

Troop
782

Adult
Participation
Overview

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Welcome

Thank you for participating in Troop 782. As adults it is our responsibility to provide a safe learning environment for all scouts within which to grow and develop skills to become the future leaders of our communities and beyond. For a vibrant, growing troop like 782 there is an amazing amount of work that goes on behind the scenes to provide this type of environment, and skilled help is always at a premium. If you don't want to miss out on watching your scout transition into young adulthood, then getting involved in the troop is the best way to have a front row seat.

There are two major roles of adult participation in troop operations: the Troop Committee, and Scoutmasters. The following sections present the roles and a brief description of their duties. We sincerely hope there is a role you would like to play, and if so, please do let us know.

Troop Committee

The Troop Committee consists of Committee Chairperson (CC), Vice Chairperson (VCC), Chartered Organization Representative (COR), Equipment Coordinator, Social Coordinator, Webmaster, and Standing Committee Members. The responsibilities of each of these committee positions, are outlined below.

Committee Chairperson (CC)

The committee oversees the entire troop and organizes the committee to see that all functions are delegated, coordinated, and completed. This includes preparing troop committee meeting agendas. The committee chairperson calls, presides over, and promotes attendance at monthly troop committee meetings and any special meetings that may be called. The Chairperson also arranges for charter review and re-charter annually, including the charter presentation.

Vice Chairperson (VCC)

The Vice Chair has the same duties as the Chairperson and will be the point of contact if the Chairperson is unavailable or if the issue is with the Chairperson.

Chartered Organization Representative (COR)

The chartered organization representative's primary responsibilities are to help units to be successful and to provide coordination between the chartered organization and Scouting. The chartered organization representative is encouraged to become an active participating member of one of the district's committees.

Secretary

The Secretary is responsible for assembling and emailing the minutes of every committee meeting and coordinating any Troop correspondence. The duties of the secretary include:

- Keep meeting minutes and send out committee meeting notices.

- Maintain the troop calendar of events.
- Conduct the troop resource survey annually.
- Files tour permits for each monthly outing/activity, including summer camp.
- Train and supervise the Troop Scribe's record keeping.

Treasurer

The Treasurer is responsible for maintaining and reporting on the financial resources of the troop, while ensuring that the troop's financial resources are sufficient and available to meet planned troop expenditures. Duties of the Treasurer include:

- Handle all troop funds.
- Pay bills with the authorization of the troop committee.
- Maintain troop savings and checking accounts, reconciling balances with bank statements once a month.
- Maintain records of individual scout funds, earned through scout-incentive fundraisers.
- Lead the preparation of the annual troop budget.
- Report to the troop committee at each meeting.

Advancement Coordinator

The Advancement Coordinator is responsible for coordinating all Boards of Review and maintaining advancement records for all Scouts. The Advancement Coordinator's duties include:

- Encourage scouts to advance in rank.
- Maintain the merit badge counselor list.
- Make a prompt report to the council at the completion of a Board of Review.
- Report to the troop committee at each meeting.
- Maintain the troop roster.

Standing Committee Members

Standing committee members are members at large that are willing to jump in and help the committee and troop in any way they can. Often these committee members have served in a formal role in the past and have great insights and skills useful to the committee. Frequently standing committee members serve as mentors to help scouts work through logistics of the Eagle project process and other important tasks.

Fund-raising Coordinator

The Fund-raising Coordinator is responsible for the evaluation and oversight of all Troop fundraisers. The Fund-raising coordinator is responsible for coordinating each individual fund-raiser, with the help of other adults recruited to help.

Equipment Coordinator

The Equipment Coordinator oversees the purchase, maintenance, and storage of Troop equipment. The Equipment Coordinator's duties include:

- Supervise and help the troop procure equipment.
- Work with the troop quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop equipment and encourage scouts in the safe use of all equipment.
- Report to the troop committee at each meeting.
- Maintains Troop inventory in coordination with the Troop Quartermaster.

Social Coordinator

The Social Coordinator is responsible for refreshments and to assist with program at all Courts of Honor, and other recognition dinners. In addition, this position will assist parents in ideas / planning for Eagle Scout Ceremonies.

Publicity/Scout Transition Coordinator

The Publicity/Scout Transition Coordinator is responsible for advertising troop fundraisers and publicizing troop activities within, and when appropriate, outside the troop. The Publicity/Scout Transition Coordinator also works with local Cub Scout packs to promote Troop 782, works with Scoutmaster and/or Committee to arrange for visits to troop activities like Webelos day.

Webmaster

The Webmaster is responsible for working with the Scout Webmaster to maintain the troop website, including updates of troop calendar, handbooks, and directory.

Scoutmasters

The Scoutmasters oversee the daily/weekly activities of the troop and ensure the Patrol Leader Council is providing an appropriate program for the troop.

Scoutmaster (SM)

The scoutmaster is responsible for overseeing the program for the troop. According to the Boy Scouts of America, the Scoutmaster is responsible for:

- Training and guiding youth leaders to run their troop
- Work with and through the assistant scoutmasters to bring the scouting program to the troop
- Help the scouts to develop by challenging them and encouraging them to learn new things
- Guide the scouts in planning the troop program
- Help the troop committee to recruit new assistant scoutmasters
- Conduct scoutmaster conferences

- Arrange and coordinate the use of campsites and other facilities by the troop for each monthly outing/activity, including summer camp
- Promote and support the troop objective of one outing/activity per month

Assistant Scoutmasters (ASM)

The Scoutmaster can have one or more assistants to help develop the scouting program. One key job of an Assistant Scoutmaster is that of monitoring the progress of the new Scouts. The assistants in the Troop also alternate responsibilities on the planning activities and outings, which encompasses primarily the reservations, transportation, and food shopping.