Report to: Division Commissioner

Overview: The Scouts BSA Service Area Commissioner identifies, recruits and leads a team of positive, energetic, accountable and capable volunteer unit commissioner’s that provide coaching, consultation, and referrals of subject matter experts to and for the adult leaders of each Scouts BSA Troop within the assigned Scouts BSA Service Area, to help ensure perpetually successful functional operations for the Troops in the assigned Service Area.

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

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 Service Area.
- Serve as a member of the Service Area 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 SA and units in achieving Journey to Excellence Gold Status.

Strategic Work:
- Evaluate and improve the quantification and quality of contacts made by Unit Commissioners
- Develop, deploy, and improve the Unit Health Assessment Tools.
- Evaluate and improve the structure and implementation of the annual Charter Renewal process.
- Recruit, appoint, train, supervise, and motivate sufficient volunteers to insure success deployment of regular helpful service and support to all Troops in the Lake Erie Council.
- Support Lake Erie Council Scouting policies, procedures, and practices.

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

Continued on back
Scouts BSA Service Area
Commissioner (Unit Service) Team Lead Continued

Tactical Work:

- Review and analyze “Unit Contacts” made within the assigned Service Area.
- In partnership with the Service Area's Unit Serving Executive and the assigned Unit
  Commissioner, ensure the semi-annual collection and recording of Unit Health Assessment data
  for each Troop within the assigned Service Area.
  a. Ensure that these Health Assessments are recorded as a Full Assessment in
     Commissioner Toolbox.
  b. Assist Unit Commissioners to determine gaps in a Troop’s operation.
  c. Assist in matching resources (subject matter experts) from the Unit Tools Group to
     the Troop to help them eliminate any gaps or pursue operational improvement
     otherwise.
- Attend monthly Scouts BSA Division Cabinet Meetings with all field service volunteers and
  employees of the Scouts BSA Division to review the health of each Service Area and of the
  Scouts BSA Division, and help determine specific actions to remedy any issues or deficiencies.
- In partnership with the Service Area Unit Serving Executive, promote, direct, and manage the
  annual Charter Renewal activities for the Troops within the assigned Service Area, utilizing the
  Service Area Unit Commissioners.
- As a member of the Scouts BSA Division Field Service group, work directly with the other
  members of the Scouts BSA Division including the Division Commissioner, Division Field
  Director, all Unit Serving Executive, all other Service Area Commissioners, and all members of
  the Unit Tools Group and the Program Support Group to provide optimal support and resources
  to all Troops in the assigned Scouts BSA Service Area.
- Participate, as required, in appropriate Scouts BSA Division meetings, events, and activities.
- Ensure that a meaningful survey/contact is made with every Scoutmaster and/or Troop
  Committee Chair within the assigned Service Area at least once each year. The intent of such a
  contact is to assess each Troop’s satisfaction with the service/support functions of the Scouts
  BSA Division and evaluate gaps and opportunities for improvement.
- Promote, track, and award appropriate recognition to all commissioners in the assigned Service
  Area of the Scouts BSA Division.

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.
Unit Level Commissioner (Unit Service)

Report to: Service Area Commissioner

Overview: The Unit Commissioner provides coaching, consultation, and referrals of subject matter experts to and for the adult leaders of each Scout Unit assigned, to help ensure perpetually successful functional operations. The unit commissioner is a Scouting generalist whose passionate overriding mission in Scouting is to help units succeed. Many unit commissioners serve more than one type of unit. One might serve a Cub Pack, Troop, and a Crew in the same chartered organization. Other unit commissioners may serve only Packs, only Troops, or only Crews.

Responsibilities:

