Cub Scouting Division
Commissioner (Unit Service) Team Lead

Report to: Council Commissioner

Overview: The Cub Scouting Division Unit Service Team Lead identifies, recruits and leads a team of positive, energetic, accountable, and capable volunteer service area commissioner’s leaders to ensure that our Packs have the resources to develop strategies around continuous improvement, are being communicated to and can execute fundamental and required Scouting practices.

- The Cub Scouting Division Unit Service team leader works with Service Area Service Team Leaders and Unit Commissioner based on the established ratio (1:6)

Commitments:

- Monthly Key 8 Meeting
- Monthly Commissioner Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:

- Through the Unit Service Team Leaders, supervise and motivate unit commissioners to visit each unit regularly, identify unit needs, and implement plans to help units succeed.
- Administer the annual commissioner unit service plan, through the Unit Service Team Leader, which gives specific purposes for commissioner contact with units at designated times of the year.
- Oversee the unit charter renewal plan so that each unit re-registers on time and with optimum membership.
- Plan and preside at regular meetings of the service area commissioner staff.
- Work with the Cub Scouting Program Team Leader, Cub Scouting Unit Tools Team Leader and Cub Scouting Director to stimulate and coordinate the work of the Council Cub Scout Service Area.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the council Unit Service, Tools and Program Team cabinet and a member of the Cub Scout Key Four.
- Support local and national Scouting policy, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

- Full unit assessment once per year.
- Quarterly visits by unit commissioners, logged in Commissioner Tools.
- Help to identify, recruit, and train your successor in the position.
Cub Scouting Division
Program Team Lead

Report to: Council Commissioner

Overview: The Cub Scouting Division Program Team Lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders to ensure that our Packs have and participate in exceptional program opportunities and resources and give significant service to our communities and provide advancement opportunities.

- Cub Scouting division advancement team lead
- Cub Scouting division leader development team lead
- Cub Scouting division outdoor adventure team lead
- Cub Scouting division activity coordination team lead
- Cub Scouting division Pack progression and retention team lead
- Cub Scouting division community service team lead

Commitments:
- Monthly Key 8 Meeting
- Monthly Program Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Recruit Cub Scouting advancement, leader development, outdoor adventure, activity coordination, Pack progression and community service team leaders.
- Help the program team leaders recruit an adequate number of members to carry out the program functions of the council.
- Coordinate with the program team leader establishing an 18-month council program calendar.
- Work with the Cub Scouting Program Team Leader, Cub Scout Unit Tools Team Leader and Cub Scout Director to stimulate and coordinate the work of the Council Cub Scout Service Area.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the council Unit Service, Tools and Program Team cabinet and a member of the Cub Scout Key Four.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- An 18-month activity and meeting calendar
- Provide at least one Council wide service project that serves the community
- Ensure Pack and Den leaders are trained.
- Provide Council Wide Cub Scout activities that provide advancement and outdoor activities such as Webelos Woods.
- Council achieves Journey to Excellence Gold Status.
- Help to identify, recruit, and train your successor in the position
Cub Scouting Division
Unit Tools Team Lead

Report to: Council Commissioner

Overview: The Cub Scouting Division Unit Tools Team Lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders to ensure that our Packs develop and implement critical Pack business tools.

- Cub Scouting division budget and calendar planning team lead
- Cub Scouting division proper communication planning and execution team lead
- Cub Scouting division meeting planning (Den & Pack) team lead
- Cub Scouting division succession planning and leadership selection team lead
- Cub Scouting division member experience and new family engagement team lead

Commitments:
- Monthly Key 8 Meeting
- Monthly Tools Team Meeting
- Phone and email conversations as needed
- Preparation and planning
- Cub Scouting division unit funding specialist

Responsibilities:
- Recruit Cub Scouting division budget and calendar planning, proper communication planning and execution, succession planning and leadership selection, and member experience and new family engagement training unit funding specialist team leaders.
- With the assistance of the unit tools team develop the resources necessary for health and strong units.
  - Pack budget and calendar tools and resources
  - Pack communication planning tools and resources
  - Pack meeting planning tools and resources
  - Pack succession planning and leadership selection tools and resources
  - Pack member experience and new family engagement tools and resources
  - Pack unit funding tools and resources
- Work with the Cub Scouting Program Team Lead, Cub Scouting Unit Tools Team Lead and Cub Scouting Director to stimulate and coordinate the work of the Cub Scouting Service Area.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council unit tools teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the council Unit Service, Tools and Program Team cabinet and a member of the Cub Scout Key Four.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- An 18-month calendar with training, programs and assistance opportunities.
- Adequate financial resources to execute Pack program.
- High Pack member retention.
- Sustainable growth in membership
- Sustainable growth in membership.
- Council achieves Journey to Excellence Gold Status.
- Help to identify, recruit, and train your successor in the position.

