

TROOP 2193

ADULT POSITIONS OF LEADERSHIP



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Positions in RED – Are Voting Members

Charter Organization Representative (COR)



Jim McCarthy

Voting Position – YES Registered Position - YES

The Charter Organization Representative (COR) is the head of the Charter Organization's "Scouting Department". The COR is appointed by and serves at the satisfaction of the chief executive of the Charter Organization; the Pastor of Cokes Chapel UMC.

Reports to: Charter Organization Institutional Head is also a member of the Key 3

Duties:

- Prays for the Troop
- **Must be SCOUT TRAINED in their position**
- Is a member of the charter organization
- Is a member of the Troop's Key Three
- Secures a Troop Committee Chair and encourages training
- Maintain a close liaison with the Committee Chair and the Scoutmaster
- Help recruit other adult leaders
- Become trained for the position, to include Troop Committee Training
- Serve as a liaison between the Troop and the Charter Organization
- Point person for annual unit re-chartering
- Encourage service to the organization
- Is an active and involved member of the district committee
- Provide meeting place for troop meetings and storage of troop equipment
- Approve all adult leader applications
- Attend monthly Troop Committee Meetings and reports to Troop Committee as needed
- Resolve conflicts that are brought before the Key 3
- Arrange for charter review, re-charter annually and plan charter presentation

Committee Chair (CC)

David Hopkins

Voting Position – YES, but only to break a tie vote

Registered Position - YES

The Troop Committee Chair (CC) is selected by the Charter Organization Representative (COR) to organize the Troop Committee. The Committee Chair serves at the satisfaction of the COR and Troop Committee and is a member of the Key 3.

Reports to: Charter Organization Representative and is a member of the Troop's Key Three

Duties:

- Prays for the Troop
- **Must be SCOUT TRAINED in their position**
- Organize the Troop Committee to see that all functions are delegated, coordinated, and completed
- Maintain a close working relationship with the Chartered Organization Representative and the Scoutmaster
- Interpret national and local policies to the troop
- Review Troop By-Laws and updates as needed
- 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, Scoutmaster Fundamentals, and Youth Protection
- Encourage adult leaders to get trained
- Arrange for charter review, re-charter annually and plan charter presentation
- Commit to serve in this position for a minimum of 3 years
- Resolve Conflicts that are brought before the Key 3

Scoutmaster (SM)

Mike Pollard

Voting Position YES Registered Position - YES

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 and a registered Adult Leader with Youth Protection Training. The Scoutmaster serves at the satisfaction of the Troop Committee and the Charter Organization Representative.

Reports to: Troop Committee Chair and is a member of the Troop's Key Three

Duties:

- Prays for the Troop
- **Must be SCOUT TRAINED in their position**
- 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 monthly with the Patrol Leaders Council (PLC) for training and coordination in planning Troop activities
- Provides guidance to SPL in keeping Troop meetings on schedule and organized
- 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 members)
- Coordinate annual elections for Troop junior leaders with the Patrol Leaders Council (PLC)
- Coordinate an annual National Youth Leadership Training (NYLT) program with the Patrol Leaders Council (PLC) and Troop Committee approval of candidates
- Coordinate an annual planning meeting with the Patrol Leaders Council (PLC) to plan the next year's 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 Training:** This Is Scouting, Scoutmaster and Assistant Scoutmaster Leader Specific Training, Intro to Outdoor Leader Skills, Wood Badge Training, Youth Protection, and Hazardous Weather
- Set the example by wearing the BSA uniform or equivalent for the event (wear what the scouts should wear)
- 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 working relationship with the Charter Organization Representative and the Troop Committee Chairperson
- Commit to serve in this position for a minimum of 3 years
- Resolve Conflicts that are brought before the Key 3

Assistant Scoutmaster(s) (ASM) *See Below

Voting Position – NO Registered Position - YES

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

ASM's report to: Scoutmaster

All ASMs MUST BE SCOUT TRAINED - COMPLETE the following courses within 1 year to constitute being trained: Youth Protection, Fast Start, This Is Scouting, SM/ASM Leader Specific Training, and Introduction to Outdoor Leader Skills

Duties: Assist the Scoutmaster with his/her responsibilities.

