

Adult Positions Descriptions

Position	Duties	Current
<p>Charter Representative</p>	<p>Job Description: The Chartered Organization Representative is a member of the Chartered Organization and is appointed by the head of the Chartered Organization. This position serves as the connecting link between the Chartered Organization and the Troop.</p> <p>The Chartered Organization Representative is the Chartered Organization's representative on the District Committee and is a voting delegate at the local Council's annual meeting. The Chartered Organization Representative may also serve on the Parent Committee.</p> <p>A Chartered Organization Representative must be at least 21 years of age, be an American Citizen, be approved by the BSA, the Troop's Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Work closely with the Parent Committee, Scoutmaster, and other Troop leaders to ensure that the Troop is run in accordance with the policies of the Boy Scouts of America and the Chartered Organization. ▪ Work with the Parent Committee to select adult leaders, when needed. ▪ Encourage support of the Boy Scout Troop within the Chartered Organization. ▪ Attend District Committee meetings. ▪ Participate in the Council's annual meeting. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Though the wearing of the Scout uniform by the Chartered Organization Representative is not required, it is strongly encouraged. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Al Bushey</p>

<p>Parent Committee Chair</p> <ul style="list-style-type: none"> • Recharter - Completes annual recharter and submits to Scout Office before the deadline. ▪ Reviews and updates the Council's roster for the Troop. 	<p>Job Description:</p> <p>The Parent Committee Chairperson is the adult leader who oversees the Parent Committee. This position is responsible for planning, scheduling, and conducting Parent Committee meetings on a monthly basis, or as needed.</p> <p>A Parent Committee Chairperson must be at least 21 years of age, be an American Citizen, be approved by the BSA, the Troop's Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Work with the Chartered Organization Representative, Scoutmaster, and other Scout leaders to ensure that the Troop is run in accordance with the policies of the Boy Scouts of America and the Chartered Organization. ▪ Schedule, plan, and conduct monthly Parent Committee meetings. ▪ Promote attendance by ALL parents at Parent Committee meetings. ▪ Maintain the Troop 19 Packet which consists of the Troop 19 Policy Manual, and Troop Calendar. Revise at least on a yearly basis and ensure each Scout family has a copy of the latest Packet. ▪ Ensure incoming Scout families receive the Troop 19 Packet and review it with them at the first opportunity, usually the first Troop meeting. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Though the wearing of the Scout uniform by the Committee Chair is not required, it is strongly encouraged. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Cyndy Shorter</p> <ul style="list-style-type: none"> • Cyndy Shorter • Kelly Smith
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<p>Secretary</p>	<p>Job Description:</p> <p>The Parent Committee Secretary is the adult leader who provides administrative support to the Parent Committee. This position is responsible for sending out meeting reminders and recording minutes from all Parent Committee meetings on a monthly basis, or as needed.</p> <p>A Parent Committee Secretary must be at least 21 years of age, be an American Citizen, be approved by the BSA, the Troop's Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Attend all committee meetings to record the minutes, with special emphasis on decisions made, actions items and new or revised policies. ▪ Type and distribute copies of the minutes via e-mail to the Troop families as soon as possible following the committee meetings. ▪ Send out committee meeting reminder notices by e-mail. ▪ At each meeting, record whether the tasks from the previous meeting were completed. ▪ Type and mail any correspondence as needed. ▪ Ensure Thank you cards are completed and mailed to anyone who has made a donation or assisted the Troop in any way. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Though the wearing of the Scout uniform by the Webmaster is not required, it is strongly encouraged. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Tracy Lindsey</p>
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<p>Website Coordinator</p>	<p>Job Description:</p> <p>The Website Coordinator is a volunteer who maintains the Troop's website at www.salemtroop19.com. The content is static and consists of information, photos and forms.</p> <p>The Website Coordinator is responsible for ensuring that all information is kept up to date in a timely manner. The person in this position should solicit input from Scouts and parents regarding what information would be useful to them on the website.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Work with the Parent Committee, the Scoutmaster and other Scout Leaders to ensure that the Troop website serves as a valuable resource for Troop members. ▪ Work with the Troop Historian to post new photos and history regarding Troop activities. ▪ Train interested Scouts how to add or revise content on the website. Act as their advisor and approve all content proposed before finalizing. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Though the wearing of the Scout uniform by the Webmaster is not required, it is strongly encouraged. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Kelly Smith</p>