2/15/2019
Cub Scouting Division
Leader Development Team Lead

Report to: Cub Scouting Division Program Team Lead

Overview: The Cub Scouting Division Leader Development team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring that our training team is providing syllabus consistent Cub Scout specific training in relevant settings and scenarios. Provides education on the importance and usefulness of training and monitors the progress, accomplishments and training deficiencies in our Packs.

Commitments:

- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:

- Prepare an inventory of all leaders who need training using current training records.
- Evaluates effectiveness of trainings including quality of instruction, attendance, and trainee feedback.
- Offer appropriate training opportunities to every unit leader.
- Recognizes volunteers who have completed training.
- Promote participation in council training events including National Youth Leadership Training and Wood Badge.
- Plans a year-round annual training schedule, including opportunities for personal coaching and small group in-unit training
- Promote online training through my.scouting.org.
- Identify and recruit an adequate number of members to carry out the training functions of the council.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout division unit program team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

- An 18-month calendar with training opportunities.
- A training plan that increases the percentage of trained leaders, especially direct contact leaders.
- Recognizes volunteers who have completed training.
- Help to identify, recruit, and train your successor in the position.
Cub Scouting Division
Advancement Team Lead

Report to: Cub Scouting Division Program Team Lead

Overview: The Cub Scouting Division Advancement team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring that Cub Scout rank advancement is a priority through education and coordination of activities and training at all levels. Ensures the integrity of the advancement process and monitors and tracks the progress, accomplishments and deficiencies of advancement in our Packs.

Commitments:

- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:

- Interprets and implements the advancement policies of both the national council and of the local council advancement policies, as outlined in Guide to Advancement.
- Promotes to Packs that they conduct regular ceremonies (usually Pack meetings and Blue & Gold Banquet) to insure proper recognition of youth.
- Works with unit leadership to help them better understand advancement and implementation of advancement in their units.
- Achieves results in the percent of Scouts advancing during the year; monitors rank advancement progress throughout the year, identifies those units with little or no advancement reported and arranges special assistance for such units as needed.
- Promote online usage of ScoutBook and Internet Advancement.
- Identify and recruit an adequate number of members to carry out the advancement functions of the council.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout division unit program team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

- An 18-month calendar with advancement opportunities for Dens and Packs with focus on Webelos Arrow to Light advancement
- Give special assistance to units with poor advancement progress.
- Track individual Scout advancement.
- 85% Cub Scouts to Bobcat in 3 months.
- 85% Arrow of Light
- An advancement plan that increases the percentage of Scouts advancing from Lions to Tigers to Wolf to Bear to Webelos 1 to Webelos 2.
Cub Scouting Division
Outdoor Adventure Team Lead

Report to: Cub Scouting Division Program Team Lead

Overview: The Cub Scouting Division Outdoor Adventure team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders coordinating efforts with groups such as the Order of the Arrow to educate our units on the importance that outdoor adventures and experiences play in their Pack. Highlights the year-round opportunities offered at our three camps. Monitors and tracks the attendance or deficiencies in our Pack’s outdoor adventure offerings.

Commitments:

● Monthly Team Meeting
● Phone and email conversations as needed
● Preparation and planning

Responsibilities:

● With unit commissioners, help the Packs plan a year-round schedule of camping and outdoor program activities.
● Promote the use of camperships for summer time camps.
● Ensure promotion to all Scout Packs for a summer camp experience.
● Promote year-round opportunities offered at the council camps.
● Identify and recruit an adequate number of members to carry out the outdoor adventure functions of the council.
● In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
● Serve as a member of the Cub Scout division unit program team.
● Support local and national Scouting policies, procedures, and practices.
● Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

● An 18-month calendar with camping and outdoor program activities.
● Monitor and track the attendance of Packs outdoor program offerings.
● Help to identify, recruit, and train your successor in the position.
Cub Scouting Division
Activity Coordination Team Lead

Report to: Cub Scouting Division Program Team Lead

Overview: The Cub Scouting Division Activity Coordination team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders assisting Packs through planning, promoting and operating events that support, but do not supplant, unit-level programs. Through high quality activities, assist with retaining and attracting members to Scouting.