- Prays for the Troop
- Attend 50% of all Troop meetings and outings. Become trained for the position to include This Is Scouting, Scoutmaster and Assistant Scoutmaster Leader Specific Training, Introduction to Outdoor Leader Skills, Youth Protection, and Hazardous Weather
- Wood badge Training is highly recommended
- Fill in for Scoutmaster when necessary
- Set the example by wearing the BSA uniform or equivalent for the event (wear what the scouts should wear)
- Conduct all activities under qualified leadership, safe conditions, and under the policies of the chartered organization and the Boy Scouts of America
- In addition to the above duties several ASMs have additional responsibilities in specific areas as assigned by the Scoutmaster:
 - **ASM – The Baden Powell Program** (1st year scouts) (***Sam Young**) - work with new scouts to help them make a smooth transition into the Troop and advance to First Class in a reasonable time (18-24 months). This involves working with the PLC and the ASPL for New Scouts. Also works closely with Troop Instructors, Troop Guides, and Advancement Coordinator to facilitate Scout advancements. Works with the Scoutmaster to make sure new scouts are assigned to a patrol and welcomed by the patrol. Maintains contact with parents of new scouts during their first year of joining to make sure their questions are answered, and their concerns are addressed
 - **ASM – High Adventure** – Act as a mentor to the Venture Patrol (older scouts). Watch to ensure schedules do not conflict. To promote and to execute a high adventure outings, campouts and treks within the troop.
 - **ASM – Order of the Arrow** - Encourage membership in the Order of the Arrow (OA) and coordinate annual OA elections. Must be an OA member. Should attend all OA district and council meetings or arrange for a qualified adult substitute.
 - **ASM – Troop Junior Leader Advisor** - Act as a mentor to Troop Junior Leaders. Helps in coordinating NYLT training with Scoutmaster

- **Scout Book Coordinator – (Brian Montequin)** Maintains Scoutbook database of troop members address, phone, E-mail. Appointed by the Scoutmaster and serves at the satisfaction of the Scoutmaster and the Advancement Chair.
Duties:
 - Enter and/or updates records in Scout-book database when changes are made, or new members are added, by working with the Membership coordinator
 - Update records of training taken by adults with input from the Training Coordinator
 - Maintain close working relationship with Advancement Coordinator to maintain database integrity
 - At time of re-charter verifies all data and make updates as necessary
 - Reconciles Scout-book (Electronic) to Scout Book (paper) for all scouts through the rank of First Class

- **ASM – Patrol Shadows** – Act as mentors to Patrol Leaders and serves as a resource to the patrol. Get monthly reports from each of the patrols and share them with the SPL and Scoutmaster. **Watches scout's participation and when continued absences occur, make phone calls to scouts as needed.**

- **ASM – Summer Camp Master** – the ASM responsible for coordination all things necessary to prepare and lead a successful annual summer camp program for the scouts.

- **Camp Masters** – Adult over 21 who is approved by the Scoutmaster to be an adult leader responsible for any given outing/activity. Work with the Activities Coordinator. Normally this person would be the Scoutmaster (SM) or Asst. Scoutmaster (ASM) although this is not always required.

Treasurer



Denise Marsh

Voting Position – YES Registered Position - YES

The Troop Treasurer maintains all troop finances, collects dues and fees, and pays troop bills. The Treasurer is appointed by the Committee Chair, approved by the Charter Representative, and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair & Charter Rep

Duties:

- Prays for the Troop
- **Must be SCOUT TRAINED in their position**
- Handle all troop funds. Pay all bills, make all deposits and reimbursements on recommendation of the Scoutmaster and authorization of the Troop Committee
- Maintain checking and savings accounts as needed
- Supervise Scout Accounts
- Keep appropriate records related to troop funds
- Work with the Charter Rep to insure registration funds are collected for the annual re-charter and records monthly scout dues and fees
- Work with Fund Raising Coordinator to account for monies earned during fundraisers 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, for the Summer Camp Master
- Attend most troop meetings
- Provide/Send a monthly report to the Troop Committee at each committee meeting
- Prepare annual reports of the troop finances every May and December
- Answer parent questions when necessary

Assistant Treasurer – Annette Stolar

Voting Position – No

Assist the Treasurer as needed and requested. Responsible for assisting and tracking Scout Accounts, Summer Camp Payments, and special High Adventure Trip payments etc.

