

Troop 13 Adult Leadership Positions

Scout Master – Responsible for running the program for the boys (meetings, camping, activities).

Committee Chair – Responsible for the business side of the Troop (\$, communications).

Charter Representative – Responsible for communications between Troop and Charter Organization.

Treasurer – Handles all finances for Troop and Individual Scout Accounts. Requires use of a computer for keeping account balances. Provides balance updates to Troop Committee and Scout Account updates to scouts.

Advancement – Handles the paperwork and advancement records. Notifies Scout Master and Committee of boys who are not advancing. Keeps track of attendance at campouts, community service, and events. Coordinates boards of review and purchases badges for courts of honors. Helps scouts preparing for Eagle. Requires use of TroopMaster software. Updates scout computer on a regular basis.

Event Coordinator – Coordinates events other than of campouts. Makes sure proper adult leadership is available for event. Makes sure all paperwork is filled out. Arranges travel to and from event if needed. Collects all paperwork from scouts (permission forms, medical, etc.) Makes sure all payments are made. Turns in money collected and balances to treasurer and scout attendance to advancement coordinator.

Campout Coordinator – Researches camping opportunities. Makes sure proper adult leadership is available for camps. Secures all campsites, tour permits, etc. Arranges travel to and from camp. Collects all paperwork from scouts (permission forms, medical, etc.) Makes sure all payments are made. Turns in money collected and balances to treasurer and scout attendance to advancement coordinator.

Summer Camp Coordinator – Organizes summer camp for scouts. Makes sure proper adult leadership is available. Collects and turns in all paperwork to scout office or camp (campsite reservation, down payments, merit badge selections, and health forms). Makes sure payments are made and turns in money collected to treasurer. Makes copies of health forms for use throughout the year. Turns in scout attendance to advancement coordinator.

High Adventure Coordinator – Researches opportunities and brings them to the scouts and troop leadership. Makes sure proper adult leadership is available for all planned trips. Secures all campsites, tour permits, etc. Arranges travel to and from camp. Collects all paperwork from scouts. Makes sure all payments are made. Turns in money collected and balances to treasurer.

Community Service Coordinator – Researches opportunities and brings them to the scouts and troop leadership. Arranges any travel and paperwork required. Turns in scout attendance to advancement coordinator so scouts can get proper credit.

Fund Raiser (Popcorn, Wreath, Pancake Breakfast, Bike Ride, air show) Coordinator – Each coordinator will make sure the fund raiser is run properly. Purchases products, coordinates workers, distribution, etc. as needed. Makes sure all paperwork is completed, bills are paid, proper money is collected and scouts accounts are credited for the amount sold and/or time worked.

Registration / Recharter – Receives registration from new scouts and leaders, gets required signatures and turns forms into scout office. At recharter time, checks list of scouts and leaders against council list, get signatures and turns into council. Makes sure all required leaders have up to date records of names, addresses, and position. Publishes the scout / adult lists. Maintains troop membership records.

Training Coordinator – Maintains troop training records for adults. Makes sure council records are updated when new training is obtained. Researches training opportunities and notifies leaders. Makes sure the leaders present at camp and events are properly trained.

Secretary – Keeps and publishes minutes from each Committee meeting. Notifies membership about upcoming committee meetings.

Newsletter Publisher – Publishes and mails the monthly newsletter. Sends the newsletter to the Web Site Publisher for upload.

Web Site Publisher – Keeps the Troop web site up to date with the latest info. Publishes the monthly newsletter as soon as it is available. Maintains the calendar and Facebook pages.

Webelos Coordinator – Locates the contact information for local Cub Scout Packs. Contacts each Webelos Leader and invites the Webelos to attend events with Troop 13. Coordinates cross over ceremonies. Brings ideas to the Committee and Scouts to get Webelos more involved with the Troop.