Commitments:

- Monthly Team Meeting
- Occasional weekend events
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:

- Promote and provide support for, nationally recognized activities i.e. Scouting Anniversary Week, Jamboree on the Air, etc.
- Establish guidelines for the planning and execution of service level activities.
- Identify and recruit an adequate number of members to carry out the activity coordination functions of the council.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout division unit program team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

- An 18-month calendar with program activities.
- Promote Scouting to the community-at-large.
- Through high quality activities, assist with retaining and attracting members to Scouting.
- Help to identify, recruit, and train your successor in the position.
Cub Scouting Division
Pack Progression & Retention Team Lead

Report to: Cub Scouting Division Program Team Lead

Overview: The Cub Scouting Division Pack to Troop Progression team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders assisting Troops with the coordination, promotion and recruiting of Cub Scouts to Scouts BSA, ensuring a smooth transition and that their needs are met.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Working in coordination with the Scouts BSA Division Pack to Troop Progression team, develop a plan to increase the number of Webelos joining Scouts BSA.
- Work with unit service team to follow up on Webelos who have not joined a troop.
- Monitor and track Scout retention, paying close attention to Scouts that drop off charters that have yet to age out of the program.
- Working alongside the unit service team develop resources to increase Scout retention.
- Working with the Scouts BSA Division Pack to Troop Progression team, encourage the use of the Den Chief program by promoting and assisting the recruiting of Den Chiefs.
- Encourage Packs in the establishing of relationships with Troops.
- Encourage an orientation in the Bear Scouts Dens to explain the changing role as Scouts become Webelos, and then again as they become Scouts BSA. Explain how being a Webelos will help prepare them for Scouts BSA.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout division unit program team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- An 18-month calendar with Pack to troop activities.
- Track 100% of Webelos to Scouts BSA transition.
- Ensure every Webelos is invited to join a Troop.
- Graduate every Webelos into a Scouts BSA Troop.
- Help to identify, recruit, and train your successor in the position.
Cub Scouting Division
Community Service Team Lead

Report to: Cub Scouting Division Program Team Lead

Overview: The Cub Scouting Division Community Service team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring service opportunities are created and promoted for Packs and determine how Scouting can become involved in selected needs and interests of communities they serve.

Commitments:

- Monthly Team Meeting
- Occasional Community Service Events
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:

- Develop a plan to increase the number of community service hours performed annually per Scout.
- Helps Packs take part in community service opportunities in such a manner that Scouts learn qualities of good citizenship.
- Monitor and track Pack community service hours as reported using the Service Hour Reporting Tool.
- Promote service opportunities that benefit our charter partners.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout division unit program team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

- An 18-month calendar with community service activities.
- Council-wide community service opportunity for Packs.
- Leading council in country on number of community service hours performed per Scout.
- Help to identify, recruit, and train your successor in the position.
Cub Scouting Division
Budget and Calendar Planning Team Lead

Report to: Cub Scouting Division Unit Tools Team Lead

Overview: The Cub Scouting Division Budget and Calendar Planning team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring Packs have a budget supporting an activity and outing calendar for the program year.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Encourage Packs to hold an Annual Planning Conference when conducting and using the BSA’s Ideal Year of Scouting.
- Work with Pack leadership to publish program plan and budget to Scout families and chartered organization leadership.
- Encourage Packs to develop a budget that includes enough income to achieve the program desires of the Scouts.
- Ensure that each Scouting unit falls within the official BSA fiscal policies and procedures for BSA units.
- In coordination with the Cub Scouting Division Unit Funding Specialist, promote the unit funding sale to Packs.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout division unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- Help to identify, recruit, and train your successor in the position.
- Help units and Council achieve JTE Gold Status.
Cub Scouting Division
Proper Communication Planning and Execution Team Lead

Report to: Cub Scouting Division Unit Tools Team Lead

Overview: The Cub Scouting Division Proper Communication Planning and Execution team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring Packs have an effective strategy and plan to communicate with families and assist with the coordination and distribution of internal and external (public) information to promote and support the activities and growth of Scouting.

Commitments:

- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:

- Work with Packs to develop an internal and external communication strategy encouraging use of different channels.
- Provide guidance to Packs in providing public information about their activities and events.
- Assists Packs with being acquainted with the publishing requirements of community newspapers, subdivision newsletters, church bulletins, and other local publications.
- Notifies the Council Director of Communication of activities and events which are newsworthy and could be promoted to major media.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout division unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

- Help to identify, recruit, and train your successor in the position.
Cub Scouting Division
Meeting Planning (Den & Pack) Team Lead

Report to: Cub Scouting Division Unit Tools Team Lead

Overview: The Cub Scouting Division Meeting Planning (Den & Pack) team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring Den Leaders and Pack leadership utilize the necessary Den and Pack meeting planners and resources, have the proper training and attend roundtable on a consistent basis.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Promotion of Den Leader Training.
- Encourage Packs to hold weekly Den Meetings and monthly Pack meetings.
- Assist with the promotion of roundtable.
- Serve as a member of the Cub Scout Division Unit Tools Team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- 100% of Units have trained Den leaders
- Help to identify, recruit, and train your successor in the position.
Cub Scouting Division
Succession Planning and Leadership Selection Team Lead

