

Unit Treasurer

Position description: The Treasurer is appointed by the committee chair to handle unit funds, pay bills, maintain accounts, coordinate the annual Friends of Scouting campaign, and supervise fundraising in accordance with the BSA Fiscal Guidelines.

Reports to: The Committee Chair

Unit Treasurer duties:

- Handle all unit funds. Pay unit bills. Pay for Supplies, Campouts, Summer Camps, or Council fees. Collect money from scouts/leaders for activities.
 - Maintain the unit's checking accounts and scout accounts.
 - Keep adequate records(Quicken/Excel) of all unit funds, and provide reports to charter organizations as needed.
 - Supervise money-earning projects, including obtaining proper authorizations. Works with fundraising Coordinators(Adventure Cards/Popcorn).
 - Lead in the preparation of the annual unit budget.
 - Report to the unit committee at each monthly committee meeting.
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Advancement Coordinator

Position description: The Advancement Coordinator is appointed by the Committee Chair to ensure that the unit has at least monthly boards of review (troops), quarterly courts of honor (troops), and that the unit has goals of helping each Scout advance a rank each year and for new Scouts to reach First Class rank during their first year (troops). The advancement coordinator is also responsible for record keeping and submitting advancement reports to the local council.

Reports to: The Committee Chair

Advancement Coordinator duties:

- Encourage Scouts to advance in rank.
- Review the BSA Guide to Advancement as needed to answer specific questions about rank advancement.
- Works with unit Scribe to maintain all Scout advancement records(Scoutbook/Internet Advancement).
- Arranges unit boards of review and regular unit awards events (pack meetings or courts of honor).
- Secure rank badges, belt loops, merit badges, and certificates for each award ceremony/court of honor at the local scout shop.
- Report to the unit committee at each monthly unit committee meeting.
- Complete and submit adult leader awards/knots and submit paperwork annually for district adult leader awards.
- Report to the unit committee at each monthly committee meeting.

New Member Coordinators

Position description: Sustaining strong membership in a unit depends not only on having new members join the unit but also on engaging youth and their families in the unit experience so that they stay. The role of the New Member Coordinators is to ensure that both of these keys to success take place.

Reports To: The Committee Chair.

New Member Coordinators duties:

- Serve as welcoming ambassadors for the unit.
- Work with the unit committee in developing and implementing the Unit Membership Plan.
- Participate in New Member Coordinator training and collaborate with the district membership team.
- Report to the unit committee at each monthly unit committee meeting.
- Specific responsibilities for each New Member Coordinator should be determined by the unit's New Member team depending on individual interests and the needs of the unit. The tasks and opportunities listed below should help to guide the planning for individual and shared responsibilities. Each of the three action elements listed should be included in the Unit Membership Plan developed with the leadership of New Member Coordinators:

1. Share the benefits of Scouting.

- Develop and share your own Scouting story, showing the impact of Scouting on your family.
- Identify and access research data and local examples confirming the fun and value of Scouting to youth, families, and the community.
- Promote Scouting benefits through social media and other avenues of communication.
- Showcase Scouting through engagement in community events and service projects.

2. Coordinate unit recruitment.

- Oversee unit recruitment efforts such as joining events, informational presentations, and peer-to-peer initiatives.
- Appeal to potential youth members and their families through well-designed and widely distributed invitations shared through electronic media, handouts, and personal contacts.
- Ensure that the unit's BeAScout pin is up-to-date and that prompt follow-through takes place with online leads and applications.
- Collaborate with local school representatives and community leaders, particularly in the chartered organization, to foster promotion of Scouting opportunities.

3. Guide the joining and welcoming process for youth and their families.

- Help youth and adults to greet newcomers warmly and to establish friendly, enjoyable relationships so that new members form a strong sense of belonging.
- Develop a unit welcome packet, electronically and/or in print, to answer frequently asked questions and to provide resource and contact info.
- Ensure that new youth and adult applications, transfers, and payments are promptly submitted to the council service center.
- Build fun and excitement about the unit program and encourage youth and their families to take pride in Scouting accomplishments.
- Promote feedback and sharing of ideas through customer satisfaction surveys and other means.

Fundraising Coordinator (Popcorn/Scouting Adventure Cards)

Position description: The Fundraising Coordinator is appointed by the committee chair to supervise Fundraising and ensure that every youth member has the opportunity to participate in Unit Fundraising events to learn to pay their own way..