Reports to: Treasurer and Committee Chair

- Attend troop meetings when payments are due
- Provide twice yearly Scout Account balance to families
- Need to be comfortable and knowledgeable using Excel
- Must be detail oriented
- Help the Treasurer answer parent questions when necessary

Secretary 

(Lara McCarthy)

Voting Position – YES

Registered Position - YES

The Secretary is responsible for keeping minutes of Troop Committee meetings and to handle troop correspondence. Appointed by the Committee Chair, approved by the Charter Rep. Serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Prays for the Troop
- **Must be SCOUT TRAINED in their position**
- Attend all troop committee meetings, record the minutes, with special emphasis on decisions made, actions taken, and policy made
- Transcribe and distribute rough draft of minutes to attendees 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 once approved to troop web master for posting on troop web site within one week after meeting
- Send out committee meeting notices
- Handle publicity with the Newsletter Editor
- At each meeting, report the minutes of the previous meeting. Provide copies for those attending
- Handle troop correspondence as needed

Membership Chair

Voting Position – **Brian Montequin**

Registered Position - **YES**

The Membership Chair insures that all prospective troop members (adult & youth) receive the necessary information and forms needed to register in the troop. Appointed by the Committee Chair and approved by the Charter Rep and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to the troop Committee as needed at committee meetings.

- Prays for the Troop
- **Must be SCOUT TRAINED in their positioned**
- Greet visitors at troop meetings, introduce them to troop youth and adult leaders, and help them understand how to join the troop. Answer any questions they may have about troop operations
- Make sure prospective troop members (adult & youth) receive the necessary information and forms needed to register in the troop
- Ensure registration paperwork is properly completed and routed to appropriate adult leaders when received. Sends updated contact information to the Scout Book Coordinator for updating and copies the Charter Representative
- Work with Treasurer to collect dues as required for new members
- Should attend most Troop meetings and be prepared to welcome visitors and provide information about the troop and how to join
- Let's Key 3 & Treasurer know when a member decides to leave the troop

Advancement Chair

Kristin Montequin

Voting Position – YES

Registered Position - YES

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

Reports to: Committee Chair

Duties:

- Prays for the Troop
- **Must be SCOUT TRAINED in their position**
- Encourage Scouts to advance in rank
- Arrange and conduct boards of review
- Coordinate courts of honor with SPL and Scoutmaster
- Educates Committee Members on how to conduct troop board of reviews for Tenderfoot to Life ranks
- Attend Troop Committee meetings and report as needed
- Should attend most Troop meetings
- Help maintain the merit badge counselor list
- Promote attendance at Merit Badge Days both local and council
- Has 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 (First Year) 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 Scout-Book Coordinator to ensure Scout-Book data is accurate and timely

Activities Chair (Jim McCarthy)



Voting Position – YES Registered Position - YES

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

Reports to: Committee Chair & Scoutmaster

Duties:

- Prays for the Troop
- **Must be SCOUT TRAINED in their position**
- 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
- Work with the Camp Master to secure permission slips and reservations to use camping sites and facilities
- Coordinate with the Treasurer to ensure camping fees are paid on time
- Maintain map library for use in making copies for campout drivers
- Attend Troop meetings, collects Permission Slips as they become due
- 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
- Promote attendance at troop campouts, district/council activities and summer camp to reach the scout's goal of one outing per month
- Promote the National Camping Award
- Keep Campmaster(s), Scoutmaster, and Committee Chair updated on any issues or potential problems with reservations or travel
- Act as or appoint Emergency Contact(s) for each outing
- Report to the Troop Committee at each monthly meeting
- **Make sure all adults on any overnight camping are YPT**

Equipment Chair (Adult Quartermaster)



ASM Matt Edmondson

Voting Position – YES

Registered Position - YES

This position is responsible for procurement and maintenance of troop equipment with the support of the youth quartermaster team; appointed by the Committee Chair, approved by the Charter Rep and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

Duties:

- Prays for the Troop
- **Must be SCOUT TRAINED in their position**
- 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
- Does biannual equipment check and clean up
- 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
- Purchase Patrol needs for campouts. (Charcoal, propane, cleaning needs, aluminum foil, plastic storage bags, garbage bags)
- Report to the Troop Committee as necessary
- Set up schedule for regular equipment renewals/replacement

Training Chair Cheerful Long



Voting Position – YES Registered Position - YES

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

Reports to: Committee Chair

Duties:

- Prays for the Troop
- **Must be SCOUT TRAINED in their position**
- Stay aware of adult and youth training opportunities at the council and district level and on-line
- Ensure adults and scouts are made aware of training opportunities. This entails making announcements and providing information about upcoming training opportunities
- Coordinate yearly Youth Protection Training prior to Summer Camp
- Coordinate Fast Start Training with Membership Coordinator for new parents after Webelos have bridged
- Assist the Scoutmaster as needed with preparations/materials for annual National Youth Leader Training (NYLT) as requested
- Coordinate 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, ASMs, or another knowledgeable person
- Keep the Scoutmaster and Committee Chair apprised of activities
- Inform Database Coordinator of training completed so accurate records can be maintained
- Strive to make sure Troop meets Council Training requirements for Adult Leaders
- Confirm all training is correct on Scout-Book and send needed updates to Scout-Book Coordinator for updating
- Report to Troop Committee as needed at Committee Meetings
- Ensure that the troop follows youth protection guidelines
- Be familiar with the *Guide to Safe Scouting*
- Advise the Scoutmaster, other adult leaders, and scouts on youth protection issues
- Coordinate and promote adult attendance at Youth Protection Training courses either on-line or at district training functions