Report to: Cub Scouting Division Unit Tools Team Lead

Overview: The Cub Scouting Division Succession Planning and Leadership Selection team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders to provide the best possible experience to Scouts, by educating current volunteers on how to recruit new leaders, volunteer recruitment and how to incorporate a succession plan for Pack leadership.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Promotion of succession planning training at my.scouting.org that focuses on volunteer impact on membership, recruiting unit leaders, volunteer recruitment and succession planning.
- Focus on four key areas of impact
  - Volunteer Impact on membership - recognizing positions and how to recruit and select volunteers, as well as identify key tasks and training opportunities.
  - Recruiting Unit Leaders - the recruiting method, key ways an individual can have influence in the community, and how to identify potential volunteers.
  - Volunteer Recruitment - the elements of a recruitment call and the rules of successful recruitment.
  - Succession Planning - define the cultivation of volunteers, the benefits of cultivating volunteers, and how to find volunteers and cultivate them.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout division unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- All Cub Scout units in LEC have a succession plan in place for SM and CC.
- Help to identify, recruit, and train your successor in the position.
Cub Scouting Division
Member Experience and New Family Engagement Team Lead

Report to: Cub Scouting Division Unit Tools Team Leader

Overview: The Cub Scouting Division Member Experience and New Family Engagement team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders assisting Packs with the recruitment and successful onboarding of new Scouts, ensuring Scouts and families have a quality experience.

Commitments:

- Monthly Team Meeting
- Phone and email conversations as needed
- New unit visits and coordination with training team
- Preparation and planning

Responsibilities:

- Establish and maintain mutually beneficial relationships with major community organizations and institutions, both those that have Scouting units and those that do not i.e. religious, educational, civic, & community organizations.
- Family engagement and member experience rather than just recruitment of new members.
- Assist with the organization of new units, reorganizing inactive and dropped units.
- Working in coordination with the Scouts BSA Division Pack to Troop Progression team, develop a plan to increase the number of Webelos joining Scouts BSA.
- Assist with the coordination of activities that actively promotes Scouts BSA with the Webelos i.e. Webelos Woods, open houses, overnights, etc.
- In cooperation with the Cub Scouting Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout division unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

- Help to identify, recruit, and train your successor in the position.
- Develop a plan for inclusive scouting and help implement girls in the Cub Scout Program.
Cub Scouting Division
Unit Funding Specialist

Report to: Cub Scouting Unit Tools Team Leader

Overview: The Cub Scouting Unit Funding Specialist recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring have a strong support system for units participating in the unit funding sale.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Work with service area unit funding specialists to coordinate the sale within their assigned service area to help units achieve their financial goals.
- With the help of the service area unit funding specialists help selling units maximize their potential by offering training and information in the execution of all the methods of selling i.e. Show-N-Sell, Show-N-Deliver, Take Order, Mobile & Online Sales.
- In conjunction with service area unit funding specialists identify non-selling units and underachieving units to work with on developing a unit funding plan for their units' product sale.
- Assist the Cub Scouting division budget and calendar planning team lead in the training of units in the “Ideal Year of Scouting” budget-building process.
- Follow up with units that have committed to participate in the sale to ensure that they have adequate support and marketing materials.
- Assist with the council-wide unit funding kick-off and rally.
- Serve as a member of the Cub Scout division unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- Provide units with adequate funding to meet their program funding needs.
- Help to identify, recruit, and train your successor in the position.
- Full divisional participation in unit funding.
- Create and distribute an ideal year of scouting for small, medium, and large units.
Scouts BSA Division
Commissioner (Unit Service) Team Lead

Report to: Council Commissioner

Overview: The Scouts BSA Division Unit Service Team Lead identifies, recruits, and leads a team of positive, energetic, accountable, and capable volunteer service area commissioners to ensure that our Troops have the resources to develop strategies around continuous improvement, are being communicated with, and can execute fundamental and required Scouting practices.

- The Scouts BSA Unit Service Team Lead works with Service Area Service Team Leaders, Service Area Tool Team, and Unit Commissioner based on the established ratio (1:6)

Commitments:
- Monthly Key 8 Meeting
- Monthly Commissioner Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Through the Unit Service Team Leaders, supervise and motivate unit commissioners to visit each unit regularly (min. of quarterly), identify unit needs, and implement plans to help units succeed.
- Administer the annual commissioner unit service plan, approved by the Unit Service Team Leader, which identifies the specific purposes for commissioner contact with units. Oversee the unit charter renewal plan so that each unit re-registers on time and with optimum membership.
- Plan and preside at regular meetings of the service area commissioner staff.
- Work with the Scouts BSA Program Team Leader, Scouts BSA Unit Tools Team Leader, and Scouts BSA Director to develop and coordinate the work of the Council.
- Serve as a member of the Council Unit Service, Tools and Program Team cabinet and a member of the Scouts BSA Key 4.
- Support local and National Scouting policy, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- Full unit assessment once per year.
- Quarterly visits by unit commissioners, logged in commissioner tools.
- Help to identify, recruit, and train your successor in the position.
Scouts BSA Division
Program Team Lead

