



Pack 218 Committee Member Positions



BOY SCOUTS OF AMERICA®

Pack 218

Core Committee

Leadership

Positions

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Title: Committee Chair

Call and preside at Pack Parent Committee Meetings (monthly). Proactively assist Cubmaster(s) as needed with Pack functions. Assist Membership Chair with Annual Rechartering (Dec--Jan). Assure all volunteers are equipped to provide and are providing a quality Cub Scout program.

Required Training: YPT, Pack Fast Start, This Is Scouting, Pack Committee Training

Primary Purpose: The pack committee chair leads the pack committee and thus is responsible for the administration, oversight, and support of the pack program. The pack committee chair's role is to

Key responsibilities:

- Maintain a close relationship with the chartered organization representative and the chartered organization to cultivate harmonious relations and maintain communications.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by
 - Calling and presiding at pack leaders' meetings.
 - Assigning duties to committee members.
 - Planning for pack charter review, roundup, and reregistration.
 - Approving bills before payment by the pack treasurer.
- Conduct the annual pack program planning conference and pack leaders' meetings.
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, and den leaders, as needed.
- Recognize the need for more dens, and see that they are formed as needed.
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.
- If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
- Appoint a committee member or other registered adult to be responsible for Youth Protection training.
- Develop and maintain strong pack-troop relationships, and work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.
- Support the policies of the BSA.

Hours Commitment: 4-10 hours monthly during school year, Varies according to ability to recruit volunteers and delegate to established leadership.

Support Charter Partner and Unit Commissioner are your key resources.

Uniform is required for this role. This position can be used towards earning a Leader Knot

Title: Secretary

Primary Purpose: To keep accurate records of P218 committee meeting notes. Distribute pack committee notes and important information to Den Leaders

Key responsibilities: The secretary ensures proper records are kept within the pack. Specifically, the secretary will:

- Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders access needed tools.
- Acquaint den leaders with the contents of the Pack Record Book so that they will know how to supply the information that should be recorded there.
- Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book or special software.
- Maintain an inventory of pack property.
- Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Keep notes on business conducted at pack leaders' meetings. Record only key items such as things needing follow-up or items for the history of the pack.
- Notify leaders of pack leaders' meetings and other activities.
- Provide den leaders with records and forms for meetings.

Hours Commitment: 2-3 hours monthly during school year.

Support Committee Chair and Cubmaster

Uniform is optional for this role.

Title: Treasurer

Helps the pack committee and Cubmaster establish a sound financial program for the Pack with a Pack budget plan; Maintains the P218 bank account making deposits and paying bills as authorized by the P218 Committee; Keeps up-to-date records; Periodically reports on the Pack's financial condition; Advises pack committee on financial decisions; Assist Fundraiser volunteers in collection and payment of funds; Answers questions from pack members

Required Training: YPT, Pack Fast Start, This Is Scouting, Pack Committee Training

Primary Purpose: To assure pack remains financially sound while providing a program beneficial to all scouts wishing to participate.

Key responsibilities: The treasurer ensures the pack's finances are sound. Specifically, the treasurer will:

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the following: Cubmaster, pack committee chair, secretary, or treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- Collect dues from den leaders at the pack leaders' meeting, preferably in sealed den dues envelopes. Open envelopes in the presence of den leaders. Give receipts for these funds, and deposit the money in the bank account.
- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they agree. Give leadership in developing a coordinated recordkeeping system in the pack.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his family so that boys will accept responsibility for paying dues and family members will be alert to opportunities for boys to earn dues money and develop habits of thrift.
- On the request of den leaders, sympathetically counsel with a boy who does not pay dues, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so that the boy can earn dues.
- Periodically report on the pack's financial condition at the monthly pack leaders' meeting. Make regular monthly reports to the pack committee at the pack leaders' meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Guide the pack in conducting council-approved pack money-earning projects.

