

SCOUTMASTER - Trains and guides boys, works with adults to bring to the scouting program to the boys, works with the Troop committee and attends Committee meetings.

ASSISTANT SCOUTMASTERS - Supports the work of the Scoutmaster, helps the scouts at weekly meetings, accompanies scouts on outings.

COMMITTEE CHAIRPERSON - Organizes the Committee to see that all functions are delegated, coordinated, and completed.

ASSISTANT COMMITTEE CHAIR - A member of the Troop Committee. Aids the Chairperson and Committee members when necessary.

SECRETARY - Member of the Troop Committee. Attends Committee meetings once a month and takes the minutes. Provides minutes at the meeting.

CORRESPONDING SECRETARY - Member of the Troop Committee. Does mailings and letter writing for the Troop when necessary.

TREASURER - Member of the Troop Committee. Keeps bookkeeping records for the Troop. Presents a financial report at monthly meetings. Works on Troop budget.

ADVANCEMENT CHAIR - Maintains records of boys=ranks and merit badges. Arranges and conducts Boards of Review. Secures badges and certificates. Procure Lodge for Courts of Honor.

QUARTERMASTER - Responsible for Troop equipment. Works with scout quartermaster to insure all equipment is in good order, and recommends purchases to the Committee.

REGISTRAR - Works with Committee Chair and Scoutmaster to prepare annual charter renewal. Compiles annual registration forms and follows up with current scouts. Also, responsible for securing registration forms from all Webelos Cub Scouts acrossing over@ into the Troop and transfers in from scouts moving into town during the year.

NEWSLETTER - Prepare and distributes monthly newsletter to registered members of the Troop. Secures permission slips from Trip Coordinators to attach to the newsletter.

CHAPLAIN - Encourages scouts to earn their appropriate religious emblems. Promotes regular participation of members in activities of the religion of their choice.

FUNDRAISING CHAIR or CO-CHAIR - (Christmas Tree Sale) Arranges for the purchase and delivery of Christmas trees. Sets up a schedule for all of the Scout families to work on the days of the sale, which will be weekends in December.

OUTINGS CHAIR - Files tour permits with Council and makes reservations fro Troop outings. Advises the trip coordinators of upcoming functions and follows through that trips are publicized and organized in advance. (All trips already chosen by the scouts and the committee, but suggestions are always welcome.

TRIP COORDINATORS - To help organize ONE outing. This will include coming down to meetings one month in advance of the outing to atalk up@ the trip to the boys, give out and collect permission slips and money, and arrange for drivers from our volunteer list. Consults with Assistant Scoutmaster about the menu

for the outing and shops with designated scouts for food.

ADULT ASSISTANT - Accompanies and assists scouts and uniformed leaders on an outing. Helps with transportation of boys and equipment.

SPORTS OUTING CHAIR - Coordinates and runs a basketball or hockey trip for the scouts and their families at the Meadowlands for a Scout Night@. This will include atalking it up@ at meetings, collecting money, and sending for the tickets.

IDITAROD CHAIR - Organizes, atalks it up@, and procures the necessary supplies to run the sledding event held in Allendale on the first Saturday of February.

RAMSEY DAY CHAIR - Attends Ramsey Day Committee town meetings in summer. Schedules workers, coordinates ordering food and supplies.

RAMSEY DAY COMMITTEE - Helps chair in the above-mentioned function and is available to work on Ramsey Day.

SCOUTING FOR FOOD - Prepares flyer, atalks up@ event at meetings, collects and transports food picked up by the scouts to food pantry.

HOSPITALITY CHAIR or CO-CHAIRS - Coordinates dinners at Courts of Honor (approximately 3 times a year) and assists families at Eagle Courts of Honor.

HOSPITALITY COMMITTEE - Helps Hospitality Chair at Courts of Honor with set-up, cooking, serving, and clean up. Helps purchase and serve refreshments at other scout functions as they arise. (e.g. Scouts= Christmas Party)

PERMANENT BOARD OF REVIEW - Participates in Boards of Review with two other parents, usually on a monthly or bi-monthly basis.

PARENT VOLUNTEER COORDINATOR - Makes sure all families volunteer to help the Troop in some capacity.

ROUND TABLE DELEGATE - Attends monthly round table meetings held by Council and reports the information back to the Committee.

RECRUITING and RETENTION - Recruits new scouts into the Troop through the Cub Scout Packs. Attends Cub Scout Pack Committee meetings as necessary. Recruits graduating 5th graders (non-scout) to visit the Troop. Keeps in contact with the Scoutmaster to insure that boys are attending meetings regularly and follows up on absenteeism.

PUBLICITY CHAIR - Submits pictures and or articles to the local papers. All publicity for the Troop goes through the Publicity Chair.

TRAINING - Liaison to Council to procure information concerning adult and scout training programs available. Passes information on to the appropriate parties.

NOTE: ALL FAMILIES ARE REQUIRED TO WORK AT OUR ANNUAL CHRISTMAS TREE SALE.

07/30/2007