Report to: Council Commissioner

Overview: The Scouts BSA Division Program Team Lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders to ensure that our Troops can participate in exceptional program opportunities, have access to the resources they need to offer exceptional program, and give significant service to our communities.

- Scouts BSA division advancement team lead
  - Council Eagle Scout process coordinator
  - Council Dean of Merit Badges
- Scouts BSA division leader development team lead
- Scouts BSA division outdoor adventure team lead
- Scouts BSA division activity coordination team lead
- Scouts BSA division pack to troop progression team lead
- Scouts BSA division community service team lead

Commitments:
- Monthly Key 8 Meeting
- Monthly Program Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Recruit Scouts BSA Division advancement, leader development, outdoor adventure, activity coordination, pack progression and community service team leaders.
- Help the program team leaders recruit an adequate number of members to carry out the program functions of the council.
- Coordinate with the program team leader establishing an 18-month council program calendar.
- Work with the Scouts BSA Program Team Leader, Scouts BSA Unit Tools Team Leader and Scouts BSA Director to stimulate and coordinate the work of the Council Scouts BSA Division.
- In cooperation with the Scouts BSA Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the council Unit Service, Tools and Program Team cabinet and a member of the Scouts BSA Key 4
- Support local and National Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- An 18-month activity and meeting calendar
- Council achieves Journey to Excellence Gold Status.
- Help to identify, recruit, and train your successor in the position
Scouts BSA Division
Unit Tools Team Lead

Report to: Council Commissioner

Overview: The Scouts BSA Division Unit Tools Team Lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders to ensure that our Troops develop and implement critical Troop tools.

- Scouts BSA division budget and calendar planning team lead
- Scouts BSA division proper communication planning and execution team lead
- Scouts BSA division succession planning and leadership selection team lead
- Scouts BSA division member experience and new family engagement team lead
- Scouts BSA division unit funding specialist

Commitments:

- Monthly Key 8 Meeting
- Monthly Tools Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:

- Recruit Scouts BSA division budget and calendar planning, proper communication planning and execution, succession planning and leadership selection, and member experience and new family engagement training team leaders.
- With the assistance of the unit tools team develop the resources necessary for health and strong units.
  - Troop budget and calendar tools and resources
  - Troop communication planning tools and resources
  - Troop succession planning and leadership selection tools and resources
  - Troop member experience and new family engagement tools and resources
  - Troop unit funding tools and resources
- Work with the Scouts BSA Program Team Lead, Scouts BSA Unit Tools Team Lead and Scouts BSA Director to stimulate and coordinate the work of the Scouts BSA Service Area.
- In cooperation with the Scouts BSA Director, set goals and objectives for the council unit tools teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Council Unit Service, Tools and Program Team cabinet and a member of the Scouts BSA Key 4.
- Support local and National Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

- An 18-month calendar with training, programs, and assistance opportunities.
- Adequate financial resources to execute Troop program.
- Sustainable growth in membership.
- Council achieves Journey to Excellence Gold Status.
- Help to identify, recruit, and train your successor in the position.
Scouts BSA Division Leader Development Team Lead

Report to: Scouts BSA Division Program Team Lead

Overview: The Scouts BSA Division Leader Development team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring that our training team is providing syllabus consistent Scouts BSA specific training in relevant settings and scenarios. Provides education on the importance and usefulness of training and monitors the progress, accomplishments and training deficiencies in our Troops.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Prepare an inventory of all leaders who need training using current training records.
- Evaluates effectiveness of trainings including quality of instruction, attendance, and trainee feedback.
- Offer appropriate training opportunities to every unit leader.
- Recognizes volunteers who have completed training.
- Promote participation in council training events including National Youth Leadership Training and Wood Badge.
- Plans a year-round annual training schedule, including opportunities for personal coaching and small group in-unit training
- Promote online training through my.scouting.org.
- Identify and recruit an adequate number of members to carry out the training functions of the council.
- In cooperation with the Scouts BSA Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA division unit program team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- An 18-month calendar with training opportunities.
- A training plan that increases the percentage of trained leaders, especially direct contact leaders.
- Recognizes volunteers who have completed training.
- Help to identify, recruit, and train your successor in the position.
Scouts BSA Division
Advancement Team Lead

