular participation in Round Table and other District and Council events.

Desired Skills and Resources:

1. Patient.
2. Good listener.
3. Reflective.
4. Consistent.
5. Encouraging.
6. A coach and role model for the boys.
7. Committed to the ideals of Scouting.
8. Knows where to look for help.
9. Ability to delegate.
10. Has ability to relate to boys.
11. Has ability to keep a cool head under pressure.
12. Develops/maintains scout skills (e.g., camping, knots, first aid) in order to teach Scouts outdoor and leadership skills.

Position: Charter Organization Representative

Position Description:

1. Position is for both Pack 235 and Troop 235.
2. Liaison with St Emily Parish (Pack 235's & Troop 235's Charter Organization), including parish council; Relations, Point of contact for troop involvement in Parish Service opportunities, troop's use of Parish Facilities.
3. Assists with Unit Rechartering.
4. Ensure adults who are in contact with Troop 235 Scouts are Virtus trained.

Desired Skills and Resources:

1. Active member of the Charter Organization, St Emily Parish.
2. Willing to interact with St. Emily Parish and Cub Scout Pack 235.
3. Diplomatic.
4. Has credibility with parish leaders.

Position: Committee Chair

Position Description:

1. Organizes the committee to ensure all functions are delegated, coordinated, and completed.
2. Arranges for annual charter review and rechartering, including coordination with Training Coordinator and Charter Organization Representative to ensure all adults have current youth protection training and Virtus training.
3. Prepares troop committee meeting agendas.
4. Calls and presides over troop committee meetings.
5. Takes and publishes troop committee meeting minutes (can be delegated).
6. Ensures troop representation at monthly Roundtables.

Desired Skills and Resources:

1. Is well organized, dependable
2. Is diplomatic, respected by troop adults
3. Has good communication skills.
4. Has the shown the ability to delegate.
5. Chairs meetings effectively.
6. Energetic.
7. Patient.

Position: Assistant Scoutmaster

Position Description:

1. Assists Scoutmaster in fulfilling duties.
2. Assists Scoutmaster in training and guiding the boy leaders.
3. Routinely chaperones meetings, outings, and service projects.
4. Maintains registration and required training.
5. Conducts Scoutmaster conferences if needed.

Desired Skills and Resources:

1. Is patient and works well with scouts.
2. Is a good listener.
3. Maintains scout skills to teach to scouts.
4. Good role model.

Position: Treasurer

Position Description:

1. Handles all troop funds, pay bills on the recommendation of the Scoutmaster and authorization of the troop committee.
2. Maintains checking and savings account, is point of contact with bank.
3. Keeps adequate records, including scouts' individual profit-sharing accounts.
4. Leads in the preparation of the annual troop budget.
5. Reports to the troop committee at each meeting.
6. Provides troop financial information as necessary to BSA and charter organization.
7. Supervises financial aspects of fundraising.

Desired Skills and Resources:

1. Well organized.
2. Prompt.
3. Accurate.
4. Works well with math/accounting and computer accounting software.
5. Computer literate.

Position: Advancement Coordinator

Position Description:

1. Maintains troop advancement records (Troop Master).
2. Secures badges and certificates, prepares them for presentation to scouts.
3. Ensures programs are created for Quarterly Court of Honor.
4. Works with troop librarian to maintain troop's library.
5. Provides periodic advancement status information to each scout.
6. Encourages boys to advance and achieve.
7. Schedules and staffs boards of review.

Desired Skills and Resources:

1. Well organized.
2. Good record keeping capability.
3. Has access to Troop master.
4. Has word processing skills to prepare Court of Honor Program.
5. Computer literate.

Position: Eagle Coordinator * Position can stand alone or be a part of the Advancement Coordinator

Position Description:

1. Assists Advancement Coordinator.
2. Assists eagle candidates in refining project ideas.
3. Assists eagle candidates in understanding process for completing eagle requirements.
4. Reviews draft eagle application and project documentation with candidate.
5. Receives confidential letters of recommendation for use at board of review.
6. Is liaison with Council eagle coordinator and BSA staff.
7. Arranges and participates in eagle board of review.
8. Assists eagle candidate and family in planning the Eagle Court of Honor.
9. Promotes the Eagle Rank to Life Scouts.

