

Troop 691 Parent Position Descriptions

Leaders of Subcommittee:

- 1) Lead Scouters, Adult leaders, and Parents in the subcommittee
- 2) Hold a subcommittee meeting as needed to discuss up coming events and to exchange information and idea
- 3) Manage and oversee the job assignments in the subcommittee
- 4) Attend committee meeting (Once per month) to discuss and update current issues.

Committee Secretary:

- 1) Attend monthly committee meeting
- 2) Generate minutes of the committee meeting and deliver it to the committee for approval
- 3) Once approved, deliver it to Web Master for posting

Adult Training Chairperson:

- 1) Request all adults and parents to attend “Youth Protection Training”
- 2) Recruit parents to become Assistant Scoutmaster
- 3) Provide up coming adult training schedules
- 4) Collect trained course(s) and training date(s)
- 5) Provide adult training information to [New Scouts and Advancement Record Administrator and Transportation Coordinator](#)
- 6) Provide adult training

Advancement and Award Administrator:

- 1) Operate T691 software.
- 2) Update and maintain advancement and award information of Scouts and Adult leader records database. (special training, leadership position, under the stars, miles of hike, etc.)
- 3) Complete paperwork and register the advancement information at the district office. ([Get the information from BOR chairperson](#))
- 4) Purchase awards (Beads, Patches, etc.)
- 5) Deliver awards to Scoutmaster as soon as possible after earned.
- 6) Get the necessary documents (Rank Advancement Card, Blue Card, etc.) from Board of Review Chairperson and Merit Badge Chairperson and put together baggies for distribution at Court of Honor.
- 7) Provide Awards, Special Training, etc. Information to Court of Honor Program Coordinator for COH publishing.
- 8) Cooperate with Scoutmaster, Outing leaders, Advancement Chairs and other leaders for the information needed.
- 9) Disseminate information to Scouts via Flyer and Web Master

Annual Service Project(s) Coordinator:

- 1) Find and provide information of the project(s) to Scoutmaster for approval (before Oct. TLC meeting)
- 2) Brief it to TLC meeting and obtain concurrence of Scouts and to Committee with overall plan

- 3) Disseminate information to Scouts via Flyer, Troop Web site and Troop e-mail
- 4) Supervise the activity with SPL and other leadership

Attendance Master:

- 1) Work directly with Troop Scribe and SPL to assure accuracy of attendance records at Meetings and Activities
- 2) Update and maintain the attendance records. (Cooperate with Scoutmaster)

Back Packing and High Adventure Advisor:

- 1) Provide alternatives for High Adventure Activities to Committee. (Yearly Plan – Dates and locations)
- 2) If a reservation is needed, request the reservation to [Camp Reservations Coordinator](#)
- 3) Prepare permission form for a trip and cooperate with Scoutmaster.
- 4) Coordinate with Council for Philmont participation
- 5) Actively participate in hikes and other activities

Board of Review Chairperson:

- 1) Receive direct requests from Scouts for Boards of Review (BOR)
- 2) Assure Scout's books are complete for rank advancement
- 3) Contact adults and schedule Boards / track participation
- 4) Keep and maintain Board of Review binders
- 5) Print out BOR sheets on Scouts for BOR meeting.
- 6) Intercede on marginal or failed Boards,
- 7) Provide BOR result information to [Advancement and Award Administrator](#) to update advancement record.

