



Troop 1776
Leadership 2005 – 2006
as of March 1, 2006



WB	Charter Organization Rep	<i>Ed Rousselot</i>	Edr12@bellsouth.net
WB	Committee Chairman	<i>Steve Harrison</i>	Eagle70@bellsouth.net
WB	Scoutmaster	<i>Tom Morin</i>	tommorin@aol.com

POSITION: *Chartered Organization Representative*

DUTIES: Is a member of the chartering organization. (In our case, the Knights of Columbus.) Maintains communication with the Pastor. Assists in resolving any problems between the Troop and the Parish. Solicits the Parish for potential service projects. Secures a Troop Committee Chairperson and encourages training. Maintains a close liaison with the Troop Committee Chairperson. Helps recruit other adult leaders. Assists with unit rechartering. Assists in the background checks of new adult leaders.

POSITION: *Committee Chairman*

DUTIES: Recruits for and fills all Committee positions. Works with the Scoutmaster to establish Troop operational policies and future requirements and goals. Helps run Committee Meetings. Assists the Scoutmaster in resolving disciplinary problems or personal conflicts. Responsible (with the Chartered Organization Representative) for background checks on potential adult leaders. When required, institutes the search for a new Scoutmaster. Conducts Board of Review training for Troop Committee members. Encourages committee members to get additional training.

POSITION: *Scoutmaster*

DUTIES: Uses the methods of Scouting to achieve the aims of Scouting. Trains and guides Adult leaders. Helps boys grow by encouraging them to learn for themselves. Meets regularly with the Patrol Leaders Council for training, coordination, and planning of Troop activities. Attends all Troop meetings or has a qualified adult substitute. Attends Troop Committee meetings. Attends training courses and District roundtable meetings. Conducts regular parent's sessions to share the program and encourage parent participation and cooperation. Takes part in annual membership inventory and uniform inspection, charter review meetings, and charter presentation. Conducts or delegates Scoutmaster conferences for rank advancements. Provides a systematic recruiting plan for new members. Makes it possible for each Scout to experience at least ten (10) days and nights of camping each year. Participates in Council and District events. Conducts all activities under qualified leadership, safe conditions, and the policies of the Chartered Organization and the Boy Scouts of America. Takes part in Webelos Scout graduation ceremonies in packs related to our Troop.

POSITION: *Troop Advancement Chairman / Troop Records*

DUTIES: Maintains the Troop membership/advancement database. Keeps complete and up-to-date records on all Scout advancement. Maintains files on all Scouts, including Troop copies of merit badge cards. Keeps all records required by District and National Scout Offices. Arranges Troop Boards of Review and Courts of Honor. Responsible for Troop Courts of Honor and the proper presentation of all Scout earned awards. Develops and maintains a merit badge counselor list. Makes a prompt report to the Council service center when a Troop Board of Review is held. Secures badges and certificates. Serves as liaison to District and/or Council Advancement Committee. Helps Troop with all special awards. Reports to the Committee at each meeting.

POSITION: *Advancement Assistant - Adult Records*

DUTIES: Work with Advancement Chairman to review adult records and ensure appropriate paperwork, e.g., adult leader applications, merit badge counselor applications, etc., are in the troop records.



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POSITION: *Advancement Assistant - Troop Registration*

DUTIES: Prepares and sends individualized mailings to all Troop families requesting payment of dues for the coming year. The mailing should also include medical form and Troop Resource Survey. Collect the completed forms and payments. Maintain a payment list. Coordinate with Advancement Chairman and Treasurer the payment status of each family. Relay all checks to the Troop Treasurer.

POSITION: *Life to Eagle Coordinator*

DUTIES: Acts as the Guide for all Eagle Scout candidates. Learns the ins and outs of the entire process, particularly the paperwork. Acts as Troop coordinator for Life-to-Eagle Seminars. Helps coordinate the Eagle Scout projects and Eagle Boards of Review. Acts as liaison to the Council for Eagle Scout applicants. (We realistically expect to average 4-6 Eagle Scouts per year for the foreseeable future.)