Hours Commitment: 2-4 hours in monthly meetings August-May. 2-4 hours monthly on bookkeeping, data entry, and report running. 2-3 hours closing out year. 4-8 hours for each fundraiser.

Reports to Committee Chair

Support Your initial back up person is the Committee Chair. Parent Committee makes financial decisions at monthly meetings. Core Committee makes financial decisions that cannot wait until the next parent committee meeting.

Uniform is optional for this role.

Title: Cubmaster

The Cubmaster runs the Pack Meetings and oversees the planning of special events, volunteer placement and new Scout recruiting. The Cubmaster is responsible for all scout activities and meetings being fun with purpose according to the guidelines put forth by the BSA.

Required Training: YPT, Pack Fast Start, This Is Scouting, Intro to Cub Scouts/How We Have Fun, Cubmaster Specific

Primary Purpose: Everything that the Cubmaster does is aimed at helping the individual boy.

Key responsibilities:

The Cubmaster's responsibilities are to:

- Complete Cubmaster Fast Start training and leader position-specific training. Attend monthly roundtables.
- Plan and help carry out the Cub Scout program in the pack according to the policies of the BSA. This includes leading the monthly pack meeting, with the help of other leaders.
- With the pack committee, develop and execute a year-round recruitment plan for recruiting boys into Cub Scouting.
- Know about and use the appropriate and available literature, including the *Den & Pack Meeting Resource Guide*, the *Webelos Leader Guide*, and this resource.
- See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
- Work with the pack committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their positions.
- Help organize and encourage graduation into a Boy Scout troop by establishing and maintaining good relationships with Boy Scout troops.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities.
- See that Cub Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.
- Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.
- Take part in the charter review meeting and annual charter presentation ceremony.
- Request den chiefs for all Cub Scout dens and, after selection, see that they are trained. Recognize the den chiefs at pack meetings.
- Conduct impressive advancement, recognition, and graduation ceremonies. For Webelos ceremonies, involve Scoutmasters and other Boy Scout leaders.
- Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Boy Scouting.
- Encourage high advancement standards from all Cub Scouts.

- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.
- Support the policies of the BSA.

Hours Commitment: 4-10 hours monthly during school year, Varies according to ability to recruit volunteers and delegate to established leadership.

Reports to Committee Chair and Parent Committee.

Support Monthly District Round Table meetings are packed with further resources. Den & Pack Meeting Resource Guide, the Webelos Leader Guide, and Scouting.org should also be used.

Uniform is required for this role. This position can be used towards earning a Leader Knot.

Resources

<http://www.scouting.org/scoutsource/CubScouts/Leaders/CubmasterResources.aspx>

Title: Advancement Chair

Manages advancements earned by the Scouts by assuring leaders are appropriately checking requirements, paperwork, distributing Scout Shop supplies as needed for the Pack (badges, insignia, Scout handbooks, pins, awards, etc.); and arranging distribution at monthly Pack Meetings.

Required Training: YPT, Fast Start, This Is Scouting, Pack Committee Training

Primary Purpose: To assure earnings are made available for awarding to scouts by the pack meeting following earning.

Key responsibilities: The advancement chair helps boys move through the ranks of Cub Scouting and transition into a Boy Scout troop. The advancement chair will:

- Have a working knowledge of the Cub Scout advancement plan.
- Help plan and conduct induction and advancement recognition ceremonies, coordinating as needed with the Webelos den leader or Scoutmaster.
- Educate parents, guardians, and pack committee members in ways to stimulate Cub Scout advancement.
- Promote the use of Cub Scout den advancement charts and other tools to recognize and record advancement in the den.
- Collect den advancement reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center.
- Promote *Boys' Life* magazine as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote the wearing and proper use of uniform and insignia.

Hours Commitment: 1 1/2 to 3 hours monthly during school year, 15-30 minutes monthly during summer

Reports to Committee Chair and Parent Meeting

Support Your initial back up person is the Committee Chair; ideally a parent of a younger scout will train with you to take over the following year. Scout Shop staff and web sites are great resources for answering questions.

