



# Boy Scout Troop 627

## Parent Jobs

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## **Current Status as of 8/14/07:**

**Scoutmaster:** Eric Yourshaw

**Assistant Scoutmaster:** Bob Kessener

**Charter Organization Representative:** OPEN

**Committee Chairman:** Thomas Capote

**Treasurer:** Brian Smith

**Secretary:** OPEN

**Advancement Coordinator:** Phil Watson

**Outdoor/Activities Coordinator:** OPEN

**Equipment Coordinator (Adult Coordinator):** Bob Kessener

**Fund Raising Coordinator:** OPEN

**Chaplain:** OPEN

**Service Project Coordinator:** OPEN

**Web Master:** Thomas Capote

**Re-charter Coordinator:** Thomas Capote

**Life to Eagle Advisor:** Michael and Deborah Girard

**Merit Badge Counselor:** Various

**Committee Member:** Thomas Capote, Manuel Espudo, Michael & Deborah Girard, Phil Watson, Brian Smith

**Training Coordinator:** OPEN

# **Summary of Troop 627 Positions**

## **Scoutmaster (SM)**

The Scoutmaster is selected and recruited by the Troop Committee and approved by the Charter Organization Representative. The Scoutmaster must be at least 21 years of age. Serves at the satisfaction of the Troop Committee and the Charter Organization Representative.

Reports to: Troop Committee Chair

## **Assistant Scoutmaster (ASM)**

Assistant Scoutmasters are selected by the Scoutmaster with assistance of the Troop Committee. They serve at the satisfaction of the Scoutmaster and the Troop Committee. They may be 18 years old, but at least one must be 21 or older.

Reports to: Scoutmaster

## **Charter Organization Representative (COR)**

The Charter Organization Representative (COR) is the head of the Charter Organizations "Scouting Department". The COR is appointed by and serves at the satisfaction of the chief executive of the Charter Organization.

Reports to: Charter Organization Institutional Head (IH)

## **Committee Chair (CC)**

The Troop Committee Chair (CC) is selected by the Charter Organization Representative (COR) to organize the Troop Committee. Serves at the satisfaction of the COR and Troop Committee.

Reports to: Charter Organization Representative

## **Treasurer**

The Troop Treasurer maintains all troop finances, collects dues and fees, and pays troop bills. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

## **Secretary**

The Secretary is responsible for keeping minutes of Troop Committee meetings and to handle troop correspondence. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

## **Advancement Coordinator**

The Advancement Coordinator maintains troop advancement records and promotes rank advancement. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

## **Outdoor/Activities Coordinator**

Secures reservations for troop activities/camp outs, coordinates transportation, process Tour Permits and necessary paperwork required to conduct the outdoor program. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

## **Equipment Coordinator (Adult Quartermaster)**

Responsible for procurement and maintenance of troop equipment. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

## **Fund Raising Coordinator**

Research and recommends fund raising projects to meet the troops financial needs. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

## **Chaplain**

Promote the pursuit of the 12th point of the scout law "A scout is reverent". Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and Scoutmaster.

Reports to: Committee Chair

## **Service Project Coordinator**

Coordinate and promote annual service project for Warm Springs Elementary School as thanks for allowing us to meet in their facilities. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

## **Web Master**

Maintain Troop Website

## **Re-charter Coordinator**

Coordinates the annual re-charter of troop. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

## **Life to Eagle Advisor**

Acts as a resource for Life Scouts preparing to work on the Eagle rank. Appointed by the Committee Chair and Scoutmaster and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee. This could be an ASM or a Troop Committee position.

Reports to: Committee Chair and Scoutmaster

## **Merit Badge Counselor**

Merit Badge Counselors are subject matter experts for the Merit Badges they counsel either through vocation or hobby.

## **Committee Member (MC)**

All registered adults are members of the Troop Committee. The Scoutmaster and Assistant Scoutmasters are non-voting members. All other registered adults have a single vote. All adult leaders must be approved by the Committee Chair and the Charter Organization Representative after a reference check.

