



Roles for Registered Adults

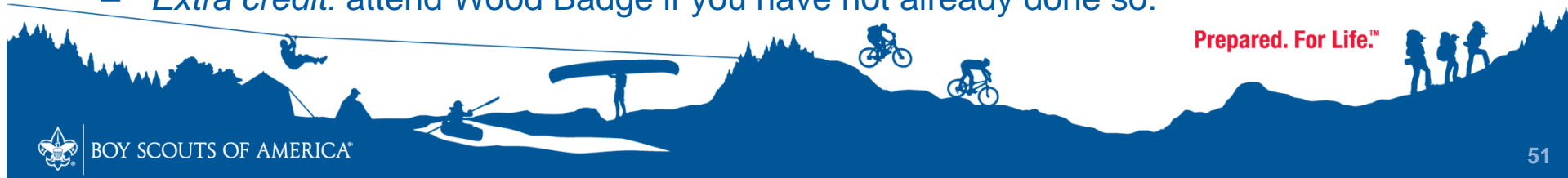
- **Scoutmaster = SM**
- **Assistant SMs**
 - Patrol Advisors
 - High Adventure Advisor
 - Quartermaster's Advisor
- **Merit Badge Counselors**
- **Troop Committee Chair = CC**
- **Committee Members**
 - Treasurer
 - Advancement
 - Popcorn Kernel
 - Secretary
 - Community Service (Good Turn)
 - Other Fundraising
- **Chartered Organization Representative**

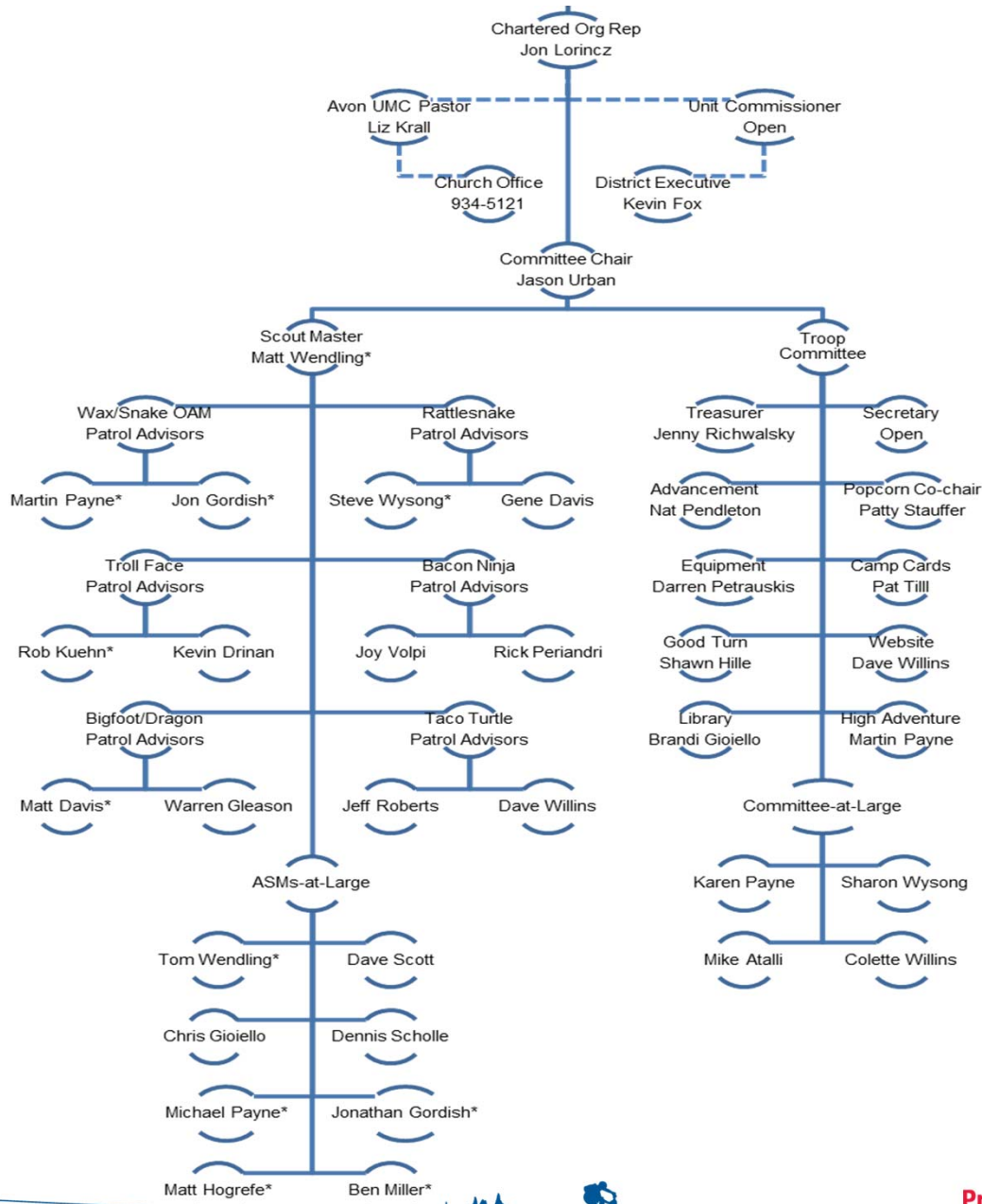




Job Expectations: All Adult Positions

- **Set a good example (language, behavior).**
 - Live by the Scout Oath and the Scout Law.
 - Wear your Scout uniform correctly.
 - Show and help develop Scout spirit.
- **Serve actively.**
 - Develop a vision of success and associated goals for your position.
 - Devote the time necessary to handle the responsibilities of your position.
 - Work with other troop leaders to make the troop successful.
 - Provide updates on progress towards goals during each troop committee meeting.
- **Live and learn.**
 - Continue to love and support your family (set appropriate priorities).
 - Continue to perform in your paid job and professional career.
 - Complete position-specific training as appropriate (troop committee challenge, SM specific, outdoor leadership skills, wilderness first aid, CPR training, hazardous weather, etc).
 - Provide support for Introduction to Leadership Skills for Troops (ILST).
 - *Extra credit:* attend Wood Badge if you have not already done so.