Pack Liaison

Cub Master David Hopkins

Voting Position - NO

Works closely with Webelos Den Leaders and Cub Masters encouraging Webelos scouts to make the transition into Boy Scouts. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair and Charter Representative

Duties:

- Maintains contact with feeder & local Cub Pack leaders. P2293 + P897
- Encourages Den Chiefs and promote Den Chief Training in troop to help feeder packs
- Invite Webelos dens to visit the troop and attend annual Webelos/Camporee campouts
- Coordinate schedule of Arrow of Light candidates' visits with Scoutmaster
- Coordinate with Cub Master and Scoutmaster to ensure troop attendance and participation in Webelos bridging ceremony
- Maintain contact with parents of new scouts during the first six months after joining to make sure their questions are answered and their concerns are addressed
- Coordinates a "Fast Start" training each year in the spring for new adults
- Contact inactive 1st year Scouts and encourages them to become active again
- Report to Troop Committee as needed at committee meetings

Healthcare Records Coordinator

Katherine Hopkins

Voting Position - NO

Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair

Duties:

To keep the Troop's Medical Binder updated for all Scouts and Adult Leaders and in the hands of the Campmaster for each outing. This includes the annual update of Medical Forms for all attending Summer Camp ready 1 week prior of departure to camp.

Fund Raising Coordinator & FOS

(Mickey Goodwin)

Voting Position - NO

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

Reports to: Committee Chair

Duties:

- Ensure all fundraising activity meets BSA guidelines
- Obtain 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
- Delegate below responsibilities to Asst. Fund Raising persons for particular activity if appropriate
 - Organize scouts and parents to assist in fund raising activities
 - Tracks hours worked and funds earned. Submits report to Asst. Treasurer for crediting Scout Accounts
 - Coordinate Troops annual BBQ Fundraiser every October with Charter Rep.
 - Coordinate Popcorn Sales, Camp Card Sales and Fairground Workday

Coordinate Friends of Scouting (FOS) Presentation

Duties:

- Sign up for FOS presentation at September Spotlight on Scouting (Roundtable)
- Arrange to pick-up FOS materials from district FOS coordinator and attend any required orientation meeting
- Ensure that every family in the troop has the opportunity to participate in the FOS campaign
- Coordinate with district presenter an FOS presentation at the May Court-of-Honor
- Assist district presenter to distribute pledge cards and collect them as needed
- Maintain liaison with Scoutmaster and Advancement Coordinator to schedule FOS presentation during May court of honor
- Report to Troop Committee as needed, and at conclusion of campaign

Troop Chaplain

ASM John Tomlin

Voting Position – YES Registered Position - Yes

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:

- Provide a spiritual tone for troop meetings and activities
- Give guidance to the Chaplain Aide (a Scout position).
- Organize Scout Sunday Activities with Troop's Charter Representative
- Promote regular participation of each member in the activities of the religious organization of his choice
- Coordinate 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 (P.R.A.Y) by all Scouts
- Coordinate with Chaplain Aid religious observations during scout activities

Scouting for Food Coordinator Katherine Hopkins

Coordinates the troop's participation in the annual Scouting for Food Drive. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties: Coordinates and promotes Scouting for Food effort

- Maintain liaison with district Scouting for Food coordinator
- Sign up for troop assignment area at September Spotlight on Scouting Roundtable
- Determine area assignments and recruit scouts/parents for each area
- Provide maps and instruction for drivers and scouts in each area
- Promote scout safety and two-deep leadership during this activity. Work closely with Scoutmaster and Troop Committee to ensure adequate adult and youth leaders are present
- Direct the distribution of collection bags
- Coordinate the collection and counting on donated food
- Arrange for transportation of donated food to designated collection point
- Keep records of each Scout's participation in the program and provide same to Advancement Coordinator for recording
- Report on results to troop committee

