

UNIT LEADER POSITION DESCRIPTIONS

Units are urged to spread the workload and recruit different adults for each of these positions.

1. Chartered Organization Representative: The individual representing the organization that sponsors the unit. Is the liaison between the unit and the chartering organization. Is typically registered as a member of the committee and should be actively involved with the unit and its progress at several levels; training; advancement; growth; activities; etc.

2. Committee Chair: The Key support leader of the Unit; conducts monthly committee meetings; provides regular support to the Unit Leader for programming needs of the Unit; recruits enough committee members to conduct the business of Scouting in the Unit, the District, and Council; ensures Unit membership growth continues and is the primary person responsible for the rechartering process; signs all adult applications; is both Fast Start & Basic Leader trained.

3. Unit Leader: The Key program leader of the Unit; Cubmaster, Scoutmaster, Varsity Team Coach, Explorer Advisor, Venturing Crew Leader or Sea Scout Skipper; provides program direction for the Unit; conducts the annual program planning conference for the Unit; signs all youth applications; is completely trained.

4. Primary Assistant Unit Leader: The number two program leader of the unit. Responsible for Youth Protection Training in the unit; assists with program management for the Scouts; steps in when the unit leader is unavailable; is also completely trained.

5. Membership/Recruiting Chair: Promptly processes both youth and adult applications, (with proper fees & signatures); maintains up-to-date Unit rosters; assists with the rechartering process; facilitates the Unit membership growth process during Fall and Spring Recruiting.

6. Webelos-To-Scout Transition Chair: Ensures an on-going connection is maintained with a Cub Pack or Scout Troop; ensures every Webelos Scout graduates into Boy Scouting; supports the Webelos-To-Scout Transition process; represents the Unit to its counterpart.

7. Advancement Chair: Understands and promotes the advancement program; completes Advancement Reports; orders badges & insignia from the Council Service Center; coordinates Boards of Review for Boy Scout Troops, (Except Eagle).

8. Training Chair: Ensures every registered leader is provided the opportunity to receive basic and advanced training offered by the District and Council; promotes training courses; tracks leader training; submits adults for recognition.

9. Camping & Outdoor Activities Chair: Promotes camping opportunities; reserves Unit's space at camping facilities; collects fees and forms from campers; follows schedule for camp fee payments; submits Tour Permits; liaison of the Unit for pre-camp orientations.

10. Scout Mall Show Chair: Promotes participation as a yearly event; attends kick-off of the annual event; works with Unit members, leaders and parents to develop a theme and plan for participation at the event.

11. Pinewood Derby Chair: Cub Scout Packs Only - Promotes the Unit derby in compliance with the District Championship Derby Rules; submits registration form for the District Derby. Coordinates efforts of the Unit Pinewood Derby.

12. Family Campout &/or Camporee Chair: Is the primary leader for one or more annual events within the unit. Coordinates efforts of the unit to participate in the event; communicates on behalf of the Unit to the District.

13. Friends Of Scouting Unit Coordinator: Unit representative to the District; attends the FOS kick-off meeting; provides the opportunity for a Unit presentation; invites all families and leaders to enroll; follows-up with all families until all contacts have been accounted. Promotes F.O.S. as a means to support the District and Council and help offset expenses on behalf of Scouts and Leaders who participate in various events and activities.

14. Popcorn Sales Fund Raising Chair: Attends orientation and kick-off; promotes sales within Unit; maintains accurate sales records; submits orders; distributes popcorn and collects all monies and prizes; acts as liaison of the Unit to the District and Council.

15. Scouting For Food Chair: Promotes “Scouting for Food” community service project within the Unit; divides Unit assigned territory among Dens/Patrols; oversees bag distribution and pick-up. Coordinates pick-up day with Popcorn Distribution.

16. Special Events Chair: Those events that require special one time attention.

Note: All units are urged to utilize a welcome letter and parent talent survey to encourage all families to participate and support the unit.

MINIMUM REQUIRED LEADERSHIP POSITIONS FOR EVERY UNIT

Chartered Organization Representative {CR} is required of every unit. They are the link between the Unit and the Sponsoring Organization.

Cub Pack

Cubmaster
 Assistant/s – Should Have
 Committee Chair
 2 Mbrs. of the Committee
 Tiger Den Leader – If Scouts
 Cub Den Leader – If Scouts
 Webelos Den Leader – If Scouts

Scout Troop

Scoutmaster
 Assistant/s – Should Have
 Committee Chair
 2 Mbrs. of the Committee

Venturing Crew/Ship

Crew Advisor
 Associate/s – Should Have
 Committee Chair
 2 Mbrs. of the Committee

Explorer Post

Post Advisor
 Associate/s – Should Have
 Committee Chair
 2 Mbrs. of the Committee

{When rechartering, ALL Positions Listed MUST be Different Individuals. Only the CR can be a Multiple Person on the Unit Charter and can only hold a second, non-paying position as either the Committee Chair or Mbr. of the Committee.}