- Help each unit achieve the Journey to Excellence.
- Use the annual commissioner service plan; maintain its scheduled opportunities for commissioner contact with units.
- Know each phase of the Scouting program and can describe what each is and how each works. Review all Scouting program literature to support assigned units.
- See that all direct-contact unit leadership completes basic leader training, including Youth Protection training.
- Record visits with unit leaders in Commissioner Tools.
- Visit unit and committee meetings regularly.
  a. Observe the unit in action and determine the degree to which the descriptions in the literature are being followed.
  b. Annually, work with unit leadership in conducting the unit action planning meeting and completing the unit self-assessment form.
  c. Using the literature, offer suggestions for improvement.
  d. Work with the unit leadership to solve problems and improve unit operation.
- Visit regularly with the unit leader.
  a. Be aware of the unit leader’s needs and concerns.
  b. Using the literature available, help the leader see new opportunities for improvement.
  c. Maintain the best possible relationship with unit leadership.
  d. Encourage unit participation in council program events.
- In partnership with the Unit Serving Executive, ensure the semi-annual collection and recording of Unit Health Assessment data for each assigned Unit.
  a. Ensure that these Health Assessments are recorded as a Full Assessment in Commissioner Tools.
  b. Assist in matching resources (subject matter experts) from the Unit Tools Group to the Unit to help them eliminate any gaps or pursue operational improvement otherwise.
- Continue to grow as a commissioner through training and experience.
- Be sure that unit adults attend roundtable.
- Make certain that proper techniques are used to select and recruit unit leadership.
- Help the unit conduct a membership inventory (at least annually) of youth and adults.
- Facilitate the on-time annual charter renewal of all assigned units using Internet rechartering or the traditional paper rechartering method.
  a. Help the unit committee chairman conduct the charter renewal meeting.
  b. See that a completed charter renewal application is returned to the council service center.
  c. Present the new charter at an appropriate meeting of the chartered organization.
- Participate, as required, in appropriate Service Area and Division meetings, events, and activities.
Scouts BSA Service Area  
Unit Tools Team Lead

Report to: Service Area Commissioner

Overview: The Scouts BSA Service Area 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 Service Area budget and calendar planning team lead
- Scouts BSA Service Area proper communication planning and execution team lead
- Scouts BSA Service Area succession planning and leadership selection team lead
- Scouts BSA Service Area member experience and new family engagement team lead
- Scouts BSA Service Area pack to troop progression team lead
- Scouts BSA Service Area 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 Service Area 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 Service Area unit tools teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Service Area 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 Service Area 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.
- Service Area achieves Journey to Excellence Gold Status.
- Help to identify, recruit, and train your successor in the position.
Scouts BSA Service Area
Pack to Troop Progression Team Lead

Report to: Scouts BSA Service Area Unit Tools Team Lead

Overview: The Scouts BSA Service Area 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 Service Area program teams, track their progress, and ensure the completion of those goals.
● Serve as a member of the Scouts BSA Service Area unit program team.
● Support local and national Scouting policies, procedures, and practices.
● Assist the Service Area 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.
Scouts BSA Service Area
Budget and Calendar Planning Team Lead

Report to: Scouts BSA Service Area Unit Tools Team Lead

Overview: The Scouts BSA Service Area 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 Service Area Unit Funding Specialist, promote the unit funding sale to Troops.
- In cooperation with the Scouts BSA Director, set goals and objectives for the Service Area program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA Service Area unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the Service Area 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 Service Area achieve JTE Gold Status.
Scouts BSA Service Area
Proper Communication Planning and Execution Team Lead

Report to: Scouts BSA Service Area Unit Tools Team Lead

Overview: The Scouts BSA Service Area 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, council 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 Service Area program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA Service Area unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the Service Area and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:
- Help to identify, recruit, and train your successor in the position.
Scouts BSA Position Description

Scouts BSA Service Area
Succession Planning and Leadership Selection Team Lead

Report to: Scouts BSA Service Area Unit Tools Team Lead

Overview: The Scouts BSA Service Area 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 Service Area program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA Service Area unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the Service Area 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 Service Area
Member Experience and New Family Engagement Team Lead

Report to: Scouts BSA Service Area Unit Tools Team Leader

Overview: The Scouts BSA Service Area 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 Service Area program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Scouts BSA Service Area unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the Service Area 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 Position Description

Scouts BSA Service Area
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 Troop unit funding specialists to coordinate the sale within their assigned service area to help units achieve their financial goals.
● With the help of the council unit funding specialist 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.
● 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 Service Area 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 Service Area unit tools team.
● Support local and national Scouting policies, procedures, and practices.
● Assist the Service Area and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

● Provide units with adequate funding to meet their program funding needs.
● Full Service Area 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.
Cub Scouting Service Area Commissioner (Unit Service)

Report to: Division Commissioner

Overview: The Cub Scouting Service Area Commissioner identifies, recruits and leads a team of positive, energetic, accountable and capable volunteer unit commissioner’s that provide coaching, consultation, and referrals of subject matter experts to and for the adult leaders of each Cub Scout Pack within the assigned Cub Scout Service Area, to help ensure perpetually successful functional operations for the Packs in the assigned Service Area.

