

**Boy Scouts of America**  
**T R O O P 6 8 0**  
Rancho Bernardo, California

**Exhibit A: Adult Leadership Responsibilities**

[Reference Article IV, Troop Organization]

**Responsibilities of each Troop Committee Officer Position**

- A. Chartering Organization Representative: Shall be responsible for:
1. Assisting in recruiting strong leadership for the Troop Committee and the Troop.
  2. Serving as liaison between the Troop Committee and the Chartering Organization.
  3. Coordinating requests for Troop support for Chartering Organization needs.
  4. Assisting the Troop Committee Chairperson with re-chartering.
  5. Cultivating related resources to support the Troop.
  6. Representing the Troop, as requested by the Troop Committee Chairperson, at local meetings and functions.
- B. Troop Committee Chairperson: Shall be responsible for:
1. Calling and chairing the regular monthly Troop Committee meeting and any other special committee meetings that are deemed necessary.
  2. Working closely with the Scoutmaster in preparation of the order of business for Troop Committee meetings.
  3. Organizing the Troop Committee to see that all functions are delegated, coordinated, and completed.
  4. Working closely with the Chartering Organization Representative in:
    - a. Recruiting adult leaders.
    - b. Completing the Application for Charter of the Troop annually and arranging for charter review with the unit commissioner.
  5. Administering the annual Friends of Scouting campaign.
- C. Assistant Troop Committee Chairperson: Shall be responsible for:
1. Acting as the Troop Committee Chairperson in absence of the Troop Committee Chairperson.
  2. Assisting the chairperson in carrying out the duties listed for the Troop Committee Chairperson upon request by the Troop Committee Chairperson.
- D. Treasurer: Shall be responsible for:
1. Handling all Troop funds, collecting Troop income, and paying bills that are authorized by the Troop Committee.
  2. Maintaining the Troop's checking account.
  3. Maintaining a minimum balance in the Troop account at BSA SDIC Headquarters as established by the Troop Committee.
  4. Preparing the Troop's annual budget.
  5. Preparing a written monthly income and expense report for the previous month and distributing it at each Troop Committee meeting.
  6. Administering the Troop's accident insurance program.
  7. Other duties as assigned by the Troop Committee.

E. Secretary: Shall be responsible for:

1. Publishing a complete list of all Troop positions and all pertinent data (title of office, name, telephone, etc.).
2. Keeping, publishing, and distributing minutes of the Troop Committee meetings.
3. Maintaining the Troop roster and distributing an updated roster semiannually, or as required.
4. Keeping a current record of Scouter training and/or certification (e.g., Adult Leadership Training, SALT, HALTT, Water Trek, CPR, First Aid, YPG, etc.) for use by the Scoutmaster and Trek Leaders.

Membership Chairperson: Shall be responsible for:

1. Supervising the Scribe in keeping accurate attendance records.
2. Supplying youth and adult application forms.
3. Submitting applications of new Scouts and Scouters to BSA SDIC Headquarters.
4. Conducting orientations for parents of boys who have expressed interest in joining Troop 680.
5. Maintaining and distributing Troop information packets to new Scouts and Parents.
6. Assisting with annual charter review by tracking the status of each Scout and Scouter.
7. Planning charter presentation program.
8. Assisting the Advancement Chairperson with membership recognition awards.

F. Advancement Chairperson: Shall be responsible for:

1. Setting up Scoutmaster Conferences as required for Scouts who are ready for advancement.
2. Setting up Boards of Review as required for Scouts who are ready for advancement.
3. Ensuring that Troop Courts of Honor are conducted quarterly.
4. Working with the Scribe to maintain all Scout advancement records.
5. Ensuring that the advancement reports are delivered to BSA SDIC Headquarters.
6. Having all supplies for Scout advancement on hand: badges, certificates, insignia, merit badge applications, and all record forms that the Troop utilizes.
7. Working with the Librarian in building and maintaining a Troop library of merit badge pamphlets.
8. Advising the Eagle applicants on Eagle service projects and assisting applicants through the Eagle project approval process.