POSITION: *Court of Honor Coordinator*

DUTIES: Confirms Troop Courts of Honor dates with the Scoutmaster and Committee Chairman. Reserves the Parish Center, recruits families to provide snacks, drinks, etc for the event.

BOARDS OF REVIEW

The purpose of a Board of Review is 1) To make sure the Scout has completed the requirements for the rank, 2) To see how good an experience the Scout is having in the Troop, and 3) To encourage the Scout to progress further. Additionally, the Board of Review provides "quality control" on advancement within the unit, it provides an opportunity for the Scout to develop and practice those skills needed in a interview situation, and it is an opportunity for the Scout to review his accomplishments. **Only Troop Committee members can "staff" the Board of Review.**

POSITION: *NESA Day Coordinator*

DUTIES: Ensures that the Troop conducts an annual National Eagle Scout Association (NESA) Day merit badge clinic. Reserves classrooms for Troop use. Identifies merit badges to be offered, recruits counselors. Distributes surveys to Scouts and assigns Scouts to their merit badge sessions. Coordinates all advancement issues with the Advancement Chairman.

POSITION: *Merit Badge Clinic Coordinators*

DUTIES: Foothills District schedules merit badge clinics during the year. The coordinator for District clinics serves as a contact for the District and disseminates information to the Troop about upcoming District clinics. The Coordinator for Troop clinics develops merit badge clinics for the Troop. Works with merit badge counselors to reserve classrooms, snacks, etc. Works with Advancement Chairman and Assistant (MB Partials) to identify Troop needs for clinics that may help large groups of Scouts complete badges already begun.

POSITION: *Outdoor Activities Chairman*

DUTIES: Works with the Scoutmaster and Assistants to plan all outings. Prepares, collects and organizes permission slips. Maintains camping log. Secures tour permits for Troop activities. Helps in securing permission to use camping sites. Assists in coordinating transportation. Works with Troop leadership in preparation for camporees and other District and Council events and activities. Assist Troop leadership in planning for special camping opportunities such as high adventure bases. Reports to the Committee at each meeting.

POSITION: *Equipment Coordinator*



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DUTIES: Works with the Scout Quartermasters to keep gear and equipment storage areas organized and clean. Recommends purchase of new/replacement equipment and works with the Troop Committee to acquire needed equipment. Keeps existing gear in good repair; notes immediate and future problems. Supervises and helps the Troop procure camping equipment. Makes periodic safety checks on all Troop camping gear, and encourages Troop in the safe use of all outdoor equipment. Reports to the Committee at each meeting.

POSITION: *Summer Camp Coordinator*

DUTIES: Work with the Scoutmaster & Patrol Leaders council to determine which Summer Camp the Troop will attend. Make/confirm our reservations with the Council. Attend any Council summer camp meetings (usually 1 or 2) if any are held, attend the District Round Table meetings giving Summer Camp "hints". Make all necessary deposits and payments. Coordinate with incoming 2nd year Webelos Scouts/Parents from February on regarding their sons' potential attendance at summer camp. Forward Troop Summer Camp guides, permission slips, & medical forms to all attending Scout and Webelos families. Collect all summer camp fees. Relay checks to Troop Treasurer; coordinate with the Troop Treasurer on families using Scout accounts for their Summer Camp fees. Arrange, set up and coordinate the summer camp orientation meeting (along with the Scoutmaster). Work with the Transportation Coordinator to arrange adequate transportation to and from camp. Pre-collect as many necessary forms as possible prior to departure. Be the overall coordinator in charge of "last-minute" end-of-week visits to eliminate (if necessary) any duplicate driving.

POSITION: *Scout EXPO Coordinator*

DUTIES: Attends any District/Council meetings. Responsible for coordinating with Scoutmaster the Troop's participation. Distributes tickets for Scouts to sell, collects payments and remits to Troop Treasurer. Recruits scouts and adults to set up, staff, and take down the Troop exhibit.

