

## **TROOP 120**

### **Troop Committee Responsibilities**

The Troop Committee is the troop's board of directors and supports the troop program. But you ask, "What does the troop committee do?" The troop committee does the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization
- Carries out the policies and regulations of the BSA
- Supports leaders in carrying out the program
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan
- Obtains, maintains, and properly cares for troop property
- Provides adequate camping and outdoor program (minimum 10 days and nights per year)
- Serves of boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavior problems.

### **Chairperson**

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.

- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation.

### **Secretary**

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Conduct the troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.

### **Treasurer (Finance/Records)**

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings accounts
- Train and supervise the troop scribe in record keeping.
- Lead in the preparation of the annual troop budget.
- Report to the Troop Committee at each meeting

### **Fundraising Coordinator**

- Leads in planning Troop fundraising
- Schedules and leads meetings related to fundraising
- Ensures assigned fundraising tasks are carried out
- Represents the Troop in council fundraising planning

**Patrol Advisor (one per patrol)**

- Monitors Patrol meetings
- Makes sure patrols are prepared for campouts
- Supports patrol in enforcing discipline, etc.
- Watches over individual patrol members' attendance and advancement
- Ensures that patrol leader is regularly calling his members
- Works with appointed Troop Guide to ensure Advancement opportunities on outings

**Advancement Coordinator**

- Promotes advancement within that rank
- Monitors individual scouts' advancement
- During advancement period at troop meeting, makes assignments to instructors and others to teach (TF through First Class only)
- Schedules Scoutmaster Conferences
- Coordinates and schedules Board of Reviews
- Ensure proper paperwork ready for Board of Review
- Works with assigned Troop Instructors during meetings and outings to ensure advancement opportunities occur (TF through First Class only)
- Maintains advancement records on the computer
- Files advancement reports as needed
- Picks up badges from the council service center and prepares merit badge cards and rank cards
- Coordinates advancement info with Scoutmaster, ASM, and Merit Badge Coordinator
- Ensures that troop advancement records match those of the council
- Ensure that rank and MB requirements are up-to-date

**Merit Badge Coordinator**

- Develops list of merit badge coordinators for common merit badges
- Finds counselors for other merit badges as needed
- Ensures that merit badge counselors are registered and receive an orientation
- Schedules merit badge offerings in the troop in concert with the Troop Committee, PLC and Scoutmaster
- Communicates to scouts in concert with counselor about assignments and due dates
- Ensures that completed merit badge paperwork gets to Advancement Coordinator
- Keeps up-to-date list of partials pending (especially summer camp)
- Finds counselors to complete partials and schedules meetings between the counselor and the scouts
- Develops programs relative to partial completion during troop meetings in concert with Troop Committee, PLC and Scoutmaster
- Coordinates completion of partial MBs with Advancement Coordinator

#### **Facility/Equipment Coordinator**

- Works with Troop Quartermaster and patrol quartermasters on equipment check-in and check-out
- Ensures that equipment is in good repair; coordinates repair with troop committee repair person
- Establishes and maintains with Troop Quartermaster an inventory control system
- Develops list of needed equipment (new and replacement)

#### **Outing coordinator (one per outing)**

- Ensures sufficient adult leadership and drivers; provides information to person making out Tour Permit
- Makes maps and provides other site directions

- Coordinates with Junior Leaders and Scoutmaster on schedule and events
- Works with Quartermaster and ASM Quartermaster to make sure equipment is ready

### **Training Coordinator**

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.

### **Eagle Mentor** (Mr. B)

- With Scoutmaster, helps Eagle candidates develop project ideas
- Verifies advancement records of candidate
- Counsels (mentors) candidates as they work on Eagle Project
- Counsels (mentors) candidates with paperwork (reviews candidate's proposal, helps him prepare it for SM and Troop Committee approval, and works with the candidate during and after project to write proper write up.
- Ensures that candidate shows leadership