Uniform is optional for this role. This position can be used towards earning a Leader Knot.

Title: Public Relations Chair

Key responsibilities:

This position keeps pack activities visible to the public, as well as to the families of the pack. Specifically, this person will:

- Identify and promote pack service projects in the chartered organization, school, and community.
- Promote family participation in all pack events.
- Urge pack participation in appropriate programs of the chartered organization. Suggest ways of showing interest in the chartered organization's overall program.
- Publicize and promote pack participation in Scouting Anniversary Week activities.
- Circulate Cub Scout recruiting fliers and brochures to invite boys to join. Along with the pack committee, promote new membership. Let the people in the neighborhood know that a Cub Scout pack is available.
- Consider using a monthly or quarterly pack newsletter to inform families of pack plans, guide new parents and guardians in pack policies, and create a feeling of unity among members of the pack family.
- Provide pack announcements for regular release in the official bulletins, newsletters, Web sites, etc., of your chartered organization.
- Make use of the news media in publicizing pack events.

Hours Commitment: 1 1/2 to 3 hours monthly during school year,

Reports to Committee Chair and Parent Meeting

Title: Outdoor Activity Chair

Key Responsibility: This position helps the boys develop a love for the outdoors.

Specifically, the outdoor activity chair will:

- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property, fire, and tour permits when required.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.
- Help Webelos den leaders plan overnight campouts. Help arrange for equipment as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
- Help promote day camp and resident camp opportunities.
- Be aware of BSA health and safety requirements, and see that they are implemented.
- Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the *Guide to Safe Scouting*.

Hours Commitment: 1 1/2 to 3 hours monthly during school year,

Reports to Committee Chair and Parent Meeting

Title: Membership and Reregistration Chair

Maintains the Pack roster; Coordinates April and September Recruiting of new Scouts; Coordinates annual rechartering; Coordinates Adult Volunteers; assist Committee Chair and Cubmaster to assure scouts receive a quality Cub Scout Program.

Required Training: YPT, Pack Fast Start, This Is Scouting, Pack Committee Training.

Primary Purpose: Along with the Cubmaster and pack committee, develop and carry out a plan for year-round membership growth and retention.

Key responsibilities: This position is essential to the health of the pack. The chair will:

- Along with the Cubmaster and pack committee, develop and carry out a plan for year-round membership growth.
 - Conduct an annual census of boys in the chartered organization for systematic recruitment.
 - Work with pack committee members to promote recruitment plans.
 - Visit new families in their homes to facilitate recruitment.
 - Follow up on Cub Scout dropouts to help return them to full, active membership.
- Plan, coordinate, and lead the annual rechartering process.
 - Prepare registration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year.
 - Arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.
 - Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.
 - With the chartered organization representative, submit a charter application and annual report to the chartered organization for approval.
- Along with the Cubmaster and pack committee, see that eligible boys transition to the next rank's den at the appropriate time, and that Webelos Scouts and parents/guardians have a smooth transition into a Boy Scout troop.
- Along with the Cubmaster, follow up on former pack members who are now Boy Scouts and recruit them as potential den chiefs.
- Arrange for periodic uniform inspections with the unit commissioner.

Hours Commitment: 1-3 hours monthly depending on activities coming up and delegation to recruitment team members.

Reports to Committee Chair and Parent Committee.

Support Recruitment team with parents with boys of each rank. Committee Chair, Cubmaster, Unit Commissioner, and Charter Partner work with the Membership Coordinator.

Uniform is required for this role. This position can be used towards earning a Leader Knot.

Title: Friends of Scouting (FOS) Chair
(1-2 people needed)

Friends of Scouting raises money used to support all the benefits offered by Northern Star Council and Boy Scouts of America. It keeps camp grounds maintained, training above par, and much more. If every scout family participates, we receive participation patches. If we reach our base goal we receive complimentary rank badges the following year. If we reach the stretch goal, we receive free pinewood derby kits. This person communicates the needs and solicits donations from all pack families as well as communicates plans and progress to the parent committee.