- The Cub Scouting Service Area 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 Service Area Cub Scout Service Area.
- In cooperation with the Cub Scouting Director, set goals and objectives for the Service Area program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Service Area 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 Service Area and units in achieving Journey to Excellence Gold Status.

Strategic Work:

- Evaluate and improve the quantification and quality of contacts made by Unit Commissioners.
- Develop, deploy, and improve the Unit Health Assessment Tools.
- Evaluate and improve the structure and implementation of the annual Charter Renewal process.
- Recruit, appoint, train, supervise, and motivate sufficient volunteers to insure success deployment of regular helpful service and support to all Packs in the Lake Erie Council.
- Support Lake Erie Council Scouting policies, procedures, and practices.

Continued on back

Tactical Work:

- Review and analyze “Unit Contacts” made within the assigned Service Area.
• In partnership with the Service Area’s Unit Serving Executive and the assigned Unit Commissioner, ensure the semi-annual collection and recording of Unit Health Assessment data for each Pack within the assigned Service Area.
  a. Ensure that these Health Assessments are recorded as a Full Assessment in Commissioner Toolbox.
  b. Assist Unit Commissioners to determine gaps in a Pack’s operation.
  c. Assist in matching resources (subject matter experts) from the Unit Tools Group to the Pack to help them eliminate any gaps or pursue operational improvement otherwise.

• Attend monthly Cub Scout Division Cabinet Meetings with all field service volunteers and employees of the Cub Scout Division to review the health of each Service Area and of the Cub Scout Division, and help determine specific actions to remedy any issues or deficiencies.

• In partnership with the Service Area Unit Serving Executive, promote, direct, and manage the annual Charter Renewal activities for the Cub Scout Packs within the assigned Service Area, utilizing the Service Area Unit Commissioners.

• As a member of the Cub Scout Division Field Service group, work directly with the other members of the Cub Scout Division including the Division Commissioner, Division Field Director, all Unit Serving Executive, all other Service Area Commissioners, and all members of the Unit Tools Group and the Program Support Group to provide optimal support and resources to all Packs in the assigned Cub Scout Service Area.

• Participate, as required, in appropriate Cub Scout Division meetings, events, and activities.

• Ensure that a meaningful survey/contact is made with every Scoutmaster and/or Pack Committee Chair within the assigned Service Area at least once each year. The intent of such a contact is to assess each Packs satisfaction with the service/support functions of the Cub Scout Division and evaluate gaps and opportunities for improvement.

• Promote, track, and award appropriate recognition to all commissioners in the assigned Service Area of the Cub Scout Division.

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.
Unit Level Commissioner (Unit Service)

Report to: Service Area Commissioner

Overview: The Unit Commissioner provides coaching, consultation, and referrals of subject matter experts to and for the adult leaders of each Scout Unit assigned, to help ensure perpetually successful functional operations. The unit commissioner is a Scouting generalist whose passionate overriding mission in Scouting is to help units succeed. Many unit commissioners serve more than one type of unit. One might serve a Cub Pack, Troop, and a Crew in the same chartered organization. Other unit commissioners may serve only Packs, only troops, or only crews.

Responsibilities:

