



Parent Committee

Position of Leadership Duties and Requirements

Committee Chair

- Organizes the Committee to see that all functions are delegated, coordinated, and completed
- Calls, presides over, and promotes attendance at monthly Committee meetings and any special meetings that may be called
- Provides an agenda for meetings
- Maintains a close relationship with the Charter Organization Representative and Scoutmaster
- Interprets national and local policies to the Troop
- Works with Scoutmaster and Charter Organization Representative in resolution of disciplinary issues
- Responsible for Reference Checks on prospective adult leaders
- Coordinates the search for a new Scoutmaster when necessary
- Secures summer camp leadership
- Facilitates charter review and leads annual re-charter along with the Membership Chair

Charter Organization Representative

- Must be an active member of First Presbyterian Church
- Serves as liaison between the Troop and the Church
- Seeks to represent the needs of the Troop to the Education Committee of the church
- Explores with the Education Committee needs of the church which the Troop may fulfill
- Maintains a close working relationship with the Scoutmaster and the Committee Chair
- Approves the Program Leadership and serves to identify a new Committee Chair as needed
- Together with the Committee Chair, identifies Scoutmaster

Treasurer

- Manages all Troop funds. Pays bills on the recommendation of the Scoutmaster and authorization of the Parent Committee
- Maintains checking and savings accounts
- Transfers funds to the Troop account at the Council store upon authorization of the Parent Committee

TROOP 147



- ❑ Maintains records of individual scout accounts
- ❑ Participates in the preparation of the annual Troop budget
- ❑ Together with the Committee Chair coordinates the annual Friends of Scouting Campaign
- ❑ Reports to the Parent Committee at each monthly meeting

Secretary

- ❑ Keeps minutes of meetings and reports at each monthly Parent Committee meeting
- ❑ Shares minutes with committee members in a timely manner
- ❑ Assists with the preparation of notices/newsletter of Troop events and activities
- ❑ Maintains historical record of Parent Committee activities

Communication Chair

- ❑ Produces the Troop newsletter 6 times per year
- ❑ Produces the Troops annual calendar of events
- ❑ Distributes post cards, special flyers, and programs
- ❑ Distributes broadcast emails to Troop families
- ❑ Provides assistance in maintaining content on the Troop Web site
- ❑ Facilitates communication to the public through newspapers and community leaders

Webmaster

- ❑ Provides general maintenance and administration of the Troop Web site
- ❑ Identifies technical issues and presents options and recommendations to the Parent Committee, and or Web Sub-Committee
- ❑ Facilitates changes, enhancements, and posts new resources to the Web site as needed to support the Troop

Historian / Librarian

- ❑ Maintains a visual and written record of Troop activities
- ❑ Serves as mentor to Troop Historian
- ❑ Assists the Troop Historian in occasional presentations/displays of records
- ❑ Along with Troop librarian, maintains the Troop library
- ❑ Sees to the timely return of borrowed materials
- ❑ Working with the scout leaders and PLC, makes suggestions to the Parent Committee regarding purchases for the library
- ❑ Reports to the Parent Committee



Outdoor/Activities Chair

- ❑ Oversees Sub-Committee of "Event Coordinators" and the fulfillment of all responsibilities connected with activities of the Troop
- ❑ Provides vision for the Troop's monthly outings by participating with the PLC in the annual planning event
- ❑ Maintains vehicle insurance and medical release registry for the Troop
- ❑ Reports to the Parent Committee each month regarding plans and progress
- ❑ Identifies individual Event Coordinators

Event Coordinators

- ❑ Works with a PLC representative to create detailed plans for specified event
- ❑ Helps promote the activity in a timely manner which may include developing flyers and providing editorials for the Troop newsletter
- ❑ Coordinates registration and the collection of fees for specific activity
- ❑ Coordinates transportation for the event
- ❑ Works with Program Leadership/PLC to assess specific needs for Troop (food/tents)
- ❑ Submits a final report including a financial statement, and an attendance record for the Parent Committee

