

Pack 214 Committee Positions & Responsibilities

Pack 214 has adopted the current Cub Scout Leader Qualifications & Responsibilities from “The Virtual Cub Scout Leader’s Handbook” and as posted on our website (Pack214.com). In addition to the general responsibilities listed, Pack 214 has adopted the following definitions, tasks and responsibilities for each of the positions listed as a part of our committee:

The Members of the Committee are as follows, with each having one (1) vote in any matter that would require a vote. The minimum number present to constitute a quorum would be six (6) – five (5) members plus the Chair. The Chair will only vote to decide a tie. (*)

Members (11)

Committee Chair (*)

Secretary

Treasurer

Advancement Chair

Outings & Activities Chair

Membership Chair

Pack Trainer

Webelos 2 Representative

Webelos 1 Representative

Bear Representative

Wolf Representative

Non-Voting Members

Chartered Organization Representative (Year Round)

Cubmaster (Year Round)

Assistant Cubmasters (2) (Year Round)

Popcorn Chair (August – December)

Blue & Gold Chair (November – March)

Pinewood Derby Chair (November – February)

Chartered Organization Representative:

As long as the Chartered Organization has a Boy Scout Troop – currently Troop 39 – then the Chartered Organization Representative (COR) position will be their responsibility to fill.

Maintain a relationship with the Pack – this is the link between the Church leadership and the Pack.

Committee Chair:

To coordinate and schedule all facilities with the Chartered Organization and by their current policies:

- All Pack Meetings
- All Den Meetings
- All Committee Meetings
- All Den Leader's Meetings
- All Special Meetings and Events (Pinewood Derby, Blue & Gold Banquette, Annual Bear/Wolf Campout, Supertrip, End of Year Campout, Super Activities, etc...
- All Group Transportation

Maintain a relationship with the C.O.R. – this is the link between the Church leadership and the Pack.

To call and preside over the monthly scheduled Committee Meetings. Chair should vote only to break a tie.

To call and preside over the Annual Pack Planning Conference.

To attend all monthly Pack Leaders Meetings, but will only preside over such in the absence of the Cubmaster.

Insure that all required spots of the Pack's Committee are filled.

Work with the Cubmaster and Treasurer in the case of any financial hardship.

Work with the Cubmaster and Den Leader in any instance of unacceptable behavior by parents, leaders or scouts.

Work with the Committee and COR in regards to any removal of a Scout or a Leader from the Pack.

Work with the Cubmaster and the Advancement Chair for Annual Pack Re-Chartering.

Coordinate and Organize the Pack's Annual Friends of Scouting Drive.

Work with the Cubmaster to organize the Matthews Alive Events – Booth, Parade and the Clean-up Service Project.

Select and coordinate the Chairs for the following Pack Projects and Activities: Pinewood Derby and the Rain Gutter Regatta.

Work with the Cubmaster to organize and coordinate the Pack's Summer Activities – refer to the Quality Unit Award and Requirements.

Work with the COR, the Cubmaster and all of the Rank Representatives to organize the Samaritan's Purse Shoeboxes Project through the Church.

Organize the new Dens/Patrols.

All Committee Members:

Attend monthly Committee meetings.

Renew Youth Protection Training (online) each April.

Attend District Cub Scout Roundtables – Minimum four (4) per year.

Secretary:

Committee Chair Pro-tem – Call and run meeting in absence of the Chair.

Become the Next Pack Committee Chair. (Committee Chair Elect)

Maintain a written log of the Pack's Committee Meetings.

Work with and coordinate the Pack's Webmaster and the Pack's Web page.

Work with and coordinate the Pack's Communications Chair and the Pack Newsletter.

Work with and coordinate the Pack's Public Relations Chair and the local Newspaper.

Treasurer:

Organize the Pack's Annual Popcorn Sale including selecting the Chairman for the event.

Advancement Chair:

Maintain the Pack's Roster – update as often as needed, but report at every Committee Meeting.

Organize and Coordinate the Pack's Annual Blue & Gold Banquette (and Service Project) including selecting the Chairman for the event.

Select, coordinate and work with the Chair for the Pack's Annual

Work with both Webelos Reps. On the Arrow of Light ceremony.

Work with Webelos 2 Rep. on the Webelos Crossover.

Outings & Activities Chair

Be Baloo and Outdoor Skills Trained – encourage other leaders through the Pack Trainer to get Baloo/Outdoor Skills Trained.

Maintain a current copy of the Guide to Safe Scouting and review it prior to each trip/activity.

Coordinate and confirm the BSA Outdoor Award for the Pack. Encourage participation in the award by the Pack Leadership and the Scouts.

