

# TROOP 500

## COMMITTEE GUIDELINES, POLICIES, ROLES AND RESPONSIBILITIES

### TROOP 500 COMMITTEE OVERVIEW

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified Assistant Scoutmaster is assigned. If the Scoutmaster is unable to continue to serve, the Committee Chair shall form a Committee to find a qualified replacement.
- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the Chartered organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly care for troop property.
- Ensures the troop has a strong outdoor program.
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.

### **COMMITTEE CHAIR**

- 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.
- Interpret national and local policies for the troop
- 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 roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Assist in the charter presentation.

### **SECRETARY**

- Keep minutes of meetings and send out committee meeting notices
- Handle publicity
- Prepare a family newsletter of troop events and activities
- At each meeting, report the minutes of the previous meeting.

### **TREASURER**

- Handle all troop funds. Pay bills only on recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and saving accounts
- Assist with tracking of summer camp payments.
- Lead in the preparation of the annual troop budget.
- Lead the Friends of Scouting campaign.
- Report to the troop committee at each meeting.

## **OUTDOOR CHAIR**

- Provide input for outdoor activities
- Attend and assist with 6 month planning meetings
- Assist with planning of High Adventure activities
- Assist with procuring permits as required
- Report to the troop committee at each meeting.

## **SUMMER CAMP COORDINATOR**

- Help in securing Summer Camps
- Assist Trek Leaders as needed with transportation
- Assist Trek Leaders in collection of payments and forms required.
- Report to the troop committee status of summer camps as required

## **ADVANCEMENT CHAIR**

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records
- Arrange troop boards of reviews and courts of honors
- Develop and maintain a merit badge counselor list
- Make a prompt report to the council service center when a troop board of review is held. Secure badges and certificates.
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Report to the troop committee at each meeting.

### **MEMBERSHIP CHAIR**

- Registration of Scouts and Committee members
- Assure dues are paid prior to registration
- Responsible for re-charter activities
- Assist new members and parents

### **TOUR PERMIT COORDINATOR**

- Review Web Calendar and Provide Tour permits to Trek Leaders
- Maintain record of adults, age of drivers, vehicles, vehicle seats / safety belts, insurance for travel permits.

### **TRAINING COORDINATOR**

- Ensure troop leaders and committee members have opportunities for training
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district in scheduling training for all new leaders
- Be responsible for BSA Youth Protection training for the troop
- Encourage periodic junior leader training with the troop and at the council and national levels
- Maintain up to date listing of adult training
- Report to the troop committee at each meeting.

### **EQUIPMENT COORDINATOR**

- Supervise and make recommendations for troop camping equipment
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment
- Make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment
- Report to the troop committee at each meeting

### **DISTRICT ROUNDTABLE REPRESENTATIVE**

- Attend monthly District Roundtable meetings
- Provide Scoutmaster with overview of Roundtable meetings.
- Distribute Roundtable material to appropriate people
- Report to the troop committee at each meeting.

### **SPAGHETTI DINNER CHAIR**

- Make arrangements and reserve facility for Spaghetti Dinner
- Assist Committee Chair with Spaghetti Dinner Committee
- Assist in bringing in volunteers for Spaghetti Dinner
- Make recommendations of food to provide and food donations
- Report to the troop committee as required.

### **CHAPLIN**

- Provide a spiritual tone for meetings and activities
- Give guidance to the chaplain aides
- Promote regular participation of each member in the activities of the religious organization of his choice
- Give spiritual counseling when needed or requested
- Encourage Boy Scouts to earn their appropriate religious emblems
- Report to the troop committee at each meeting