POSITION: *Service Project - Apple Annie*

DUTIES: Coordinate with Parish Apple Annie coordinator for Troop support. Recruit Scouts and adults for work on Friday and Saturday.

POSITION: *Service Project - Adopt A Family*

DUTIES: Coordinate with Parish Adopt A Family coordinator to obtain a family for the Troop to support. Provide information at Troop meeting. Collect Troop donations and return to Parish coordinator for distribution.

POSITION: *Service Project - Scouting for Food*

DUTIES: Coordinates with the Parish on weekends for collection. Acquire St. Vincent DePaul bags and arranges for bags to be distributed at all masses the week prior to food collection. Recruits adults and Scouts to collect food at all Masses.

POSITION: *Troop Treasurer*

DUTIES: Maintains checking and savings accounts. Handles all Troop funds. Pays bills on recommendation of the Scoutmaster and authorization of the Committee. Keeps adequate records in the Troop Record Book. Leads in the preparation of the annual Troop budget. Maintains scout account records and issues statements at least yearly. Reports to the Committee at each meeting.

POSITION: *Popcorn Sale Coordinator*



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DUTIES: Attends any District/Council meetings for Popcorn Coordinators. Distributes popcorn materials to the Scouts, sets schedules for selling, distributing, and turning in money collected. Recruits necessary help to pick up popcorn and distribute to Scouts. Coordinates with Troop Treasurer for proper credit to Scout Accounts. Remits funds to Council in a timely manner for maximum refund to Troop.

POSITION: *Pine Straw Sale Coordinator*

DUTIES: Coordinates details of Troop Annual Pine Straw Sale. Attends meetings with other participating troops. Arranges for neighborhoods to be assigned and flyers to be distributed. Coordinates use of church facilities. Organizes work schedule of Scouts and adults on day of delivery. Coordinates advertisement(s) for the Church Bulletin. Relays all receipts to the Troop Treasurer. Coordinates with assistants transportation and food needs the day of delivery. Coordinate with Troop Treasurer for proper credit to Scout accounts. It is recommended that this position be taken by someone with experience in a previous Pine Straw effort.

POSITION: *Pancake Breakfast Coordinator*

DUTIES: Coordinates our use of the Parish Center for the Troop's Pancake Breakfast, usually the last weekend in January. Coordinates food donations and purchases. Organizes set-up of Parish Center. Organizes work schedule of Scouts and adults. Coordinates advertisement(s) (and eventual Thank You notice) for the Church Bulletin and announcements from the Altar for 3 weeks prior to and including the Breakfast weekend. Relays all receipts to the Troop Treasurer. Coordinate with Troop Treasurer for proper credit to Scout accounts. It is recommended that this position be taken by someone with experience in one of our previous breakfasts.

POSITION: *Friends of Scouting Coordinator*

DUTIES: Attends campaign meetings, if any. Arrange for District FOS speaker at March Court of Honor. Prepares and forwards individualized letters to all Troop families requesting donations. Prepare "late in the game" reminder notices for noncontributing families. Coordinates all checks. Forwards Troop payment to the District Chairman.

POSITION: *Troop Webmaster*

DUTIES: Coordinates Troop website activities with Parish Technology Committee. Maintains website with regular updates.

POSITION: *Class B Uniforms Coordinator*

DUTIES: Maintains the Troop inventory of Class B uniform supplies. Assists Troop Committee in ordering additional inventory in a timely manner. Be available at meetings for Scouts to purchase items.

POSITION: *Health & Safety*

DUTIES: Maintains the Troop Medical Forms. Makes the records available at Troop activities. Assists in reviewing forms to ensure a current form is always on file.

POSITION: *Religious Awards Coordinator*

DUTIES: Publicizes Troop support of the Religious Awards program. Works with Scouts who are interested in beginning work on a religious award.