## **Training Coordinator**

The Training Coordinator is appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

## **Details of Troop 627 Positions**

### **Scoutmaster (SM)**

The Scoutmaster is selected and recruited by the Troop Committee and approved by the Charter Organization Representative. The Scoutmaster must be at least 21 years of age. Serves at the satisfaction of the Troop Committee and the Charter Organization Representative.

Reports to: Troop Committee Chair

Duties:

- Train and guide the Troop's Junior Leaders.
- Work with other responsible adults to bring Scouting to the boys.
- Use the methods of Scouting to achieve the Aims of Scouting.
- Meet regularly with the Patrol Leaders Council (PLC) for training and coordination in planning Troop activities.
- Attend all Troop meetings, or if necessary arrange for a qualified adult substitute.
- Attend Troop Committee meetings.
- Attend all camp outs or arrange for a qualified adult substitute.
- Attend monthly district Roundtable or arranges for a qualified adult substitute.
- Attend Eagle boards of review and introduce the Troop's Eagle candidates or arrange for a qualified adult substitute.
- Conduct scoutmaster conferences for all rank advancements or delegate to a qualified Assistant Scoutmaster (ASM).
- Delegate responsibilities to other adults (assistants and troop committee).
- Coordinate annual elections for Troop junior leaders with the Patrol Leaders Council (PLC).
- Coordinate an annual Junior Leaders Training program with the Patrol Leaders Council (PLC)
- Coordinate an annual planning meeting with the Patrol Leaders Council (PLC) to plan the next years Troop activities. Present this plan to Troop Committee for approval.
- Make it possible for each scout to experience at least 10 days and nights of camping each year.
- Build a strong program by using proven methods presented in Scouting literature.
- Attend Scoutmaster Fundamentals (ACORN) and Woodbadge training.
- Conduct all activities under qualified leadership, safe conditions, and under the policies of the chartered organization and the Boy Scouts of America.
- Maintain a close relationship with the Charter Organization Representative and the Troop Committee Chairperson.

## Assistant Scoutmaster (ASM)

Assistant Scoutmasters are selected by the Scoutmaster with assistance of the Troop Committee. They serve at the satisfaction of the Scoutmaster and the Troop Committee. They may be 18 years old, but at least one must be 21 or older.

Reports to: Scoutmaster

Duties:

- Assist the Scoutmaster with his/her responsibilities.
- Attend Troop meetings and outings.
- Become trained for the position to include Scoutmaster Fundamentals Training and Outdoor Leader Training (ACORN)
- Woodbadge Training is highly recommended.
- Fill in for Scoutmaster when required.
- In addition to the above duties several ASMs have additional responsibilities in specific areas as assigned by the Scoutmaster:
  - ASM - Baden Powell Program - work with new scouts to help them make a smooth transition into the Troop and advance to First Class in a reasonable time. This involves working with the PLC and the ASPL for New Scouts. Also works closely with Troop Instructor, Troop Guides, and Advancement Coordinator to facilitate scout advancements.
  - ASM - Meetings - Provide guidance to SPL in keeping Troop meetings on schedule and organized.
  - ASM - High Adventure - Acts as a mentor to the Venture Patrol (older scouts) to promote and execute a quarterly High Adventure outing.
  - ASM - OA - Encourage membership in the Order of the Arrow (OA) and coordinate annual OA elections. Must be an OA member.
  - ASM - Troop Junior Leader Advisor - Act as a mentor to Troop Junior Leaders.
  - ASM - Patrol Advisor - Act as a mentor to Patrol Leader and serve as a resource to the patrol.
  - ASM - Life to Eagle Advisor - See description under committee positions. This could be a Troop Committee or Asst. Scoutmaster position.
  - Tour Leader - This is a trained, uniformed adult over 21 who is appointed by the Scoutmaster to be the adult responsible for any given outing/activity. Normally this person would be an Asst. Scoutmaster (ASM) although this is not required. Completing the following courses or the equivalent would constitute being trained: Fast Start, New Leader Essentials, SM and ASM Basic Training, and Intro to Outdoor Leader Skills. This course syllabus is commonly referred to as Acorn training in the Mission Peak District.