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<p>Committee Member</p>	<p>Job Description:</p> <p>The Committee Member is an adult who takes an active role in the organization and policies of the Troop by participating on the Parent Committee. Persons in this position will be asked to perform various functions in support of carrying out Parent Committee responsibilities. The Committee Member also serves on Boards of Review.</p> <p>The Committee Member must be at least 18 years of age, be an American Citizen, be approved by the BSA, the Troop's Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Participate in Parent Committee meetings. ▪ Participate in Boards of Review, as necessary. ▪ Actively promote to adults within the Troop, the participation for volunteer opportunities. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Though the wearing of the Scout uniform by the Committee Members is not required, it is strongly encouraged. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Rick Clark Laurie Conly Cheryl Cooper Linda Dougherty Doug Haag Thea Haag Rod Johnson Brian Lamb Tracy Lindsey Brandi McDaniel Betsy Rehm Carolyn Sands Kelly Smith Nancy Stephens Kevin Stephens</p>
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<p>Treasurer</p>	<p>Job Description:</p> <p>The Treasurer is a Committee Member who is responsible for managing the finances of the Troop. The Treasurer maintains accurate records and provides appropriate reporting regarding all income received, expenses paid, and any other activities affecting the finances of the Troop.</p> <p>The Treasurer must be at least 21 years of age, be an American Citizen, be approved by the BSA, the Troop's Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Maintain accurate records for all financial aspects of the Troop. ▪ Maintain appropriate bank accounts and ensure that all financial transactions are made with the appropriate level of security, including two signatures on all checks written for payment. ▪ Prepare, and present to the Parent Committee, an annual Troop budget. ▪ Prepare and present appropriate financial statements to the Parent Committee at the monthly meeting. ▪ Attend the Troop meeting prior to the campout or Troop activity to collect money from Scouts who will be attending and to provide funds to the Scouts who will be purchasing food or supplies for the campout or activity. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Though the wearing of the Scout uniform by the Treasurer is not required, it is strongly encouraged. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Stefan Hamlin</p>
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<p>Deputy Treasurer</p>	<p>Job Description: The Deputy Treasurer is the Committee Member responsible for assisting the Treasurer with various duties. Most duties are related to gathering participant and transportation information, collecting fees and providing receipts for fees paid.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Collects money from scouts and parents and prepares receipts for payment. ▪ Turns these collections and copies of receipts over to the Treasurer. ▪ Collects information about scout trips and activities <ul style="list-style-type: none"> A. Which scouts attended B. Which adults attended C. Who drove D. Determine the distance that was driven one-way E. Who pulled the scout trailer F. How many people drove in each car <ul style="list-style-type: none"> i. there and, ii. back ▪ Reports information above to the Treasurer in a timely manner. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Though the wearing of the Scout uniform by the Outing Coordinator is not required, it is strongly encouraged. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Vacant</p>
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<p>Advancement Chair</p> <ul style="list-style-type: none"> • Awards Coordinator - Ensures merit badges, rank patches and completed cards, etc. are secured prior to the Court of Honor. • Merit Badge Counselors - Maintain an up to date list of available MB Counselors. Recruit MB Counselors as needed, ensuring the proper paperwork is submitted to the Council for approval. • Board of Review Chair - Obtains enough Parent Committee Members to serve on each Board of Review. Trains adults how to conduct a Board of Review. • Court of Honor Advisor - Assists Scouts as needed to prepare an appropriate and meaningful Court of Honor ceremony. • Eagle Advisor - Assist Scouts as needed to prepare for the rank of Eagle. Includes assisting with the planning & coordination of the Eagle ceremony. 	<p>Job Description:</p> <p>The Advancement Chair encourages Scouts to advance in rank and work on merit badges. The person in this position works closely with the Scoutmaster and Scouts, maintaining accurate and up to date records of the Scout's advancements and merit badge completion. The Advancement Chair works with the Troop Scribe to maintain all Scout advancement records, and the Troop Librarian to build and maintain a Troop library of merit badge books and advancement literature.</p> <p>The Advancement Chair ensures that the Troop has adequate Merit Badge Counselors available to them, that the Merit Badge Counselor list is maintained, that awards due at Court of Honor are prepared in advance by the Awards Coordinator, that there is a Board of Review Chair and Court of Honor Advisor, and an Eagle Advisor.