Job Expectations: Scoutmaster

- Meet regularly with the PLC in planning troop activities.
- Be available to the SPL & PLC for discussion: in person, by phone, and by email.
- Back up the decisions of the SPL & PLC, within reason.
- Listen to the ideas presented by the SPL & PLC.
- Be fair and listen to all sides of any issue.
- Provide direction, coaching, and support.
- Share a vision of success for the troop and a plan to get there.
- Train and guide boy leaders.
- Conduct Scoutmaster conferences for all rank advancements.





Job Expectations: SM (continued)

- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Provide a systematic recruiting plan for new members.
- Delegate responsibility to other adults so they have a real part in troop operations.
- Conduct all activities under qualified leadership, safe conditions, and the policies of your chartered organization and the BSA.





Job Expectations: Assistant SM

- Provide 2 deep leadership required by the BSA.
- Execute specific program duties as assigned by the SM, for example:
 - **Quartermaster's Advisor** works with the youth Quartermaster(s) to maintain troop and patrol equipment, including proper:
 - organization, usage, storage, inventory, repair, improvement, and acquisition.
 - **Patrol Advisor** (shown on next page)
 - **High Adventure Advisor**





Job Expectations: Patrol Advisor

- **During troop meetings:**
 - Observe the patrol's participation in troop activities and during its separate patrol meeting
 - Debrief the patrol leader (or guide) after each meeting to discuss what went well, and what could be improved
 - Review and approve patrol menus, duty rosters, grocery lists, equipment lists
 - Review and approve patrol meeting agendas, plans for games or other inter-patrol activities
- **During campouts:**
 - Observe patrol performance during campouts including execution of setup, cooking, KP, and breaking camp
 - Debrief the patrol leader after each campout regarding what went well, and what could be improved
 - Inspect patrol equipment (the patrol box) after each meal, debrief the patrol QM or PL regarding any issues
- **During patrol leaders councils (PLCs):**
 - Encourage the patrol leader to actively represent the interests of his patrol members
- **Continuously:**
 - Ensure that all patrol members are advancing in rank and encourage the patrol leader (or guide) to support any who fall behind
 - Provide discipline to patrol members to encourage and enforce participation and avoid distractions

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Job Expectations: Committee Chair

- Supervises the scoutmaster and committee members.
- Recruits and approves scoutmasters and committee members.
- Responsible for rechartering the unit annually.





Job Expectations: Cmte Member

- Serves as a resource to the troop.
- Recruits non-Scouting consultants.
- Executes specific duties as assigned by the Committee Chair.
- Jobs that should wear the “Troop Committee” insignia on their uniform include:
 - Treasurer
 - Secretary
 - Advancement
 - Fundraising chair
 - Popcorn Kernel
 - Camp cards
 - Good Turn chair
 - Webmaster’s advisor
 - Librarian’s advisor





Job Expectations: Treasurer

- **Develops a budget to support the program planned by the youth.**
 - Youth-led planning meeting by September annually
 - Then, budgeting process occurs by October annually
 - Then, troop dues / recharter fees communicated by November annually
- **Manages the troops funds (checking account)**
- **Issues reimbursements for spending approved by the Committee, after verifying expenses by receipts or other documentation.**
- **Works with the Scribe to register attendees for outings and collects appropriate fees.**



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Job Expectations: Good Turn

- **Develop a network of community organizations that would benefit from the troop's service. Historic examples have included:**
 - Avon Oaks nursing home bingo – 3rd Thursday of most months
 - St. Mary's Parish fruit sorting – usually 2nd Friday in December
 - Avon United Methodist Church
 - Rummage sale (fall and winter) – usually 2nd weekend of May and October. The troop helps set-up on Wednesday or Thursday, and helps clean-up on Saturday.
 - Christmas in the Barn – 1st weekend of December. Same work as the rummage sale.
 - Leaf raking – Saturday in November. Coordinate with the church property committee and Pack.
 - Leaf raking for senior citizens of Avon – a Saturday in November by appointment
- **Communicate between community organizations and the PLC or troop committee to schedule and prioritize service projects.**
- **Provide supervision during community service activities.**
- **Advise the PLC to brainstorm potential service projects to expand our aid to the community.**
- **Advise candidates for Eagle Scout to identify potential projects or beneficiaries.**





Job Expectations: Fundraising

- **Recruits sub-committees to lead the following fundraising efforts**
 - Popcorn (Fall)
 - Camp Cards (Spring)
 - Market Day (one Saturday morning per month, June – August)
- **Popcorn “Show and Sells”**
 - Orders popcorn
 - Schedules venues and coordinates volunteers for “Show and sells”
- **Popcorn “Take Orders”**
 - Compiles individual orders from the scouts into a single troop order
 - Coordinates distribution of popcorn to individual scouts
- **Camp cards**
 - Attends kickoff meeting
 - Orders cards
 - Schedules venues and coordinates volunteers for “Show and sells”





Job Expectations: Charter Org Rep

- Serves as liaison between the troop and the chartered organization.
- Recruits the Committee Chair
- Approves the adult leadership of the troop.
- Participates in district leadership.





References

- <http://www.bsahandbook.org/PDFs/troop.pdf>
- http://meritbadge.org/wiki/index.php/Positions_of_Responsibility