Report to: Scouts BSA Division Program Team Lead

Overview: The Scouts BSA Division Advancement team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring that Scouts BSA rank advancement is a priority through education and coordination of activities and training at all levels. Ensures the integrity of the advancement process and monitors and tracks the progress, accomplishments and deficiencies of advancement in our Troops.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Interprets and implements the advancement policies of both the national council and of the local council advancement policies, as outlined in Guide to Advancement. Is the final arbiter of disputes on the subject of advancement policy and implementation.
- Promotes to Troops that they conduct regular ceremonies (usually courts of honor) to insure proper recognition of youth.
- Works with unit leadership to help them better understand the advancement process and its implementation on their units.
- Achieves JTE standard for Scout advancement during the year; monitors rank advancement progress throughout the year, identifies those units with little or no advancement and arranges special assistance for such units. Coordinates with leader development team.
- Promote usage of ScoutBook and Internet Advancement through regular promotion and training.
- Identify and recruit an adequate number of members to carry out the advancement functions of the council.
- In cooperation with the Scouts BSA Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA division unit program team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- An 18-month calendar with advancement opportunities.
- Give special assistance to units with poor advancement progress.
- Track individual Scout advancement.
- Scouts to First Class in 1 year.
- An advancement plan that increases the percentage of Scouts advancing in rank.
- Help to identify, recruit, and train your successor in the position.
Council Eagle Process Coordinator

Report to: Scouts BSA Division Advancement Team Lead

Overview: The Council Eagle Process Coordinator recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring a well-articulated, smooth and standardized process for Scouts to achieve the rank of Eagle Scout.

Commitments:

- Monthly Team Meeting
- Organizes and participates in monthly boards of review
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:

- Develop and maintain a well-orchestrated project review and approval process.
- Ensure a high caliber board of review experience and is adaptive to help even in instances of “short notice.”
- A clear application submission process for Scouts and Troops.
- Scheduling, tracking and record keeping for all Eagle Scouts and Eagle Scout boards of review in the council.
- Conduct Eagle Scout board of review training, using the approved syllabus, at least once a year, and when new members are recruited.
- Handle all special cases, exemptions for disabilities, appeals and differences of opinion.
- Identify, recruit and train quality individuals to serve on the Eagle Scout boards of review.
- Serve as a member of the Scouts BSA Advancement team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

- An 18-month calendar with Eagle Scout boards of review opportunities.
- Conduct Life to Eagle seminars for Scouts and Troops.
- Error free Eagle Scout submissions.
- Help to identify, recruit, and train your successor in the position.
Council Dean of Merit Badges

Report to: Scouts BSA Division Advancement Team Lead

Overview: The Council Dean of Merit Badges recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring a well-articulated, smooth, and standardized process for adults to apply for and instruct merit badges.

Commitments:

- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:

- Assist with keeping clean, up to date, and easily accessible record for Scout leaders and youth.
- Works with their team to (potentially) provide coordinated events where Scouts can participate in merit badge instruction.
- Serve as a member of the Scouts BSA Advancement Team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

- Easily accessible and up to date merit badge counselor list
- Convenient and easy renewal for merit badge counselors
- Help to identify, recruit, and train your successor in the position.
Scouts BSA Division
Outdoor Adventure Team Lead

Report to: Scouts BSA Division Program Team Lead

Overview: The Scouts BSA Division Outdoor Adventure team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders coordinating efforts with groups such as the Order of the Arrow to educate our units on the importance that outdoor adventures and experiences play in their Troop. Highlights the year-round opportunities offered at our three camps. Monitors and tracks the attendance or deficiencies in our Troop’s outdoor adventure offerings.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- With unit commissioners, help the Troops plan a year-round schedule of camping and outdoor program activities.
- Promote the use of camperships for summer time camps.
- Through council committees ensure promotion of high-adventure programs such as Philmont, Sea Base, Jamboree, etc.
- Ensure that all Scouts BSA have the opportunity for 10 days and nights of outdoor camping as required to obtain First Class Rank.
- Through the Order of the Arrow, ensure promotion to all Scout Troops for a long-term summer camp experience, preferably at our council’s camp.
- Promote year-round opportunities offered at the council camps such as shooting sports, COPE and climbing, cabins, sap-camp, etc.
- Identify and recruit an adequate number of members to carry out the outdoor adventure functions of the council.
- In cooperation with the Scouts BSA Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA division unit program team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- An 18-month calendar with camping and outdoor program activities.
- Monitor and track the attendance of Troops outdoor program offerings.
- Help to identify, recruit, and train your successor in the position.
 Scouts BSA Division  
Activity Coordination Team Lead

**Report to:** Scouts BSA Division Program Team Lead

**Overview:** The Scouts BSA Division Activity Coordination team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders assisting Troops through planning, promoting and operating events that support, but do not supplant, unit-level programs. Through high quality activities, assist with retaining and attracting members to Scouting.