Summer Camp Registrar

- ❑ Attends the Council "Summer Camp Kick-Off" meeting (Nov.)
- ❑ Promotes attendance at summer camp
- ❑ Collects funds for camp participation
- ❑ Collects and sends appropriate registration, and medical forms according to the Council's timetable.
- ❑ Along with the Scoutmaster conducts a pre-camp meeting for families
- ❑ Along with the Committee Chair secures adult leadership for camp

Advancement Chair

- ❑ Recruits and trains "registered" adults for the Board of Review (BOR)
- ❑ Schedules and facilitates the monthly BOR schedule for scout advancement
- ❑ Completes advancement reports and files appropriate forms at the Council Office
- ❑ Maintains each Scouts' record including:
 1. event participation (track camping nights and days)
 2. service efforts
 3. training time
 4. merit badge work
 5. rank advancement
 6. special awards/recognition

TROOP 147



7. leadership positions
 8. OA Status
- Prepares an annual review of each scouts' record
 - Assists the Committee Chair, the Scoutmaster, and the PLC with Court of Honor planning
 - Coordinates the purchase of awards and badges for scouts through the Council Scout Shop account
 - Maintains Troop and district Merit Badge Counselor lists and provides copies of such for scout reference
 - Recruits Merit Badge Counselors from Troop ranks and the community
 - Works closely with the Program Leadership to encourage and direct scouts' advancement; must maintain a meeting night presence
 - Coordinates relationship between a Life Scout and his Eagle Mentor
 - Maintains the inventory of embroidered troop scarves
 - Reports to the Parent Committee
 - Reports to Program Leadership concerning scout progress (or lack there of) and makes recommendations

Equipment Chair / Quartermaster

- Performs together with Committee and Troop Quartermasters, an annual inventory of Troop equipment
- Together with Troop leaders, makes recommendations to the Parent Committee regarding the equipment needs of the Troop
- Maintains all documents regarding Troop equipment (insurance and repairs)
- Reports to the Parent Committee
- Mentors the Troop/Patrol Quartermasters

Troop Membership Chair

- Works with Committee Chair and Treasurer to establish recommendation for Troop Registration Fees
- Prepares Troop membership booklets to distribute to all families
- Coordinates annual re-chartering process along with Committee Chair
- Maintains Troop roster
- Facilitates registration of new scouts and scouters (including transfers)
- Maintains records of youth and adult memberships (hard copy and digital)
- Maintains and promotes the Troop's uniform closet (tub!)
- Maintains the inventory of plain troop scarves and 147 numeral patches



Troop Training Coordinator

- ❑ Ensures Troop leaders and Parent Committee members are made aware of available training opportunities
- ❑ Maintains inventory of training materials
- ❑ Works with district training team to schedule training for all leaders and encourages participation in District and Council training events
- ❑ Ensures that BSA Youth Protection training is offered annually within the Troop
- ❑ Supports planning for Junior Leader Training
- ❑ Reports to Parent Committee

Fund Raising Chair

- ❑ Identifies money earning projects suitable for the Troop and makes recommendations to the Parent Committee
- ❑ Organizes scouts (and parents) to effectively conduct money earning projects
- ❑ Identifies individuals to coordinate each of these fund raising activities
- ❑ Completes money earning paperwork with the Council

Popcorn Kernal

- ❑ Participates in Council activities regarding the annual Fall Popcorn sale
- ❑ Recommends to the Parent Committee goals and incentives for individual scouts
- ❑ Collects forms, orders and arranges for pickup of product
- ❑ Maintains records for all participating individuals
- ❑ Reports to the Parent Committee before/during/after the completion of the sale

Chaplain

- ❑ Provides the spiritual tone for Troop meetings and activities
- ❑ Promotes participation of each member in the activities of the religious organization of his choice
- ❑ Visits homes of scouts/scouters in time of sickness or need
- ❑ Encourages scouts to earn their appropriate religious emblems
- ❑ Serves as mentor to the Chaplain Aide, assisting the Aide to prepare appropriate services for Troop outings