

Pack Committee Job Descriptions

Chartered Organization Representative - Responsibilities: Appointed by the chartered organization to serve as its official Scouting representative and is registered as an adult leader of the BSA. The chartered organization representative's responsibilities are to help select the leadership for the unit, to serve as liaison between the unit and the organization, to promote the recruiting of new members, to help with the charter renewal. Also responsible for representing the organization at the council level.

Committee Chair - Responsibilities: A member of the chartered organization and is the Cubmaster's chief advisor. The pack committee chair's job is to supervise pack committee operations; by presiding at pack leader meetings, assigning duties to committee members, and planning for pack charter review and registration. The committee Chair is also responsible for approving bills before payment by the pack treasurer, and working with the Charter organization representative to provide adequate and safe facilities for pack meetings. The final and most important role of the Chair is to oversee and Support the Policies of the BSA.

Treasurer - Responsibilities: Help the pack committee and Cubmaster establish a sound financial program for the pack. Open and/or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the Cub Master, Pack Committee Chair or Treasurer. Approve all budget expeditors. 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. Give receipts for these funds and deposit the money in the bank account. Lastly, but most important is to keep up-to-date financial records for the pack.

Membership - Responsibilities: To develop and carry out a plan for year-round membership growth. Conduct an annual census of Leaders and boys in the chartered organization for systematic recruitment. Follow up on Cub Scout dropouts to help return them to full, active membership. Plan, coordinate, and lead the annual rechartering process. Secure signatures and registration fees for the coming year. With the chartered organization representative, submit a charter application and annual report to the chartered organization for approval. Confirm 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.

Secretary - Responsibilities: To act as recording secretary at all leader's meetings both on the Committee and program sides of the Pack. To promote family involvement for all pack functions. Oversee and update the Pack Website and Facebook page. Create and provide pack announcements for release to local media and organizations within the community.

Training - Responsibilities: To oversee and keep record of all Training received by Leadership within the pack. To inform all pack leadership of available training available to them, as well as encourage them to complete and keep up to date on all training relative to their position within the pack to assure each and every scout get the best trained leaders.

Advancement - Responsibilities: To have a working knowledge of the Tiger Cub, Cub Scout and Webelos Scout advancement plans. Help plan and conduct induction and advancement recognition ceremonies. Train parents, guardians and pack committee members in ways to stimulate Tiger Cub, Cub Scout and Webelos Scout 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. Oversee the Sports and Academic Program and make sure that all scouts are following the requirements to achieve the appropriate belt loops and pins.

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Fundraising - Responsibilities: To secure fundraising opportunities and for planning those fundraising events (enlisting the help of the others) and be responsible for all monetary collections at fundraisers. Also, file the Unit Money-Earning Application with the Council for all money collected ventures. Support Council sponsored sales, popcorn sales and camp cards, with recruiting a chairperson for the unit.

Public Relations - Responsibilities: Primary responsible for the planning and oversight of all Civic events such as Parades and Town beautification projects. Also, responsible for formation of a yearly Blue & Gold Committee as well as planning, coordinating and hosting the Pack Blue & Gold event.

Outdoor Activity - Responsibilities: Help plan and arrange for outdoor activities and ensure at least one adult is BALOO trained before any campout. Help promote day camp and resident camp opportunities. Arrange for property, fire, and tour permits when required. Plan first aid for emergencies and coordinate for safe transportation when needed. Help plan overnight campouts and arrange for equipment as needed. Promote Safe Swim Defense implementation for all outings involving swimming. 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*.

Cubmaster – Responsibilities: Work directly with the Cub Scout den leaders, Webelos den leaders, den chiefs, chairman, and members of the pack committee to make sure all dens are functioning well. Plan the den and pack programs with the help of other leaders. Lead the monthly pack meeting with the help of others. Involve all dens in some ways in the pack meeting. Coordinate the overall Cub Scout programs in the pack.

Den Leader - Responsibilities: Complete Cub Scout Leader Basic Training. Give leadership to carrying out the pack program in the den. Attend supplemental Cub Scout Leader training, monthly roundtables, and University of Scouting. Lead the den in its participation at the monthly pack meetings. Collect weekly den dues and turn in to the pack treasurer at monthly pack leaders meetings. Stimulate the Cub Scouts imaginations on the program theme for the month and help the den prepare its stunts and exhibits for the pack meeting. Develop a good working relationship with den parents and families. Use their talents to help enrich the den program. See that a leader is available for all den meetings and activities. Help set a good example for the boys by behavior, attitude, and proper uniforming.

Assistant Cub Scout Den Leader - Responsibilities: Complete Cub Scout Leader Basic Training. Assist the den leader as needed. Carry out the duties assigned by the den leader. Be ready to fill in for the den leader in case of emergency. Attend pack meetings and assist as needed. The assistant Cub Scout den leader shares the work of the Cub Scout den leader and may be called upon to serve as a parent contact or record keeper, or to handle other details of den operation.