Camp Reservations Coordinator:

- 1) After the yearly schedule is fixed, make timely reservations and complete tour permits for each campout / high adventure trip as scheduled.
- 2) Review opportunities in local areas for side-trips of interest
- 3) Provide material(s) for review of these opportunities to scoutmaster and the committee

Summer Camp and Camporee Coordinator:

- 1) Find summer camp location(s) and provide information to scouts and committee
- 2) Lead and Make Summer Camp Reservation and become troop liaison to the annual Camporee.
- 3) For Summer Camp, Generate Summer Camp Permission Form and carry out all corresponding works with the camp including attendee list, fees, etc. Cooperate with Treasurer and Actual Summer Camp Leaders after the leaders are identified.
- 4) For Camporee, attend planning meeting and report to the Troop about competition events, location, and what event our troop will be responsible for. And, generate Camporee Permission Form.
- 5) Lead our troop responsibility (recruit Adults Volunteers)
- 6) Work with Scoutmaster for Camporee practices (if necessary)

Court of Honor (COH) Coordinator:

- 1) Reserve space for each planned Court of Honor (
- 2) Obtain rank and awards information and prepare programs (Enough for scouts and family members)
- 3) Assure appropriate coordination with all other subcommittees
- 4) Prepare scripts for MCs and assist SPL in assigning various duties for event
- 5) Cooperate with Troop Open House and Refreshments Coordinator for COH Pot Luck / Refreshments
- 6) Act as Master of Ceremonies for the event.

Eagle Advisor:

- 1) Periodically review advancement records and assist Scouts in tracking / planning progress
- 2) Act as mentor of new parents to become Merit Badge Counselors
- 3) Guidance and coordination of Eagle Projects and advancement planning from Life to Eagle Scout
- 4) Interface with Council and national for Eagle Courts of Honor and Administrative processing
- 5) Eagle Award Procurement

Family Camp Coordinator:

- 1) Assist Camp Reservations Coordinator in researching details and specifying site accommodations
- 2) Center post any questions and disseminate responses as appropriate to all
- 3) Create a handout (in lieu of a Permission Slip) and actively promote family participation
- 4) Provide detailed information on side-trips and alternative activities for families and groups
- 5) Organize labor, plan / purchase / transport / prepare and cleanup for group dinner

Fundraising Chairperson:

- 1) Find fundraising activities, evaluate and present annual fundraising plans for Committee approval
- 2) Administer and execute Fundraising Activities
- 3) Receive and evaluate feedback
- 4) Report on results

Merit Badge (MB) Chairperson:

- 1) Perform two functions: Merit Badge Administrator and Merit Badge Coordinator
- 2) As the Merit Badge Administrator, (1) Get completed Blue Cards from Scoutmaster and input the information into T691 Software. (2) Take MB form to Scout Shop and purchase the badges and cards. (3) Staple the badges on the slips and give it to Scoutmaster to hand out. (4) Fill out decorative cards and attach to permanent Blue Cards for distribution at Court of Honor (5) Provide the list of Merit Badges earned to Court of Honor Program Coordinator for COH publishing.

- 3) As the Merit Badge (MB) Coordinator, (1) Keep and maintain the district and troop MB counselor list. (2) Provide MB counselors' contact information to scouts who are in need (3) Recruit Scouters, Adult Leaders and Parents as MB counselors. (It is recommended that minimum of 2-3 MB counselors for each Eagle required MB in our troop) (4) Provide and register new MB counselor name at the district office and communicate with district MB coordinator. (5) Lead MB counselors in T691.

Nutrition & Adult Food Coordinator:

- 1) Plan menus and purchase food / supplies for adults and Staff participating in Campouts
- 2) Arrange for transportation of food and supplies
- 3) Prepare duty roster for Adults attending
- 4) Provide menu review and Advise to Patrols in advance of food purchases for Campouts if needed

New Family Mentoring Chairperson:

- 1) Assist new Scout families in completing application, medical forms, personal information forms and Troop resource Survey Form
- 2) Deliver forms to Records Keeper(s) and deliver check(s) to troop **Treasurer**.
- 3) Deliver Troop Brochure if available and obtain signature of parents on Youth Protection form in Scout Handbook
- 4) Help each new family and Scout(s) to answer any questions assure smooth assimilation into Troop
- 5) Determine interests of parent(s) in Committee participation and introduce them to Sub-Committee leads
- 6) Ascertain interests applicable to merit badge counseling and coordinate with [Merit Badge Chairperson](#) for applications
- 7) Participate with Recruiting Chairperson in Bridging Ceremonies