**Commitments:**

- Monthly Team Meeting
- Occasional weekend events
- Phone and email conversations as needed
- Preparation and planning

**Responsibilities:**

- Promote and provide support for, nationally recognized activities i.e. Scouting Anniversary Week, Jamboree on the Air, etc.
- Establish guidelines for the planning and execution of coordinated service level activities. Paying specific attention to opportunities for improvements to our offers based on advanced planning, coordination, and the combination of duplicative events.
- Identify and recruit an adequate number of members to carry out the activity coordination functions of the council.
- In cooperation with the Scouts BSA Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA division unit program team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

**Desired Outcomes:**

- An 18-month calendar with program activities.
- Promote Scouting to the community-at-large.
- Through high quality activities, assist with retaining and attracting members to Scouting.
- Help to identify, recruit, and train your successor in the position.
Scouts BSA Division
Pack to Troop Progression Team Lead

Report to: Scouts BSA Division Program Team Lead

Overview: The Scouts BSA Division Pack to Troop Progression team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders assisting Troops with the coordination, promotion and recruiting of Cub Scouts to Scouts BSA, ensuring a smooth transition and that their needs are met.

Commitments:

● Monthly Team Meeting
● Phone and email conversations as needed
● Preparation and planning

Responsibilities:

● Working in coordination with the Pack Progression team, develop a plan to increase the number of Webelos joining Scouts BSA.
● Coordinate activities that actively promotes Scouts BSA with the Webelos i.e. Webelos Woods, open houses, overnights, etc.
● Monitor and track Scout retention, paying close attention to Scouts that drop off charters that have yet to age out of the program.
● Work with unit service team to follow up on Webelos who have not joined a Troop.
● Working alongside the unit service team develop resources to increase Scout retention.
● Working with the Pack Progression team, encourage the use of the Den Chief program by promoting and assisting the recruiting of Den Chiefs.
● Encourage Troops in the establishing of relationships with Packs.
● Encourage an orientation in the Bear Scouts dens to explain the changing role as Scouts become Webelos, and then again as they become Scouts BSA. Explain how being a Webelos will help prepare them for Scouts BSA.
● In cooperation with the Scouts BSA Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
● Serve as a member of the Scouts BSA division unit program team.
● Support local and national Scouting policies, procedures, and practices.
● Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

● An 18-month calendar with pack to Troop activities.
● Track 100% of Webelos to Scouts BSA transition.
● Ensure every Webelos is invited to join a Troop.
● Graduate every Webelos into a Troop.
● Help to identify, recruit, and train your successor in the position.
Scouts BSA Division
Community Service Team Lead

Report to: Scouts BSA Division Program Team Lead

Overview: The Scouts BSA Division Community Service team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring service opportunities are created and promoted for Troops and determine how Scouting can become involved in selected needs and interests of communities they serve.

Commitments:
- Monthly Team Meeting
- Occasional Community Service Events
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Develop a plan to increase the number of community service hours performed annually per Scout.
- Helps Troops take part in community service opportunities in such a manner that Scouts learn qualities of good citizenship.
- In cooperation of the Eagle Scout Process Coordinator, promote Eagle Scout candidate leadership service projects.
- Monitor and track Troop community service hours as reported using the Service Hour Reporting Tool.
- Promote service opportunities that benefit our charter partners.
- In cooperation with the Scouts BSA Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA division unit program team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- An 18-month calendar with community service activities.
- Council-wide community service opportunity for Troops.
- Leading council in country on number of community service hours performed per Scout.
- Help to identify, recruit, and train your successor in the position.
Scouts BSA Division
Budget and Calendar Planning Team Lead

Report to: Scouts BSA Division Unit Tools Team Lead

Overview: The Scouts BSA Division Budget and Calendar Planning team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring Troops have a budget supporting an activity and outing calendar for the program year.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Encourage Troops to hold an Annual Planning Conference when conducting and using the BSA’s Ideal Year of Scouting.
- Work with Troop leadership to publish program plan and budget to Scout families and chartered organization leadership.
- Encourage Troops to develop a budget that includes enough income to achieve the program desires of the Scouts.
- Ensure that each Scouting unit falls within the official BSA fiscal policies and procedures for BSA units.
- In coordination with the Scouts BSA Division Unit Funding Specialist, promote the unit funding sale to Troops.
- In cooperation with the Scouts BSA Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA division unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- Help to identify, recruit, and train your successor in the position.
- Help units and Council achieve JTE Gold Status.
Scouts BSA Division
Proper Communication Planning and Execution Team Lead