Web Site Advisor

ASM Dale Christ

Voting Position - NO

The Web Site Advisor is appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Have demonstrated experience in maintaining a web site of medium or large scale size.
- Have good command of HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets) and Extensible Markup Language (XML)
- Basic knowledge of Unix operating system to include directory structures, htpasswd, htaccess, basic editors, file manipulation, FTP, etc.
- It is also helpful, if the webmaster has some familiarity with cgi, php, and related languages
- Have ability to create PDF files from Word or other text document programs
- Must have completed Youth Protection Training either on-line or in a classroom setting.
- Will develop procedures and policies to train youth webmaster in creating content for web site
- Ensure that the web site meets all guidelines for unit web sites as defined by the National and local councils of the BSA
- Ensure that the troop web site is updated in a timely manner in particular the calendar needs frequent updates
- Responsible for obtaining Permission Slips from Outing/Activities Coordinator and posting no less than two weeks prior to due date
- Ensure web site reflects the best image and values of scouting and the troop
- Should attend Committee Meetings to be aware of upcoming activities and schedule changes

Service Project Coordinator – (OPEN)

Voting Position - NO

Coordinate and promote annual service projects. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Coordinate semi-annual troop campsite clean-up for district camporees
- Coordinate meeting with COR and/or Committee Chair to discuss suitable projects the troop could do for the church
- Identify possible Eagle Scout Projects in the area
- 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 project recipient 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.
- Report on project to Troop Committee

Re-charter Coordinator – Jim McCarthy

Voting Position - NO

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: Charter Organization

Duties:

- Attend district re-charter training/orientation meeting
- Coordinate with Committee Chair and Scoutmaster to set re-charter turn-in dates
- Notify parents about re-charter dates
- Work with Database Coordinator to distribute re-charter paperwork and updated forms
- Work with Treasurer to collect and record re-charter fees
- Work with Membership Chair 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
- Distribute completed re-charter forms as needed

Uniform Bank Coordinator Cindy Mayclin **Voting Position - NO**

Maintains uniform bank of extra uniform parts. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

Duties:

- Maintain spare uniform parts as donated by Scouts in the Troop and others
- Ensure that spare uniform parts are displayed at courts of honor for use by any interested scouts
- Promote donation of outgrown and unused uniform parts to the uniform bank via E-mail and troop announcements
- Keep webmaster updated of inventory changes to web site can be updated

Eagle Coach Advisors – Jim & Sean McCarthy **Voting Position - NO**

This scouter 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 Advancement Chair. This person can 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
- Inform Life scouts of the troops Life to Eagle Guide and troop policies
- 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 who has knowledge of the process

Newsletter Editor – (Open)

Voting Position - NO

Publish a quarterly newsletter for each court of honor. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Works with the Troop Scribe (Scout) and Historian (Scout) to prepare and distribute Troop newsletter on a quarterly basis, with a calendar of upcoming events and news about recent events
- Contact area coordinators for news of upcoming activities and results of completed activities
- Solicit news articles and photos from troop members
- Provide copies of newsletters to Web Master for publishing on Troop Web Site.
- Work with Scout Historian and Webmaster
- Make sure troop scouts are recognized in the local newspaper when achieving the Eagle Rank or other special Scout related honor

Adult Grub & Camp Masters

(Volunteers Are Always Needed)

Coordinate the purchase of food for the Adult Patrol on camp outs

Duties:

- Work with the Tour Leader and adults attending the camp out to prepare a menu
- Coordinate buying of food and getting to troop departure point for camp outs. Emphasis is staying on budget while following menu plan for number of adults attending
- Work with Quartermaster to make sure adult staples boxes are stocked with consumable items
- Need to be at troop meeting when menus are being planned
- On some occasions, the troop may need to purchase all food for both scout and adult patrols as one menu. In this case will coordinate the purchase of all food working closely with Camp Master and Troop Committee to stay on budget for menu planned and number of people attending the camp out
- Need to be familiar with camp cooking and have both camping and cooking experience. Camping with the troop would be highly recommended but not required

Merit Badge Counselors

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 Charter Representative
- 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 updating your Youth Protection Training bi-annually and reviewing the *Guide to Safe Scouting*
- Whenever a Merit Badge Counselor is counseling their own son(s) for a merit badge, the scoutmaster must approve such an arrangement and other scouts must also be included in the merit badge sessions if offered

Parents

Duties:

- Read your son's Scout Handbook
- Understand the Aims and Methods of scouting
- Get Updated: Take Fast Start, This Is Scouting, and Troop Committee Challenge on line.
- Take Youth Protection Training (YPT) if you plan to attend troop overnights or activities.
- Show support by attending Courts of Honor and as many troop meetings as possible
- Feel free to 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
- Review weekly the Troop Website “**Troop2193.org**”
- Watch for troop e-mails
- Pay your son’s monthly troop dues, annual registration and needed paperwork in on a timely manner