New Scouts and Personal Record Administrator:

- 1) Operate T691 software
- 2) Register New Scout(s) to council office and update and maintain integrity of scout, parents, adult leader records database.
- 3) Update and maintain New Scouts, Scouts, Adult Scouts, and Adults records. (address, home phone numbers, patrol names, etc.)
- 4) Provide the list of New Scouts and other Information to Court of Honor Program Coordinator for COH publishing.

Order of the Arrow Chairperson:

- 1) Attendance at Order of the Arrow Meetings
- 2) Dissemination of information about O.A. activities and events
- 3) Troop O.A. Election Oversight

Parents' Club Chairperson:

- 1) Assure that contact details for all parents and Scouts are complete and up to date
- 2) Publish and distribute contact list at least twice a year

- 3) Provide for the supply of Mother's Ribbons to [Advancement and Awards Administrator](#) as necessary
- 4) Provide for the production and awarding of Eagle Neckerchiefs to new Eagle Scouts

Paraphernalia Master:

- 1) Control / account for inventories of Troop Mugs, Class B shirts, nametags and other Troop Paraphernalia as authorized by Committee.
- 2) Reorder supplies to assure immediate and timely access
- 3) Research and suggest new items or new suppliers from time to time
- 4) Provide new Scouts with these items and offer replacements to Scouts and Adults as requested
- 5) Provide periodic reports to Treasurer and Committee.
- 6) Solicit / promote the donation and use of used uniforms
- 7) Maintain the used uniforms inventory and make available
- 8) Maintain a reasonable supply of standard Troop patches for distribution to Scouts as requested.
- 9) Participate in periodic uniform inspections to assure quality and conformity.

Personal Record and Medical Form Coordinator

- 1) Update and maintain Personal Record and Medical Forms of Scouts and Adults in T691.
- 2) Update and maintain adult training (Youth Protection and CPR)
- 3) Cooperate with [New Scouts and Personal Record Administrator](#) for obtaining records of trainings other than Youth Protection and CPR.
- 4) Provide the necessary information to Transportation Coordinator

Pictures and Video Master:

- 1) Collect pictures which have been taken in each event from parents and leaders
- 2) Make Event Pictures and up load to our troop web site.
- 3) Prepare and conduct for Pictures and Video Night (COH, Open House, etc.)

Popcorn Sales Coordinator:

- 1) Troop liaison to the annual Popcorn Sales
- 2) Attend planning meeting and report to the troop about popcorn sales and what our troop will be responsible for.
- 3) Conduct and lead popcorn sales and our troop responsibility

Quartermaster & Trailer Supply Master:

- 1) Supervision of Scout Quartermaster activities relating to Equipment while on Campouts
- 2) Maintain active uniformed adult participation
- 3) Replenishment of Supplies
- 4) Inspection and repair / recommendations for replacement of Equipment
- 5) Procurement of new Equipment
- 6) Store and Transport the WEBELOS Bridge, Rank Advancement Display and Eagle Tribute as appropriate

Recruiting Chairperson:

- 1) Work closely with Council recruiting program
- 2) Primary recruitment contact for Cubs / WEBELOS
- 3) Sign off for Scout Rank Advancement if applicable – Inform New Scouts and Advancement Record Administrator
- 4) Liaison for Pack / Den / Troop visitations
- 5) Arrangement of joint outings
- 6) Find and Introduce Den(s) to Den Chiefs
- 7) Direct supervision of Den Chiefs

Round Table Representative:

- 1) Troop liaison to the Round Table Meeting
- 2) Attend the Round Table Meeting and pass the information to the troop leaders and parents along with flyers, brochures, etc.
- 3) Deliver information and/or documents between Troop and the leaders in Round Table Meeting.