## **Charter Organization Representative (COR)**

The Charter Organization Representative (COR) is the head of the Charter Organizations "Scouting Department". The COR is appointed by and serves at the satisfaction of the chief executive of the Charter Organization.

Reports to: Charter Organization Institutional Head (IH)

Duties:

- Is a member of the charter organization.
- Secures a Troop Committee Chair and encourages training.
- Maintain a close liaison with the Committee Chair and the Scoutmaster.
- Helps recruit other adult leaders.
- Become trained for the position, to include Troop Committee Training.
- Serves as a liaison between the Troop and the Charter Organization.
- Assists with unit re-chartering.
- Encourages service to the organization.
- Ensure troop representation at monthly district Roundtable.
- Is an active and involved member of the district committee.
- Provides meeting place for troop meetings and storage of troop equipment.
- Approves all adult leaders applications.
- Reports to Troop Committee at each meeting.

## **Committee Chair (CC)**

The Troop Committee Chair (CC) is selected by the Charter Organization Representative (COR) to organize the Troop Committee. Serves at the satisfaction of the COR and Troop Committee.

Reports to: Charter Organization Representative

Duties:

- Organize the Troop 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.
- Ensure the troop adheres to the policies of the Chartered Organization and the Boy Scouts of America.
- 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 district Roundtable.
- Recruit top-notch, individuals for adult leadership.
- Become trained for position to include Troop Committee Training and Scoutmaster Fundamentals.
- Encourage adult leaders to get trained.
- Arrange for charter review, re-charter annually and plan charter presentation.

# Treasurer

The Troop Treasurer maintains all troop finances, collects dues and fees, and pays troop bills. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Handles all troop funds. Pay all bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Maintain checking and savings accounts.
- Supervise Scout Accounts.
- Keep appropriate records related to troop funds.
- Work with Re-charter Coordinator to collect and record annual dues.
- Work with Fund Raising Coordinator to account for monies earned during fund raisers and track scout account credits earned.
- Work with Membership Coordinator to process registration of new scouts and adult leaders.
- Work with Outdoor/Activity Coordinator to make necessary payments for camping/activity reservations.
- Collect Summer Camp payments and remit funds to council office for camp reservations/payments in a timely manner.
- Needs to attend most troop meetings.
- Report to Troop Committee at each committee meeting.

## Secretary

The Secretary is responsible for keeping minutes of Troop Committee meetings and to handle troop correspondence. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Attend all troop committee meetings, record the minutes, with special emphasis on decisions made, actions taken, and policy made.
- Transcribe and distribute copies of the minutes to all registered adult leaders as soon as possible following the committee meeting to ensure members have time to follow up on action items.
- Provide electronic copy of meeting minutes to troop web master for posting on troop web site.
- Send out committee meeting notices.
- Handle publicity.
- At each meeting, report the minutes of the previous meeting.
- Handle troop correspondence as needed.

## **Advancement Coordinator**

The Advancement Coordinator maintains troop advancement records and promotes rank advancement. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

Duties:

- Encourages Scouts to advance in rank.
- Arrange troop boards of review and courts of honor.
- Train Committee Members to conduct troop board of reviews for Tenderfoot to Life ranks.
- Attend Troop Committee meetings and report as needed.
- Should attend most Troop meetings.
- Maintain a merit badge counselor list.
- Promote attendance at district Merit Badge Expos.
- Have a working knowledge of the Boy Scout advancement program.
- 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 as required.
- Work closely with Scoutmaster and the Baden Powell Assistant Scoutmaster to keep them informed on advancement needs of scouts.
- Work closely with Eagle Advisor to request congratulatory letters for Eagle courts of honor.
- Work closely with Database Coordinator to ensure TroopMaster data is accurate and timely.
- Keep records of troop advancement and attendance at troop activities in TroopMaster program.