</p> <p>The Advancement Chair must be at least 21 years of age, be an American Citizen, be approved by the BSA, the Troop's Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Ensures that accurate paperwork and computer records are kept and submitted to the Council as necessary to record rank advancement and merit badges. ▪ Ensures that all advancement information maintained by the Council is correct. ▪ Ensures that the awards are purchased and prepared in advance of the Court of Honor. ▪ Ensures that Adult Leaders and Scout Leaders are properly identified by the circular position arm patches. ▪ Ensures the Troop conducts Boards of Review and Courts of Honor on a regular basis, and that volunteers are secured to assist as needed, ensuring the Troop is prepared for these events. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Though the wearing of the Scout uniform by the Advancement Chair is not required, it is strongly encouraged. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Linda Dougherty</p> <ul style="list-style-type: none"> ▪ Linda Dougherty ▪ Kelly Smith ▪ Vacant ▪ Vacant¹ ▪ Chris Conly
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<p>Outing Coordinator</p> <ul style="list-style-type: none"> • Medical Records - Ensure up to date medical records are on file for each Scout, particularly for summer camp. • Permission Slips – Ensure they are signed and returned prior to outing for each Scout participating. • Tour Permit – Ensure a tour permit is on file with Council. • Transportation - Ensures adequate transportation is available for outings and that all vehicles used are listed on the tour permit. • Sign Up Sheets – Ensure there is a sign up sheet available several weeks prior to an outing. Use to coordinate transportation and reservations. 	<p>Job Description:</p> <p>The Outing Coordinator ensures that the Troop’s activities can be carried out by securing the camp sites necessary for outings. This position ensures that a BSA Tour Permit is filed with the Council office prior to outings and arranges for adult transportation to and from the outings.</p> <p>The Outing Coordinator works closely with the Scoutmaster and Treasurer in making final arrangements and ensuring payment of reservations are made as appropriate.</p> <p>The Outing Coordinator must be at least 21 years of age, be an American Citizen, be approved by the BSA, the Troop’s Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> • Secures permission and/or makes reservations to use camping sites. • Ensures parent-signed permission slips are on file prior to outings. • Ensures there are enough adults and seating to transport the Scouts to and from outings. • Participates in the yearly planning of outings, encouraging monthly outdoor activities to reach the goal of one outing per month. • Promote the National Camping Award. • Promote attendance at Troop campouts, Camporees, and summer camp. • Ensures BSA Tour Permits are filed with Council for all Troop outings. • Report to the Parent Committee at each meeting. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Though the wearing of the Scout uniform by the Outing Coordinator is not required, it is strongly encouraged. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Thea Haag</p> <ul style="list-style-type: none"> ▪ Nick Smith • Nick Smith ▪ Thea Haag ▪ Thea Haag ▪ Thea Haag
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<p>Quartermaster Advisor</p> <ul style="list-style-type: none"> • Troop Class B Uniforms 	<p>Job Description:</p> <p>The Troop Quartermaster Advisor is responsible for ensuring that the Troop equipment is in good working order, safe and undamaged. Equipment that needs to be replaced will be reported at the Parent Committee meeting where funding for replacement of the item will be determined.</p> <p>The Quartermaster Advisor works closely with the Senior Patrol Leader, Patrol Leaders and Scoutmaster to ensure the Troop has the appropriate equipment necessary for successful outings.</p> <p>The Quartermaster Advisor must be at least 21 years of age, be an American Citizen, be approved by the BSA, the Troop's Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Supervise and help the Troop obtain camping equipment. ▪ Work with the Quartermaster teaching proper inventory procedures, storage and maintenance of all Troop equipment. ▪ Ensure the Troop has a system in place to record "checked-out" equipment and that it is been returned when due. ▪ Make periodic safety checks on all Troop camping gear, and encourage the Troop in the safe use of all outdoor equipment. ▪ Report to the Parent Committee at each meeting. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Though the wearing of the Scout uniform by the Quartermaster is not required, it is strongly encouraged. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Dan Sands</p> <ul style="list-style-type: none"> • Sabrina Tortorelli
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<p>Troop Chaplain</p>	<p>Job Description: The Troop Chaplain is an adult who may be a Parent Committee member, the executive officer of a religious Chartered Organization, or serves in another leadership capacity. It is customary that the religious leader, or an appointee of the Chartered Organization, will serve as Chaplain if the Troop is operated by a religious organization. However, the Chaplain must perform non-denominational services in order to meet the needs of the Scouts.</p> <p>The Troop Chaplain works with the Parent Committee, Scoutmaster and Chaplain Aide to offer prayers and spiritual counseling to Scouts.</p> <p>The Troop Chaplain must be at least 21 years of age, be an American Citizen, be approved by the BSA, the Troop's Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Provide a spiritual tone for Troop meetings and activities. ▪ Give guidance to the Chaplain's Aide. ▪ Promote regular participation of each member in the activities of the religious organization of his choice. ▪ Visit homes of Scouts in time of sickness or need. ▪ Give spiritual counseling service when needed or requested. ▪ Encourage Scouts to earn their appropriate religious emblems. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Though the wearing of the Scout uniform by the Chaplain is not required, it is strongly encouraged. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Sean Cooper</p>
