

## Chapter 4



### **EACH MEMBER OF THE COMMITTEE SHOULD HAVE SPECIFIC RESPONSIBILITIES,**

thus dividing the whole job among the committee membership. Some troops, especially new units, will not have enough members to fill every position. You should review chapter 5, "Selecting and Recruiting Adult Leaders."

### **Troop Committee Organization and Responsibilities**

The troop committee is the troop's board of directors and supports the troop program. But you ask, "What does the troop committee do?" 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.
- 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.
- Ensures the troop has an outdoor program (minimum 10 days and nights per year).
- Serves on 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 behavioral problems.

You can have a full committee with a reasonable amount of recruiting effort. The first five positions are essential for quality troop operation. Fill those positions first. There is no maximum limit to the number of troop committee members. The minimum number is three adults ages 21 or older.

For committees with more members than positions listed, assign each additional member to assist in one of the areas. The more support each position has, the better that area will function. Needless to say, there is a job for everyone the committee approves.

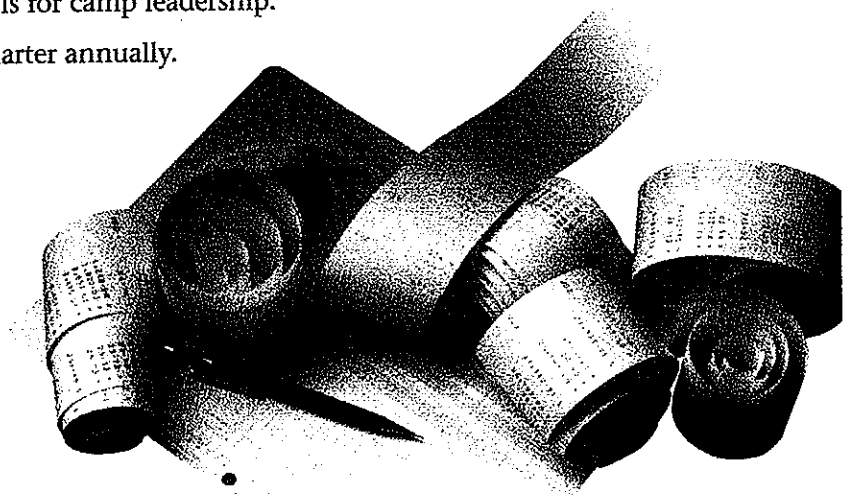
The video presentation, *The Barbecue: Working with the Troop Committee*, and accompanying viewer's guide is the single best introduction to troop committee operations. It explains the various committee positions and duties in detail. *The Barbecue* video should be reviewed by all new and old members of the troop committee. It is available from your local council service center.

<p><b>CHAIR</b></p> <p>Name _____</p> <p>Address _____</p> <p>Phone: (H) _____</p> <p>(B) _____</p>
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**Duties:**

- 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.
- 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.



**SECRETARY**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: (H) \_\_\_\_\_

(B) \_\_\_\_\_



**Duties:**

- 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.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.

**TREASURER (FINANCE/RECORDS)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: (H) \_\_\_\_\_

(B) \_\_\_\_\_



**Duties:**

- Handle all troop funds. Pay bills on 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*.
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Lead the Friends of Scouting campaign.
- Report to the troop committee at each meeting.

**OUTDOOR/ACTIVITIES COORDINATOR**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone: (H) \_\_\_\_\_  
 (B) \_\_\_\_\_



**Duties:**

- Help in securing permission to use camping sites.
- Serve as 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 an outing per month.
- Secure tour permits for all troop activities.
- Report to the troop committee at each meeting.

**ADVANCEMENT COORDINATOR**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone: (H) \_\_\_\_\_  
 (B) \_\_\_\_\_



**Duties:**

- 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.
- 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 and other advancement literature.
- Report to the troop committee at each meeting.

**CHAPLAIN**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: (H) \_\_\_\_\_

(B) \_\_\_\_\_



**Duties:**

- 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.
- Give spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting.

**TRAINING COORDINATOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: (H) \_\_\_\_\_

(B) \_\_\_\_\_



**Duties:**

- 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.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.

<b>EQUIPMENT COORDINATOR</b>
Name _____
Address _____
Phone: (H) _____
(B) _____



**Duties:**

- 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 the safe use of all outdoor equipment.
- Report to the troop committee at each meeting.