Key Responsibilities: Some councils rely heavily on units to raise Friends of Scouting (FOS) funds. The following functions are the responsibility of the FOS chair in cooperation with the treasurer.

- Build an organization to enroll family members and Cub Scout leaders in FOS.
- Enroll as a Friend of Scouting.
- For every five families in the pack, recruit one person as an enroller.
- Attend an FOS kickoff meeting.
- Enroll each enroller as a Friend of Scouting.
- Train enrollers.
- Conduct report meetings.
- Follow up until all FOS cards have been accounted for.
- Give recognition to contributors and enrollers.
- Along with the pack committee, provide public relations for FOS.

Title: Pack Trainer

The pack trainer's main objective is to have 100 percent of the pack leadership trained in their position responsibilities. New leaders and adult family members should receive orientation within one week of joining the pack. Leaders should receive position-specific training as soon as the training becomes available.

Key Responsibilities: The pack trainer is responsible for:

- Remaining current with training material and program updates
- Conducting orientation of new families
- Providing Fast Start Training to new leaders. (Fast Start Training can be used as a recruiting tool. The pack trainer should contact the new leader within two or three days to review the information and answer questions. Fast Start Training can be completed by viewing the Fast Start video or DVD or by completing the training on your council's Web site.)
- Conducting monthly Unit Leadership Enhancements
- Encouraging pack leaders to attend:
 1. Cub Scout Leader Basic Training, which includes New Leader Essentials Training and Cub Scout Leader Specific Training
 2. Youth Protection Training
 3. Roundtable
 4. Pow Wow (if conducted in your council)
 5. BALOO
 6. Outdoor Leader Skills for Webelos Leaders
 7. Wood Badge
- Encouraging den chiefs to attend Den Chief Training
- Maintaining pack training records

Position Summary

Under the direction of the pack committee chairman, the pack trainer helps leaders and parents understand purposes, policies, and procedures of the Cub Scouting program. The pack trainer conducts, or facilitates, the training of leaders and parents in the pack. The pack trainer promotes training to help leaders learn to plan and conduct pack and den meetings and activities. The pack trainer orients parents and leaders and guides pack leaders in carrying out their specific position responsibilities. *Pack trainer* is a registered pack position and is a voting member of the pack committee. Regardless of the size of the pack committee, every pack should have one of its committee members registered as a pack trainer.



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Blue and Gold Banquet

Date: *Month of February*

Typically for Pack 218. Webelos 2 Den Leader and Assistant Den Leader Coordinate this Banquet. They can choose the location of the ceremony, the awards, and oversee and delegate the positions needed.

It is the responsibility of the scouts parents to contact the receive troop to attend the ceremony to receive their cubscout and a new Boy Scout.

Most Cub Scouts celebrate Scouting Anniversary Week in February with a "birthday party" called the blue and gold banquet. In nearly all packs, the blue and gold banquet is the highlight of the year. It brings families together for an evening of fun and cheer. It's often the pack meeting for February.

The purpose of the blue and gold banquet is to celebrate the pack's anniversary, thank pack leaders and other adults who have helped the pack, and inspire the leaders, Scouts, and parents. Packs often like to invite former members and other Scouting or community leaders to take part in their blue and gold banquet.

The banquet can be like a regular pack meeting, with songs, skits, stunts, and awards. Or it can be something different and a little more special. Your pack may decide to bring in an entertainer such as a magician or a storyteller. Or you could have a video or slide show of what the pack did over the past year. A good banquet needs lots of planning. Most packs begin to plan at least two months ahead of time.

