

Troop 728 Adult Leadership Positions Duties and Responsibilities



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Contents

1. Adult leaders	3
a. How You Can Help	3
b. How can I become an adult volunteer?	3
2. Troop 728 Adult Volunteers	4
3. Troop 728 Committee Members	5
4. Troop 728 Adult Leadership	7

1. Adult leaders

Scouting is a youth-led, youth-run program, but the youth must be trained to be leaders. Adult role models in Scouting provide an ideal learning experience for all youth. Every adult volunteer has something valuable to offer. On a typical weekend campout, Scouts might work with an adult volunteer who teaches a merit badge or a skill like orienteering, go on a 5-mile hike with another adult leader, and end the day learning how to clean and cook from someone else.

a. How You Can Help

There are many ways that you can help Scouting in your area. Whether you are volunteering directly with Scouts or helping out behind the scenes, you can make an impact on the lives of Scouts by volunteering your time.

Scouts have always relied on volunteers to make the organization run. Among the volunteers who provide troop level adult leadership and support, there are Scoutmasters and their uniformed adult leadership (including assistant Scoutmasters and Committee Chair), and committee members. All positions require adults to join the troop by registration. The registration process for adult leaders includes a personal reference and criminal background check, nomination by the committee chairman, followed by appointment by the chartering organization and concluding with acceptance by the district executive (a professional Scouter who is an employee of the local Scout council).

Scoutmasters are responsible for developing and delivering the "program" or the training of youth leadership in how to plan and run a Scout troop's activities. The members of the committee are responsible for "service" or provisioning the troop with the necessary goods and services that allow the Scoutmasters to focus solely on the program.

Committee members may interact with Scouts. For example, they may be assisted by youth leaders (see quartermaster) or they may provide technical training to the Scouts as merit badge counselors.

Adult volunteer's most important direct interaction with Scouts occurs during boards of review. Members assemble in groups of 3 to 6 in order to constitute boards of review. After a Scoutmaster has conducted a Scoutmaster conference with the Scout and determined he is ready for advancement, a Scout must meet with a board of review.

b. How can I become an adult volunteer?

Express your interest to the unit leadership—the Scoutmaster, or troop committee members. There is always some way in which you can contribute, and the Troop always is need of volunteers. Volunteering can range from a helping hand during outings, reviewing and singing off rank requirements for scouts, serving on a board of review, or taking on one of the name adult leadership roles for the Troop.



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Scout Parents are always welcome to attend the monthly Troop Committee meetings. Your input is always of value and may be helpful in ensuring our Troop is running well. If you have an interest in volunteering to help, the Troop Committee is a great place to see what opportunities exist and where you can lend a hand.

2. Troop 728 Adult Volunteers

The list below are descriptions of the informal adult volunteers;

a. Outing adult volunteer

Specific Duties: Adults may assist the adult outing leader by helping with camp set up, reviewing rank requirements with scouts for sign off, helping to teach or lead sessions to advance scout learning, and participating in a board of review for scout rank advancement.

Time commitment: Adult volunteering is built into outings, there is no additional commitment except for preparing by reviewing the scout requirements and scout book for areas which you may be helping.

b. Service project adult volunteer

Specific Duties: The Troop participates in many service projects throughout the year, some occur at summer camp or Troop outings. Adults are always needed and welcome to help with the execution of the project.

Time Commitment: A few hours to coordinate phone calls and service project details for the outing or event.

c. Scout rank requirement signer adult volunteer

Specific Duties: As scouts progress in the learning and ranks there are often check points along the way for the scout to demonstrate what they have learned. The Trail to First Class (TTFC) includes many basic scout skills and most require an adult to sign the scout off that they have accomplished the learning objective. The adult leader should be familiar with the scout book, the rank requirements, and how the learning is to be demonstrated to the adult volunteer.

Time commitment: Rank requirement reviews is built into Troop Meetings and outings, there is no additional commitment except for preparing by reviewing the scout requirements and scout book for areas which you may be helping.

d. Outing adult coordinator

Specific Duties: Adult outing leader by helping with camp set up, reviewing rank requirements with scouts for sign off, helping to teach or lead sessions to advance scout learning, and participating in a board of review for scout rank advancement.

Time commitment: Adult volunteering is built into outings, there is no additional commitment except for preparing by reviewing the scout requirements and scout book for areas which you may be helping.

e. Patrol Advisor/Assistant Scoutmaster

Specific Duties: A common position for a new adult leader planning to work with the scouts is that of Patrol Advisor. A Patrol Advisor is an adult who provides guidance to a patrol, especially patrols made up of new scouts. Advisor does not run the patrol. The goal is to have an Advisor for each patrol. This will usually be a parent whose scout is in that patrol.