G. Outings Chairperson: Shall be responsible for:

1. Working with Outing Committee members to develop an annual High Adventure activities program for the Troop.
  2. Making certain that the Troop outings program provides at least 10 days and 10 nights annually of camping, hiking, and backpacking for each Scout experience level.
  3. Working directly with the Scoutmaster to develop an outings training program for Scouts and parents.
  4. Assisting Trek Leader(s) as necessary.
  5. Distributing permission slips and delivering completed forms with approved Tour Permits to Trek Leaders for each outing.
  6. Working with the Troop leadership in preparation for district, council, or national activities/events (e.g., jamborees, Philmont).
  7. Establishing and maintaining medical examination forms for Scouts and Scouters for required activities/events (e.g., summer camp, Philmont).
  8. Assisting Troop leadership in preparation for long-term backpacking trips and/or summer camp, including the handling of parent's meetings, campsite reservation procedures, payment of fees, transportation, and health and safety planning.
  9. Working with the Treasurer for the collection and accounting of any activity fees required.
  10. Assisting the Membership Chairperson and the Advancement Chairperson in maintaining individual Scout/Scouter outing participation records.
  11. Maintaining a file of Troop outings, with dates, locations, and comments about the outing.
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- H. Transportation Chairperson: Shall be responsible for:
1. Arranging transportation to and from scheduled Troop activities, except weekly Troop meetings, providing for rotation of driving duties among all Parents.
  2. Maintaining a list of drivers including necessary insurance and vehicle information.
  3. Insuring that all drivers are aware and abide with Troop policies regarding the transportation of Scouts.
  4. Assisting in the preparation and filing of Tour Permit forms.
- I. Newspaper Collection Committee Chairperson: Shall be responsible for:
1. Coordinating the monthly collection procedures, policies, and guidelines as established by the Troop Committee. (See Exhibit C for description of Collection Policies and Procedures.)
  1. Assigning collection routes and/or collection bin worker times to all Scouts, making changes as necessary.
  2. Assigning newspaper collection sweep and adult bin supervision to each Scout's family. Preparing and maintaining collection reports for each collection day, with credits for each Scout's account.
  3. Reporting to the Scoutmaster, Advancement Chairperson, and Troop Committee the names of Scouts not meeting obligations for collection/bin service.
  4. Preparing fiscal year (May through April) Scout collection summaries for use in determining individual Scout account cash credits by the Treasurer, at the Troop Committee's discretion.
  5. Coordinating and assisting adult supervisor volunteers in duties to open/close collection bins, placing cans, scales, report clipboard, sign-in/out sheets, etc., and providing any other assistance during collection Saturdays.
- J. Fund-Raising Chairperson: Shall be responsible for:
1. Attending organizational meetings for council-sponsored fund-raisers and presenting all pertinent information to the Troop Committee (e.g., popcorn sales).
  2. Coordinating fund-raising activities with the Scoutmaster.
  3. Collecting funds raised and forwarding these funds to the Treasurer along with an accounting of any relevant Scout fund distributions that may have been authorized by the Troop Committee.
- K. Publicity Chairperson: Shall be responsible for arranging for publicity in local news media, as well as church, local organization, council and Troop newsletters.
- L. Roundtable Resource Chairperson: Shall be responsible for:
1. Attending all District/Council Roundtable meetings; reviewing material from Roundtables for applicability for future Troop meetings.
  2. Identifying and developing resources at Roundtable meetings.
  3. Keeping Scout leaders and Scouters informed of upcoming events, training sessions, and district and council activities.

M. Scoutmaster: Shall be responsible for:

1. Building a sound program by using proven methods presented in scouting literature.
2. Using the methods of Scouting to achieve the aims of Scouting.
3. Helping Scouts grow by encouraging them to learn for themselves.
4. Training and guiding Scout leaders for their respective leadership positions.
5. Attending monthly meetings with the Troop Leadership Council ("TLC") for training, coordination, and planning of Troop activities.
6. Attending all Troop meetings (or obtaining a qualified Scouter substitute).
7. Conducting or delegating Scoutmaster Conferences for all rank advancements.
8. Supervising Troop elections and elections for the Order of the Arrow.
9. Attending Troop Committee meetings.
10. Working with Scouters to help them provide assistance to Scouts as necessary.
11. Delegating responsibility to Scouters as necessary.
12. Attending training courses and applicable district or council meetings.
13. Taking part in annual uniform inspection, charter review meeting, and charter presentation.
14. Conducting all activities under qualified leadership, safe conditions, and policies of the Boy Scouts of America.

N. Assistant Scoutmaster(s): Shall be responsible for:

1. Accepting and promoting the principals and ideals of the BSA.
2. Implementing the Scoutmaster's programs and activities for the Troop.
3. Working with the Troop leadership group in administering Troop operations.
4. Assisting in training and guiding all Scouts in the Troop.
5. Attending Troop/patrol meetings.
6. Serving as Scoutmaster when the Scoutmaster is not present.
7. Attending Troop Committee meetings.
8. Participating in training programs.
9. Participating in district and council activities as appropriate.