Desired Skills and Resources:

1. Maintains current knowledge of BSA eagle process (Life to Eagle).
2. Maintains files regarding eagle ceremonies.

Position: Membership Coordinator

Position Description:

1. Develops a plan for year-round membership flow into the troop for Scouts and adults.
2. Works closely with Cubmaster and Webelos den leaders of neighboring Cub Scout Packs to provide smooth transition from Pack to Troop.
3. Assists in developing and recruiting den chiefs.
4. Assists in the crossover ceremony from Webelos Scouts to Boy Scouts.
5. Plans and coordinates troop open houses and other recruiting activities.
6. Keeps track of Scouts that drop out of the troop, and develops a plan to encourage them to rejoin.
7. Encourages Scouts to invite their friends to join the troop.
8. Ensures parents understand Boy Scouts and how the troop runs.

Desired Skills and Resources:

1. Charismatic.
2. Good Speaker.
3. Relatable.
4. Organized.

Position: Fundraising Chair

Position Description:

1. Coordinates all aspects of the troop's fundraiser with Scouts and committee:
Preparation, Kick Off, Publicity, Tracking, Pickup, Closing
2. Is point of contact with vendors on orders, delivery
3. Works with local Council to get require permission to fundraise and to coordinate on joint council/troop fundraisers
4. Must file proper paperwork / ask for permission to sell (e.g. Council, Churches, Site Sales, Local Village, etc.).
5. Get approval from troop committee for fundraising activities.
6. Provides to treasurer individual scouts' sales and profit-sharing results.

Desired Skills and Resources:

1. Well Organized.
2. Energized.
3. Creative.
4. Computer literate.

Position: Training Coordinator

Position Description:

1. Ensures troop leaders and committee members have opportunities for training, encourages troop leaders take relevant training.
2. Is responsible for Medical records within the troop.
3. Is responsible for BSA Youth Protection training within the troop.
4. Is responsible for Archdiocese of Chicago Virtus training within the troop.
5. Ensures that training records in Troop Master are maintained.
6. Ensures that individuals' training information is filed timely with Council.
7. Assists in parent orientation.

Desired Skills and Resources:

1. Organized.
2. Models commitment to BSA training by being trained.

Other help needed within the troop

Outing Coordinator

1. Works with Scouts to help solidify ideas and logistics for an outing.
2. Coordinates with Scouts and committee about outing details.
3. Books needed reservations, accommodations, etc.
4. Prepares permission slips, publicizes outings, and receives permission slips and payments.
5. Files Tour and Activity plan with information from the Training Coordinator.
6. Ensures proper amount of adult leadership is present.
7. Ensures proper equipment is present, including troop trailer if needed.
8. Provides promptly to troop treasurer any payments or vouchers associated with an outing.

Web Master

1. Oversees and maintains troop's website, including calendar, roster, permission slips and other relevant information.
2. Maintains knowledge of current BSA policies regarding website use and content.
3. Works with Boy Scout Web Master in the maintenance of the troop's website.
4. Works with troop's Scout Historian to gather and post photos.

Committee Member(s)

1. Support leaders in carrying out the program.
2. Supports the Scoutmaster in working with individual boys and problems that may affect overall troop program.
3. Provides for the special needs and assistance some boys may need.
4. Assist the Scoutmaster with handling boy behavioral problems.
5. Help administer Board or Review for Scout Rank advancement. The purpose of the board of review is "to ensure that the Scout has completed all of the requirements, to determine the quality of his troop experience, and to encourage him to advance toward his next rank." In other words, you want to make sure he's done the requirements—which is different from retesting him—but you also want to discuss those requirements with him in the context of his troop experience and his future. One way to approach boards of review is to think about four categories of questions: the Scout, the rank, the troop, and the future.