Time commitment: Adult volunteering is built into outings and Patrol meetings. Patrols may need help with grocery shopping for outings. As scouts get more comfortable with preparing for outings there is generally less adult assistance needed. There is no additional commitment except for preparing by reviewing the scout requirements and scout book for areas which you may be helping.

f. Board of review adult volunteer

Specific Duties: Adults assemble in groups of three or more to review a scout's rank advancement. Adults are to check and validate that the rank requirements have been successfully completed and signed off, and the Scoutmaster conference has been completed and signed off. Additionally, if merit badges are required for rank advancement, the scout has clear record of merit badge completion.

Time commitment: Part of Troop meetings and outings up to an hour

g. Merit badge counselor – See roster on the Troop Website

Specific Duties: Adults can assist the troop by acting as a merit badge counselor (there are over 135 merit badge subject areas currently). Currently 21 merit badges are required to earn the Eagle Scout rank (see the scout handbook for the requirement and elective merit badges). The Scouts have published Merit Badge Pamphlets for each subject that detail the information, requirements, and specific Merit Badge checkpoints. The Troop has a collection of Merit Badge Pamphlets available in the Troop library, and they are also sold in the Scout shop in Portland.

Time commitment: Can be one or more hours per Troop meeting and outing, and may have separate meetings with scouts each month (2-4 hours).

3. Troop 728 Committee Members

All adults are encouraged to become registered members of the troop. When registering for the first time, they are registered as Committee Members. If you are interested in any of the roles below, contact the Scoutmaster or Committee Chair – Pat Pisano, or Bryce Horine.



Responsibilities

- Assist the Scoutmaster and Committee with the Troop operations. See the specific Troop Committee positions detailed below.

Qualifications for Committee Positions

- At least 18 years old
- Abide by the Scout Oath and the Scout Law.
- Possess the moral, educational, and emotional qualities that Scouts BSA necessary to afford positive leadership to youth.
- All volunteers are expected to complete and maintain Youth Protection Training.
- As a volunteer, you are expected to complete the required training before assuming a leadership position.
- All training is available online on the Web site <http://my.scouting.org>.

The list below are the current Troop 728 adult committee members with specific responsibilities:

a. Advancement Coordinator

Specific Duties: The Advancement Coordinator is responsible for coordinating and maintaining advancement records for all Scouts. Generates Advancement Reports for Boards of Review and other advancement, relays same to Council Headquarters. Coordinates awards (patches, cards, etc.) for Scouts. Works with Scoutmaster and Troop Scribe to maintain Advancement Charts. Purchases and maintains

inventories of merit badges, rank patches, cards, etc. Maintains files on all Scouts, including Troop copies of Merit Badge cards. Prepares advancement lists for Courts of Honor. The Advancement Coordinator's duties include:

- Encourage scouts to advance in rank.
- Work with troop scribe to maintain all scout advancement records.
- 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.

Time Commitment: xxx

b. Board of Review Coordinator

Specific Duties: Recruit and help train enough adult volunteers to run boards of review. Ensure that scouts that ready and have requested a board are matched up with a group of adults to conduct the review. Ensure the Advancement Coordinator and Scoutmaster are aware of successful boards.

Time Commitment: xxx

c. Life Support Coordinator

Specific Duties: Coordinates routine help sessions with Life rank scouts or those aspiring to be, to help scouts with any specific items, direction on any needed merit badges, assistance on understanding the Eagle Scout project requirements, and the Eagle Scout application.

Time Commitment: xxx

d. Merit Badge Coordinator

Specific Duties: Maintain a Merit Badge Counselor roster. Actively recruits Parents and Assistant Scoutmasters, others, to be Merit Badge Counselors. Coordinates with the Scoutmaster to establish formal Merit Badge schedule for Scout Meetings. Helps coordinate "Summer Camp" Merit Badges, especially preliminary work. Works with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.

Time Commitment: xxx

e. Christmas Tree Recycling Coordinator

Specific Duties: Coordinate logistics of the annual Christmas Tree recycling event.

Time Commitment: xxx

f. Membership Coordinator

Specific Duties: Ensure all new families are welcomed into the Troop and understand the resources that are available to them. Especially;

- Troop Website
- New Parent Information document
- How to get started checklist
- Troop Adult Leadership document

Time Commitment: xxx

g. Service Projects Coordinator

Specific Duties: Recruits adults and scouts to lead and participate in Troop, District and outing service projects.