Coordinate the Activities of the District for the Pack – through an Activities Coordinator, i.e. the Scout nights to various Professional, Semi-Professional or College athletic events, Council Ski days, District Fun Days, Circus Nights, etc..

Coordinate all of the Pack Outings – thru the Den Level Reps, i.e. District Camps and Camporees, Pack camping events, Supertrips, Troop 39's All-Nighter, etc...

Coordinate and educate the Tiger Den Leaders and the Tiger Required "go-n-see it's", i.e. review the Guide to Safe Scouting with the leaders, encourage the proper type of trips, review the requirements of the Charter Organization and the BSA.

Pack Trainer:

Plan, Schedule and Run the Annual showing(s) of the BSA Youth Protection Film.

Along with the Cubmaster, coordinate and review the Pack's Orientation Information for the new parents.

Along with the Cubmaster, plan and preside over the Orientation of new members and families.

Work with the new Tiger Den Leaders and encourage their participation in the training programs.

Along with the Membership Chair, act as the Tiger Rank Representatives, i.e. suggest schedules, trips, and activities for the Tigers – help communicate the program to the Tiger Leaders. Follow the requirements of the Rank Representatives.

Membership Chair:

Along with the Pack Trainer, act as the Tiger Rank Representatives, i.e. suggest schedules, trips, and activities for the Tigers – help communicate the program to the Tiger Leaders. Follow the requirements of the Rank Representatives.

Work with the District and Council Recruiting Chairs to organize the Pack's recruiting efforts. Report regularly about the status of the membership.

Work with Committee Chair and Cubmaster to coordinate the new members into Dens.

Work with the new Parents and assist with orientation.

Pack 214 Rank Representatives:

Each Active Rank to have one (1) Representative on the Committee – except the Tigers (Membership Chair and the Pack Trainer will act jointly on behalf of the Tigers).

Den Leaders and Assistant Den Leaders may not be Rank Representatives.

Each Rank Representative is to:

Communicate regularly with each of the Den Leaders of their Rank.

Attend monthly committee meetings:

- To report upon the activities of the Dens and Scouts of their Rank,
- Present activities, trips, projects, issues, etc. for committee discussion and action.
- Communicate to the Den Leaders the committee actions and decisions.

Assist the Pack Trainer with training and orientation of Parents.

Share experienced advice with the other Rank Representatives.

Be available for Den and Pack meetings to assist, advise, encourage or work with the Den Leaders, Parents and Scouts.

Webelos 2 Representative:

Assist the Pack with Webeloree planning, registration and coordination with the Troop.

Have planning involvement in Arrow of Light ceremony.

- Coordinate the participant in the ceremony.
- Find the Props, clean and organize them for the ceremony.
- Have the Webelos 1 Representative run the ceremony.

Coordinate with the Troop Crossover Leader (currently Bill Sain).

Insure information pertaining to the Crossover/New Scout Orientation Meetings is distributed to all of the Webelos 2 Parents

Encourage the Parents of the Scouts to attend the Troop Orientation Meetings.

Coordinate with the Pack Advancement Chair for the Troop Neckerchiefs, Slides, etc...

Coordinate the Shadow Boxes with the Parents (surprise for the Scouts) and order the shadow boxes in October from Ben Gadd - 704/847-6872 (or 704/507-2607)

Show the parents how to put together the Shadow Boxes (use previous Scouts for examples).

Webelos 1 Representative:

Work with the Webelos 2 Rep. to coordinate and have a planning involvement in Arrow of Light ceremony.

Run the Arrow of Light Ceremony for the Webelos 2's.

Assist the Pack with Webeloree planning - registration and coordination with the Webelos 2's.

Work with the Webelos 2 Representative in ordering the Shadow Boxes.

Work with the Webelos 2 Representative in coordinating the Crossover.

Bear Representative:

Along with the Wolf Representation (and the Outings and Activities Chair) - Organize, Plan, Coordinate and Run the annual Wolf/Bear Camp-out.

Organize, Coordinate and Run the Annual Scouting for Food for the Pack - with the Troop.

Wolf Representative:

Along with the Bear Representation (and the Outings and Activities Chair) - Organize, Plan, Coordinate and Run the annual Wolf/Bear Camp-out.

Cubmaster

Attend the monthly Committee Meetings.

Coordinate, plan and preside over the monthly Den Leader's Meeting.

Assist with the Pack's Annual Planning Conference - implement the program developed.

Select and coordinate the Chairs for the following Pack Projects and Activities: Annual Supertrip and the End of the Year Camp-out.