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<p>Outreach Coordinator</p> <ul style="list-style-type: none"> Scouting for Food (Dec) - Coordinate with Scouts the collection, drop-off and distribution of food donations. Expo (Feb) - Assist in planning, coordination, submission of application to Council. Goodwill/Good Turn (Mar) - Assist as needed to communicate the event to the community. Community Service Projects - Submit ideas, assist w/planning, coordination & communication of event. Webelos Liaison - Assist area Cub Scouts to find a Troop. Go to the schools, send out Council approved flyers, create enthusiasm and interest in joining our Troop. 	<p>Job Description: The Outreach Coordinator oversees all community service projects and other community related events sponsored by the Council. This position designates volunteer leads for a variety of outreach efforts.</p> <p>This position works closely with the Parent Committee, Scoutmaster and Chartered Organization Representative to meet the needs of the Troop and to encourage volunteerism in the Scouts.</p> <p>The Outreach Coordinator must be at least 21 years of age, be an American Citizen, be approved by the BSA, the Troop's Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> Encourage Scouts to volunteer for service projects in their community. Orchestrate one or two service projects per year, one should be for the Queen of Peace church. Ensure Council sponsored events are carried out in the Troop. Organizes events to involve Webelos from surrounding Packs in appropriate Troop functions, including at least one campout. Promote a good relationship with the Chartered Organization by raising awareness of the need to be good tenants in the church. Report to the Parent Committee at each meeting. Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. Though the wearing of the Scout uniform by the Outreach Coordinator is not required, it is strongly encouraged. Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Brandi McDaniel</p> <ul style="list-style-type: none"> Brandi McDaniel Brandi McDaniel Brandi McDaniel Brandi McDaniel Brandi McDaniel
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<p>Scoutmaster</p>	<p>Job Description:</p> <p>The Scoutmaster is the adult leader of the Troop and is dedicated to bringing learning, adventure, and opportunity to the Scouts within the Troop. The Scoutmaster attends most Troop meetings and goes on most hikes and camping trips. The Senior Patrol Leader and other Troop leaders look to the Scoutmaster for advice and direction.</p> <p>A Scoutmaster must be at least 21 years of age, be an American Citizen, be approved by the BSA, the Troop's Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Work with the Chartered Organization Representative, Parent Committee Chair, and other Scout leaders to ensure that the Troop is run in accordance with the policies of the Boy Scouts of America and the Chartered Organization. ▪ Guide the Senior Patrol Leader in planning for and conducting meetings, campouts, and other Troop activities. ▪ Recruit other adults as leaders to assist with the organization and supervision of the Troop. ▪ Attend monthly District Roundtable meetings. ▪ Attend the monthly Parent Committee meetings and report. ▪ Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training. ▪ Wear full uniform to every Troop meeting and activity, where a uniform is required. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Nick Smith</p>
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<p>Assistant Scoutmaster</p>	<p>Job Description: Assistant Scoutmasters serve as assistants to the Scoutmaster and may take his place when he is absent. They attend many Troop meetings and go on many hikes and camping trips. The Senior Patrol Leader and other Troop leaders look to the Assistant Scoutmasters, along with the Scoutmaster for advice and direction.</p> <p>Assistant Scoutmasters may be given specific areas of responsibility within the Troop, however their job is to guide and supervise the Scouts in carrying out tasks, as much as possible.</p> <p>An Assistant Scoutmaster must be at least 18 years of age, be an American Citizen, be approved by the BSA, the Troop's Chartered Organization, and must agree to live by the Scout Oath and Law.</p> <p>Job Obligations:</p> <ul style="list-style-type: none"> ▪ Work with the Scoutmaster and other adult leaders to ensure that the Troop is run in accordance with the policies of the Boy Scouts of America and the Chartered Organization. ▪ Carryout assignments, as given by the Scoutmaster. ▪ Attend position-specific training. ▪ Wear full uniform to every Troop meeting and activity, where a uniform is required. ▪ Be a good role model for the Scouts in the Troop, and live by the Scout Oath, Law, Motto, and Slogan. 	<p>Chris Conly Ian Logan John Rehm Dan Sands Alan Haley Stefan Hamlin Sean Cooper</p>
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