Report to: Scouts BSA Division Unit Tools Team Lead

Overview: The Scouts BSA Division Proper Communication Planning and Execution team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring Troops have an effective strategy and plan to communicate with families and assist with the coordination and distribution of internal and external (public) information to promote and support the activities and growth of Scouting.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Work with Troops to develop an internal and external communication strategy encouraging use of different channels.
- Provide guidance to Troops in providing public information about their activities and events.
- Assists Troops with being acquainted with the publishing requirements of community newspapers, subdivision newsletters, church bulletins, and other local publications.
- Notifies the Council Director of Communication of activities and events which are newsworthy and could be promoted to major media.
- In cooperation with the Scouts BSA Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA division unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- Help to identify, recruit, and train your successor in the position.
Scouts BSA Division  
Succession Planning and Leadership Selection Team Lead

Report to: Scouts BSA Division Unit Tools Team Lead

Overview: The Scouts BSA Division Succession Planning and Leadership Selection team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders to provide the best possible experience to Scouts, by educating current volunteers on how to recruit new leaders, volunteer recruitment and how to incorporate a succession plan for Troop leadership.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Promotion of succession planning training at my.scouting.org that focuses on volunteer impact on membership, recruiting unit leaders, volunteer recruitment and succession planning.
- Focus on four key areas of impact
  - Volunteer Impact on membership - recognizing positions and how to recruit and select volunteers, as well as identify key tasks and training opportunities.
  - Recruiting Unit Leaders - the recruiting method, key ways an individual can have influence in the community, and how to identify potential volunteers.
  - Volunteer Recruitment - the elements of a recruitment call and the rules of successful recruitment.
  - Succession Planning - define the cultivation of volunteers, the benefits of cultivating volunteers, and how to find volunteers and cultivate them.
- In cooperation with the Scouts BSA Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA division unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- All Scouts BSA Troops in LEC have a succession plan in place for SM and CC.
- Help to identify, recruit, and train your successor in the position.
Scouts BSA Division
Member Experience and New Family Engagement Team Lead

Report to: Scouts BSA Division Unit Tools Team Leader

Overview: The Scouts BSA Division Member Experience and New Family Engagement team lead recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders assisting Troops with the recruitment and successful onboarding of new Scouts, ensuring Scouts and families have a quality experience.

Commitments:

- Monthly Team Meeting
- Phone and email conversations as needed
- New unit visits and coordination with training team
- Preparation and planning

Responsibilities:

- Establish and maintain mutually beneficial relationships with major community organizations and institutions, both those that have Scouting units and those that do not i.e. religious, educational, civic, & community organizations.
- Family engagement and member experience rather than just recruitment of new members.
- Assist with the organization of new units, reorganizing inactive and dropped units.
- Working in coordination with the Pack to Troop Progression team, develop a plan to increase the number of Webelos joining Scouts BSA.
- Assist with the coordination of activities that actively promotes Scouts BSA with the Webelos i.e. Webelos Woods, open houses, overnights, etc.
- In cooperation with the Scouts BSA Director, set goals and objectives for the council program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA division unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

- Help to identify, recruit, and train your successor in the position.
- Develop a plan for inclusive scouting and help implement girls in the Scouting BSA Program.
Scouts BSA Division
Unit Funding Specialist

Report to: Scouts BSA Unit Tools Team Leader

Overview: The Scouts BSA Unit Funding Specialist recruits and leads a team of positive, energetic, accountable, and capable volunteer leaders ensuring have a strong support system for units participating in the unit funding sale.

Commitments:
- Monthly Team Meeting
- Phone and email conversations as needed
- Preparation and planning

Responsibilities:
- Work with service area unit funding specialists to coordinate the sale within their assigned service area to help units achieve their financial goals.
- With the help of the service area unit funding specialists help selling units maximize their potential by offering training and information in the execution of all the methods of selling i.e. Show-N-Sell, Show-N-Deliver, Take Order, Mobile & Online Sales.
- In conjunction with service area unit funding specialists identify non-selling units and underachieving units to work with on developing a unit funding plan for their units' product sale.
- Assist the Scouts BSA division budget and calendar planning team lead in the training of units in the “Ideal Year of Scouting” budget-building process.
- Follow up with units that have committed to participate in the sale to ensure that they have adequate support and marketing materials.
- Assist with the council-wide unit funding kick-off and rally.
- Serve as a member of the Scouts BSA division unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the council and units in achieving Journey to Excellence Gold Status.

 Desired Outcomes:
- Provide units with adequate funding to meet their program funding needs.
- Full divisional participation in unit funding.
- Create and distribute an ideal year of scouting for small, medium, and large units.
- Help to identify, recruit, and train your successor in the position.