Time Commitment: xxx

h. Training Coordinator

Specific Duties: Ensure the Troop Adult leadership and registered adults are current in the training requirements. Coordinate any Troop training events as needed.

Time Commitment: xxx

i. Medical Records Coordinator

Specific Duties Works with the outing leaders to see that all adults and scouts who will attend any troop activity including high adventure and summer camp have current and proper medical forms well in advance of the beginning of the activity. Maintain medical form notebooks and makes at least one available to the Scoutmaster or designated health/safety officer for all troop activities.

Time Commitment: xxx

j. Troop Treasurer

Specific Duties: Specific duties: Double checks Troop Accountant’s work. Final approves and cuts all checks. Makes all deposits. Maintains Troop Checking and Savings Accounts; keeps the Scoutmaster and Troop Accountant informed as to the current financial status of the Troop.

Time Commitment: xxx

4. Troop 728 Adult Leadership

The list below are the current Troop 728 adult leaders:

a. Scoutmaster – Pat Pisano scoutmaster@troop728.com

The Scoutmaster is the adult responsible for working directly with the Scouts to help them create and run the program of the troop. The Scoutmaster trains youth leaders to run the troop by providing direction coaching and support.



Responsibilities

- Gets the training required for the position and stays current in Youth Protection Training.
- Trains and guides youth leaders.
- Works with other responsible adults to bring Scouting to the youth.
- Uses the methods of Scouting to achieve the aims of Scouting.
- Is appointed by the head of the chartered organization.

Qualifications

- At least 21 years old
- Abide by the Scout Oath and Scout Law.
- Possess the moral, educational, and emotional qualities that Scouts BSA deems necessary to afford positive leadership to youth.
- All volunteers are expected to complete and maintain Youth Protection Training. It is available online on the Web site <http://my.scouting.org>.
- As a volunteer, you are expected to complete all training for your position before assuming a leadership role.

b. Committee Chair – Bryce Horine committeechair@troop728.com

Specific 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. Encourages committee members to get training. This individual is the Committee equivalent of the Scoutmaster – he/she is the glue that holds the rest of it together.



Responsibilities

- Organize the committee to see that all functions are delegated, coordinated and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- See that troop leaders and committee members have required training.
- Interpret national and local policies to the troop.
- Work closely with the Scoutmaster in preparing 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 roundtables.
- Secure top-notch, trained individuals for leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation program.

Qualifications for Committee Positions

- At least 21 years old
- Abide by the Scout Oath and the Scout Law.
- Possess the moral, educational, and emotional qualities that Scouts BSA deems necessary to afford positive leadership to youth.
- All volunteers are expected to complete and maintain Youth Protection training.
- As a volunteer, you are expected to complete the required training before assuming a leadership position.
- All training is available online on the Web site <http://my.scouting.org>.

c. Assistant Scoutmaster – multiple

Specific Duties: An Assistant Scoutmaster is one of the adult leaders age 18 or over who assist the Scoutmaster in delivering the troop program.

Responsibilities

- Assist the Scoutmaster as directed
- Works with other responsible adults to bring Scouting to the youth.
- Uses the methods of Scouting to achieve the aims of Scouting.

Qualifications

- Is appointed by the Scoutmaster and approved by the Troop Committee.
- At least 18 years old
- Possess the moral, educational, and emotional qualities that Scouts BSA deems necessary to afford positive leadership to youth.
- Abide by the Scout Oath and Scout Law.
- All volunteers are expected to complete and maintain Youth Protection Training. It is available online on the Web site <http://my.scouting.org>.
- As a volunteer, you are expected to complete the required training for your position before assuming a leadership position.



d. Order of the Arrow Lead – Lori Horine

Troop adult coordinator for Order of the Arrow participants.



e. Venturing Crew Advisor – Rodger Seid

Troop adult advisor for older scouts outdoor adventuring.



f. Webmaster – Troopmaster- Google Apps Coordinator – Zac Horine / Mike Farris

Responsibilities

- Maintains the Troop webpage, calendar and supporting materials
- Coordinates with Scoutmaster and Committee Chairman regarding website content.





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- Coordinates postings and access to the site.
- Updates website and posts updated interesting and timely information and schedules.

Qualifications for Committee Positions

- At least 21 years old
- Abide by the Scout Oath and the Scout Law.
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- All volunteers are expected to complete and maintain Youth Protection training.
- As a volunteer, you are expected to complete the required training before assuming a leadership position.
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