## Outdoor/Activities Coordinator

Secures reservations for troop activities/camp outs, coordinates transportation, process Tour Permits and necessary paperwork required to conduct the outdoor program. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

Duties:

- After the PLC's annual calendar has been approved by the Scoutmaster and Troop Committee this person will work closely with the Scoutmaster to make necessary reservations to accommodate the planned activities.
- Secure permission and reservations to use camping sites and facilities.
- Coordinates with the Treasurer to ensure camping fees are paid.
- Maintain map library for use in making copies for camp out drivers.
- Secure Tour Permits for all troop activities.
- Attend Troop meetings when Permission Slips are due and collect Permission Slips.
- Serve as transportation coordinator for troop outings.
  - Ensure enough drivers are available for each outing.
  - Prepare maps and driving directions for drivers.
  - Publish a driving roster for each outing.
  - Identify emergency contact person for each trip.
  - Keep Tour Leaders Binder updated and in the hands of the Tour Leader for each outing. This includes the annual update of Medical Forms prior to Summer Camp.
  - Work with Database Coordinator to ensure council has updated drivers/vehicle list for Tour Permits.
- Promote attendance at troop camp outs, district/council activities (camporees, expos, camporall, etc.), and summer camp to reach the goal of one outing per month.
- Promote the National Camping Award.
- Keep Tour Leader(s), Scoutmaster, and Committee Chair updated on any issues or potential problems.
- Report to the Troop Committee at each meeting.

## **Equipment Coordinator (Adult Quartermaster)**

Responsible for procurement and maintenance of troop equipment. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

Duties:

- Supervise and help the troop procure, repair, and replace camping equipment.
- Work with Troop Quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage the troop in the safe use of all outdoor equipment.
- Work closely with Scoutmaster, SPL, and Quartermaster to ensure proper equipment is available for each outing.
- Report to the Troop Committee as necessary.

## **Fund Raising Coordinator**

Research and recommends fund raising projects to meet the troops financial needs. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Ensures all fund raising activity meets BSA guidelines.
- Obtains Troop Committee approval for all fundraising projects.
- Report to the Troop Committee as needed.
- Maintain a liaison with the Scoutmaster and Committee Chair to avoid scheduling conflicts with other troop activities.
- Delegates below responsibilities to Asst. Fund Raising persons for particular activity if appropriate.
  - Organizes scouts and parents to assist in fund raising activities.
  - Submits Money Earning Application to council office for all fundraising projects.
  - Tracks hours works and funds earned. Submits report to Asst. Treasurer for crediting Scout Accounts.

## **Asst. Fund Raising**

Organize and coordinate one or more fund raising activities as requested by Fund Raising Coordinator and approved by Troop Committee.

- Coordinates activities with Fund Raising Coordinator.
- Organizes scouts and parents to assist in fund raising activity.
- Ensure a Money Earning Application is submitted to the council office for all fund raising projects.
- Report to the Troop Committee as needed.
- Track hours worked and funds earned. Submits report to Asst. Treasurer for crediting Scout Accounts.

# Chaplain

Promote the pursuit of the 12th point of the scout law "A scout is reverent". Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and Scoutmaster.

Reports to: Committee Chair

Duties:

- Provides a spiritual tone for troop meetings and activities.
- Give guidance to the Chaplain Aid (a Scout position).
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Coordinates visits to homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Promote the pursuit of religious awards by all Scouts.
- Coordinates with Chaplain Aid religious observations during scout activities.