Scouting for Food Coordinator:

- 1) Interface with Council on behalf of Troop
- 2) Conduct and Organize activity
- 3) Report to Committee on results and Scout participation

Scout-O-Rama Coordinator:

- 1) Acting as Liaison with Council, complete necessary forms for Troop Participation
- 2) Solicit Scout participation and conduct the sale of Tickets

Summer Activities Coordinator:

- 1) Establish dates for Summer activities and research the activities if needed (budget, etc)
- 2) Hold and lead a planning meeting for summer activities with scouts and adult leaders
- 3) Propose Activities to Committee together with a budget if needed
- 4) Make reservations as appropriate
- 5) Appoint activity leaders for each activity (minimum of two leaders are required)
- 6) Disseminate the information to the Troop via flyer and Web Master
- 7) Collect attendance report from each activity leader(s)
- 8) Report summer activities and attendance to New Scouts and Advancement Record Administrator

Trail to 1st Class Chairperson:

- 1) Interface directly with Scouts on Advancement
- 2) Schedule, organize and supervise Scout-run Trail to First Class (TTFC) events
- 3) Maintain active uniformed adult participation
- 4) Interface with Advancement Subcommittee

Transportation Coordinators:

- 1) Collect turn-in permission slips from the troop.
- 2) Create “Attendee and Drivers List”
- 3) Prepare “Tour Permit” for an approval from council office.

- 4) Get map and directions to trip location.
- 5) Inform the list of attendee to Personal Record and Medical Form Coordinator to get the copy of medical form(s) of each attendee.
- 6) Copy permission slips for each scout attending. (Give original slips to Treasurer)
- 7) Create "Tour Packet" for each driver (Attendee and Driver List, Tour Permit from council, a amp and direction, troop permission slip of each attendee and medical form(s) of each attendee)
- 8) Deliver "Tour Packet" to tour leader.

Treasurer and Troop Budget Master:

- 1) Operate and maintain integrity of accounting records (Revenue and Expenses)
- 2) Provide accounting of all funds
- 3) Provide periodic reports for each scout account
- 4) Reconcile bank account / Make deposits
- 5) Periodic review of accounting records
- 6) Make a Troop Budget and report to Committee (June committee meeting)
- 7) Provide monthly report to Committee

Trip Budge and Event Coordinator:

- 1) Provide analysis and establish Scout / Adult costs for each Campout / High Adventure / Scout Event (Need communication with each event leader)
- 2) Review Patrol's campout food purchases for feed back to Treasurer and the leader of Camping, Back Packing, High Adventure.
- 3) Review fund balances with Treasurer and plan / recommend expenditures
- 4) Using information from Camp Reservations, create permission slips in advance of each outing
- 5) Distribute Permission Slip at meetings and to Web Master for posting.

Troop News Letter Editor:

- 1) Work directly with Troop Scribe and Historian to generate content for a monthly newsletter
- 2) Solicit articles from adults relating to activities, events and other pertinent topics
- 3) Edit and publish the newsletter
- 4) Provide a copy to the Web Master to post on the Web
- 5) Interface with local media for the benefit of the Troop and Scouting

Troop Open House and Refreshments Coordinator:

- 1) Plan and organize Troop Open House visitation nights for Dens, Packs and other interested parties. (Recommend two times of open house; fall and spring)
- 2) Supervise / Organize Pot Luck / Refreshments family participation for Courts of Honor, Open House and Special Events,
- 3) Organize Scout / Family manpower for Court of Honor Food Setup and Cleanup as required.
- 4) Cooperate with COH Coordinator

Troop Web Master:

- 1) Update and maintain the Troop Website as appropriate in timely manner
- 2) Train and rotate Scouts to assist if / when possible / practical
- 3) Provide new idea to improve Troop Website

Uniformed Adult Advisors:

- 1) Support Activities of Scoutmaster