Reports to: The Committee Chair

Fundraising Coordinator duties:

- Make recommendations on fundraising activities that support the unit and local scout council..
- Attend local council Popcorn and Adventure Card training.
- Work with the leaders to provide Fundraising training for youth and families.
- Help the unit committee and leaders with Popcorn/Adventure Cards store front site approvals, online sales, and door to door sales..
- Provide sufficient Fundraising opportunities so that Scouts earn money in their Scout Accounts to pay their own way in Scouting.
- Work with the Unit Treasurer in conducting council-approved unit money-earning projects.
- Keep track of sales by unit/scout and give a report and money to the unit treasurer at the completion of the fundraiser.
- Ensure all Fundraising activities and the profit allocation to the unit is in compliance with BSA Policy.
- Report to the unit committee at each monthly committee meeting.

Civic Service Coordinator

Position description: Promote the organization and implementation of service projects as a way to educate Scouts and make them aware of their obligation as scouts to help others at all times.

Reports to: The Committee Chair

Civic Service Coordinator duties:

1. Promote the idea of performing civic service.
2. Coordinate Scouting for Food, Scout Sunday, a service project to a local elementary school, and at least one project to the charter partner annually.
3. Ensure service projects and man-hours are entered into BSA Activity Logs so the unit gets credit towards the Journey to Excellence Award.
4. Report to the unit committee at each monthly committee meeting.

OA Troop Advisor (Troop only)

Position description: In order to strengthen service to our units and promote involvement with the Order of the Arrow, a new unit leadership position has been created. This adult position will serve as an adviser to the unit's OA youth Representative and together serve as a link between the unit and OA Chapter/Lodge. The position is open to any Assistant Scoutmaster who is a current member of the OA Lodge and is appointed by the Scoutmaster/Committee Chair in consulting with their District's OA Chapter Adviser. The OA unit Adviser's main function is to promote and support the Order of the Arrow by maintaining communication with the Chapter, advising OA unit members, and providing a positive image of the Order of the Arrow in the unit.

Reports to: The Committee Chair

OA Troop Advisor duties:

- Advise, train, and support the OA unit Representative (youth position)
- Attend OA Chapter meetings and Lodge events along with OA unit Representative
 - Promote Chapter meetings and encourage OA members to be active in the Chapter
 - Promote Lodge events and encourage OA members to be active in the Lodge
- Ensure Chapter/Lodge meetings and events are on the unit's calendar
- Encourage OA members to be active and join a Chapter/Lodge committee

- Forward OA information, e-news, and event information to all OA members in unit
- Ensure all unit Ordeal members “seal the bond” and become a Brotherhood member
- Ensure unit OA members are current, dues paid member of the OA Lodge
- Maintain a record of unit OA members including:
 - Current contact information
 - OA positions held
 - Current dues
 - Contact skyuka270@gmail.com with changes and to obtain current records
- Work with Chapter leadership to ensure timely scheduling of unit’s OA annual election, notify unit members of election date, and bring a copy of the unit’s charter list
- Ensure newly elected Ordeal Candidates receive info sheet and attend their Ordeal
- Report to the unit committee at each monthly committee meeting.

Activities Coordinator

Position description: Responsible to the Committee Chair for running a fun, exciting, safe program for units. Secures facility/camp reservations, serves as transportation coordinator, and ensures a monthly activity/outdoor program. Works with the youth Quartermaster(Troop) and is responsible for inventory, storage, and maintenance of unit equipment.

Reports to: The Committee Chair

Activities Coordinator duties:

1. Develop activities for use at the unit level. Activities could include:
 - An annual Webelos activity
 - Pinewood Derby/Rain Gutter Regatta
 - Blue & Gold/Court of Honor
 - Summertime day events
 - Athletic events(Bike Rodeo, Day Hikes)
2. Helps in securing facility/camp reservations.
3. Serve as transportation coordinator.
4. Ensure a monthly Activity/Outdoor program.
5. Promote national camping awards.
6. Promote attendance at unit campouts, camporees, and summer camps.
7. Supervise and help the unit procure camping equipment.
8. Works with the Scout Quartermasters on inventory, proper storage and maintenance of all unit equipment.
9. Make periodic safety checks on all unit camping gear and encourage safe use of all outdoor equipment.
10. Report to the unit committee at each monthly committee meeting