## Service Project Coordinator

Coordinate and promote annual service project for Warm Springs Elementary School as thanks for allowing us to meet in their facilities. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Coordinate meeting with COR and/or Committee Chair and school Principle to discuss suitable projects the troop could do for the school.
- Discuss possible projects with Committee Chair and Scoutmaster for suitability.
- Gain PLC and Troop Committee support for project and set date.
- Coordinate procurement of materials/supplies needed.
- Promote attendance at service project and generate a sign-up list.
- Coordinate with school staff any access to facilities that may be required.
- Maintain records of participation hours and submit same to Advancement Coordinator.
- Coordinate sending thank you letters for those who donated material/supplies. Provide a copy of these letters to school office.
- Report on project to Troop Committee.

## **Re-charter Coordinator**

Coordinates the annual re-charter of troop. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Attends district re-charter training/orientation meeting.
- Coordinates with Committee Chair and Scoutmaster to set re-charter turn-in dates.
- Notifies parents about re-charter dates.
- Works with Database Coordinator to distribute re-charter paperwork and updated forms.
- Works with Treasurer to collect and record re-charter fees.
- Works with Database Coordinator to update troop records and prepare Troop master data submission to council office by turn-in date.
- Obtain necessary signatures on re-charter forms from Scoutmaster and Charter Organization Representative in timely manner.

## **Life to Eagle Advisor**

Acts as a resource for Life Scouts preparing to work on the Eagle rank. Appointed by the Committee Chair and Scoutmaster and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee. This could be an ASM or a Troop Committee position.

Reports to: Committee Chair and Scoutmaster

Duties:

- Provide scouts attaining Life rank the "Life to Eagle" packet.
- Advise Life scouts on the general process of attaining the Eagle rank.
- Advise Life scouts on Eagle service projects and provide guidance on paperwork preparation.
- Assist families of Eagle scouts with Eagle Court-of-Honor planning.
- Coordinate with Advancement Coordinator requests for Eagle letters of congratulations from dignitaries.
- Should be an Eagle scout, or the parent of an Eagle scout.

# Merit Badge Counselor

Merit Badge Counselors are subject matter experts for the Merit Badges they counsel either through vocation or hobby.

Duties:

- Take Merit Badge Counselor Training.
- Submit Merit Badge Registration Paperwork to counsel office.
- Inform Advancement Coordinator and Web Master of registration as a Merit Badge Counselor.
- Conduct all Merit Badge classes and counseling within published BSA guidelines. This includes Youth Protection Training and the Guide To Safe Scouting.
- Whenever a Merit Badge Counselor is counseling their own son for a merit badge, the scoutmaster must approve such an arrangement and other scouts must also be included in the merit badge sessions.

## **Committee Member (MC)**

All registered adults are members of the Troop Committee. The Scoutmaster and Assistant Scoutmasters are non-voting members. All other registered adults have a single vote. All adult leaders must be approved by the Committee Chair and the Charter Organization Representative after a reference check.

Duties:

- Read their son's Scout Handbook.
- Understand the Aims and Methods of scouting.
- Take Fast Start and Youth Protection Training.
- Show support to individual scouts and the troop by attending Courts of Honor and as many troop meetings as possible.
- Attend as many Committee Meetings as possible.
- Support troop fund raisers, service projects, and activities.
- Participate on Board of Reviews as requested by the Advancement Coordinator.
- Assist the area Coordinators when requested.

# Training Coordinator

The Training Coordinator is appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Ensure adults and scouts are made aware of training opportunities.
- Coordinate yearly Youth Protection Training prior to Summer Camp.
- Coordinate Fast Start Training for new parents after Webelos have bridged.
- Assist Scoutmaster with preparations for annual Junior Leader Training (JLT) as needed.
- Coordinate monthly training events for parents at troop meeting. This is done by finding topics of interest or need for the adults/parents and arranging a short presentation from the Scoutmaster Corps or other knowledgeable person.
- Keep the Scoutmaster and Committee Chair appraised of activities.
- Inform Database Coordinator of training completed so accurate records can be maintained.
- Report to Troop Committee as needed at Committee Meetings.