Positions Needed

- Set up Crew
- Kitchen Crew
- Ceremony Coordinator: Order of the Arrow
- Decorating Crew
- Clean up Crew
- Awards Coordinator

Support: Committee Chair, Cubmast, and Pack Den Leaders

Summer Camp Coordinator

Date: *Month of July*

Location: Camp 'K'

Primary Purpose:

Positions Needed

Key responsibilities:

Hours Commitment:

Reports

Support: Outdoor, Chair Committee Chair, Cubmast, and Pack Den Leaders

Uniform: Class A and Class B

Day Camp Coordinator

Date: *Month of June*

Location: FFA Center in Johnson County

Primary Purpose:

Positions Needed

Key responsibilities:

Hours Commitment:

Reports

Support: Outdoor Chair, Committee Chair, Cubmast, and Pack Den Leaders

Uniform: Class B

Crossover Coordinator

Date: *Month of May*

Location: Johnson County Horse park

Primary Purpose:

Positions Needed

Key responsibilities:

Hours Commitment:

Reports

Support: Committee Chair, Cubmast, and Pack Den Leaders

Uniform: Class A

Pinewood Derby Coordinator

Date: *Month of January*

Location: Morgantown United Methodist Church

Primary Purpose:**Positions Needed**

- set up crew
- Kitchen Crew
- Clean up Crew
- Awards Coordinator
- Judges (3)
- Media Coordinator
- Track Coordinator

Key responsibilities:**Hours Commitment:****Reports**

Support: Committee Chair, Cubmast, and Pack Den Leaders

Uniform: Class A

Fishing Derby Coordinator

Date: *Month of September / October*

Location: TBA

Primary Purpose:

- Combine both a campout with a fishing derby. Include the Pack 218 dens. Include a bobcat ceremony, flag retiring ceremony, campfire program for the kids. Fishing derby that includes awards and providing 2 meals.

- goals are for the dens to connect together and have fun. Build relationships and camp together as a pack.

- objectives are for the scouts to both learn outdoor camp skills put those skills they have already learned into practice: Setting up tents. Starting a campfire.

- measure of success is the fun the kids are having. This event should be fun for the scouts as well as the families.

- approach should be hands on with younger scouts with their families and then by webelos they should be able to be coached by den leader. The same would apply for the fishing derby. Tiger scouts would require a hands on approach while the webelos would be allowed to bait their own hook. The overall approach should be to look at each den and be age specific to their needs.

Assumptions or Risks:

- camping gear is required.
- firewood is required. Someone will need to set that up and gather the wood
- meals are required. There will need to be scheduling and meal plans prepared
- extra tents and camping gear might need to be gathered in case someone comes unprepared.
- There should be donors and awards collected prior to the derby.

Positions Needed

- clean up crew
- Awards Coordinator
- Camp Fire Coordinator

Key responsibilities:

Hours Commitment:

Reports

Support: Outdoor Chair, Committee Chair, Cubmast, and Pack Den Leaders

Uniform: Class A for Campfire, Class B

Blue Springs Cavern Coordinator

Date: *Month of January*

Location: Blue Springs Cavern in Bedford, IN

Primary Purpose:

Positions Needed

- Sign up Coordinator

Key responsibilities:

Hours Commitment:

Reports

Support: Outdoor Chair, Committee Chair, Cubmast, and Pack Den Leaders

Uniform: Class A while traveling. Class B in Cave

Fundraiser Leadership Positions

Popcorn Kernel
Camp Card Coordinator
Cake Auction Coordinator

Title: Popcorn Kernel

Required Training:

Primary Purpose:

Key responsibilities:

Hours Commitment:

Reports

Support

Title: Camp Card Coordinator

Required Training:

Primary Purpose:

Key responsibilities:

Hours Commitment:

Reports

Support

Title: Cake Auction Coordinator

Required Training: none

Primary Purpose:

Pack Fundraiser where scouts make a cake and they are auctioned off

Key responsibilities:

- Determine Location of the Event
- Coordinate with Needed Positions
- Contact and set up Auctioneer

Hours Commitment:

Reports

Support



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