- Help each unit achieve the Journey to Excellence.
- Use the annual commissioner service plan; maintain its scheduled opportunities for commissioner contact with units.
- Know each phase of the Scouting program and can describe what each is and how each works. Review all Scouting program literature to support assigned units.
- See that all direct-contact unit leadership completes basic leader training, including Youth Protection training.
- Record visits with unit leaders in Commissioner Tools.
- Visit unit and committee meetings regularly.
  a. Observe the unit in action and determine the degree to which the descriptions in the literature are being followed.
  b. Annually, work with unit leadership in conducting the unit action planning meeting and completing the unit self-assessment form.
  c. Using the literature, offer suggestions for improvement.
  d. Work with the unit leadership to solve problems and improve unit operation.
- Visit regularly with the unit leader.
  a. Be aware of the unit leader’s needs and concerns.
  b. Using the literature available, help the leader see new opportunities for improvement.
  c. Maintain the best possible relationship with unit leadership.
  d. Encourage unit participation in council program events.
- In partnership with the Unit Serving Executive, ensure the semi-annual collection and recording of Unit Health Assessment data for each assigned Unit.
  a. Ensure that these Health Assessments are recorded as a Full Assessment in Commissioner Tools.
  b. Assist in matching resources (subject matter experts) from the Unit Tools Group to the Unit to help them eliminate any gaps or pursue operational improvement otherwise.
- Continue to grow as a commissioner through training and experience.
- Be sure that unit adults attend roundtable.
- Make certain that proper techniques are used to select and recruit unit leadership.
- Help the unit conduct a membership inventory (at least annually) of youth and adults.
- Facilitate the on-time annual charter renewal of all assigned units using Internet rechartering or the traditional paper rechartering method.
  a. Help the unit committee chairman conduct the charter renewal meeting.
  b. See that a completed charter renewal application is returned to the council service center.
  c. Present the new charter at an appropriate meeting of the chartered organization.
- Participate, as required, in appropriate Service Area and Division meetings, events, and activities.
Cub Scouting Service Area
Unit Tools Team Lead

Report to: Service Area Commissioner

Overview: The Cub Scouting Service Area 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 Service Area budget and calendar planning team lead
- Cub Scouting Service Area proper communication planning and execution team lead
- Cub Scouting Service Area meeting planning (Den & Pack) team lead
- Cub Scouting Service Area succession planning and leadership selection team lead
- Cub Scouting Service Area member experience and new family engagement team lead
- Cub Scouting Service Area Pack progression and retention team lead
- Cub Scouting Service Area unit funding specialist

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

Responsibilities:
- Recruit Cub Scouting Service Area 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 Service Area unit tools teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Service Area 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 Service Area 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
- Service Area achieves Journey to Excellence Gold Status.
- Help to identify, recruit, and train your successor in the position.

5/8/2019
Cub Scouting Service Area
Pack Progression & Retention Team Lead

Report to: Cub Scouting Service Area Program Team Lead

Overview: The Cub Scouting Service Area 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 Service Area 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 Service Area 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 Service Area program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout Service Area unit program team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the Service Area 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.
Cub Scouting Service Area
Budget and Calendar Planning Team Lead

Report to: Cub Scouting Service Area Unit Tools Team Lead

Overview: The Cub Scouting Service Area 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 Service Area Unit Funding Specialist, promote the unit funding sale to Packs.
- In cooperation with the Cub Scouting Director, set goals and objectives for the Service Area program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout Service Area unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the Service Area 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 Service Area achieve JTE Gold Status.
Cub Scouting Service Area
Proper Communication Planning and Execution Team Lead

Report to: Cub Scouting Service Area Unit Tools Team Lead

Overview: The Cub Scouting Service Area 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, subservice Area newsletters, church bulletins, and other local publications.
- Notifies the Service Area 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 Service Area program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout Service Area unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the Service Area and units in achieving Journey to Excellence Gold Status.

Desired Outcomes:

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

Report to: Cub Scouting Service Area Unit Tools Team Lead

Overview: The Cub Scouting Service Area 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 Service Area unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the Service Area 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 Service Area
Succession Planning and Leadership Selection Team Lead

Report to: Cub Scouting Service Area Unit Tools Team Lead

Overview: The Cub Scouting Service Area 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 Service Area program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout Service Area unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the Service Area 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 Service Area
Member Experience and New Family Engagement Team Lead

Report to: Cub Scouting Service Area Unit Tools Team Leader

Overview: The Cub Scouting Service Area 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 Service Area 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 Service Area program teams, track their progress, and ensure the completion of those goals.
- Serve as a member of the Cub Scout Service Area unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the Service Area 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 Service Area
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 Service Area 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 Service Area-wide unit funding kick-off and rally.
- Serve as a member of the Cub Scout Service Area unit tools team.
- Support local and national Scouting policies, procedures, and practices.
- Assist the Service Area 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 Service Area participation in unit funding.
- Create and distribute an ideal year of scouting for small, medium, and large units.