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Troop Committee Job Descriptions

Adult Training Coordinator: Maintains records of completed Troop adult training and provides information on training opportunities, particularly where gaps exist in required training. Coordinates adult in-house training.

Advance Calendar Keeper: Monitors scheduling of community events for consideration in Troop planning. Maintains the Troop master calendar and communicates updates to the Webmaster.

Advancement Chairperson: Prepares and maintains advancement records for each scout. Reports to the Scoutmaster and adult patrol advisors regarding the advancement and merit badge needs of each scout. Coordinates with scoutmasters and merit badge coordinator to ensure that the annual program plan and monthly camping and troop meeting plans will provide opportunities for all scouts to advance. Purchases all awards, rank insignia, and other troop provided patches. Updates Troopmaster with rank and merit badge information.

Applefest Coordinator: Develops Troop plans for Applefest participation. Coordinates with Applefest organizing committee, Scouts, and Troop adults too set-up and run the Troop Applefest Booth.

Boards of Review Coordinator: Reviews Scouts for their rank advancement and schedules Scouts for Boards of Review. Recruits & schedules parents to conduct Board of Reviews. Assures Board of Review paperwork is correctly completed.

Eagle Advisor: Provides Life scouts with a Life to Eagle packet. Advises Life scouts on the process of attaining Eagle rank, advises and approves Eagle leadership service projects and on paperwork preparation. Updates Troopmaster with service hours of scouts who worked on Eagle projects.

Eagle ceremony/Courts of Honor Coordinator: Informs families of upcoming Courts of Honor and coordinates any refreshments. For the Eagle ceremony, assists families with Eagle Court-of-Honor planning and coordination and requests letters of congratulations from dignitaries.

Junior Assistant Scoutmaster Advisor: Advises Junior Assistant Scoutmasters on their role in leading and enhancing the troop.

Medical Officer: Maintains currency of medical forms for all scouts and scoutmasters in the master file as well as the Travelling Medical Form book. Updates troop records with new information provided by parents on trip permission slips. Updates Troopmaster with medical information on all scouts and scoutmasters. Provides a checklist of scouts with special medical/dietary needs to scoutmasters for each troop outing.

Merit Badge Coordinator: Enlists counselors and enrolls Scouts for Troop semi-annual merit badge nights. Provides information to Scouts on other merit badge opportunities

New Scout Advisor: Works with new scouts, their patrol leaders, and the troop guides to advance new scouts through ranks to first class, and for planning and execution of patrol activities and meetings.



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Pancake Breakfast Coordinator: Plans and coordinates the annual pancake breakfast fundraiser.

Publicity Coordinator: Publicizes troop honors, service, uncommon activities, and public events to the local media via press releases, and news articles and announcements.

Quartermaster: Works with the Scout Quartermaster on inventorying, storage, distribution, collection & proper maintenance of all Troop equipment. In conjunction with the Scout Quartermaster, identifies the need for new equipment, researches the vendor, price, and delivery of equipment and presents recommendations to the Troop Committee

Recruitment Coordinator: Prepares the annual recruiting plan for the troop. Coordinates with and distributes information to local packs for recruiting efforts, including via email and presentations at pack meetings. Prepares a packet for incoming scouts including an information folder, neckerchief, and scout handbook.

Registrar: Assures distribution of registration forms, personal information sheets, and publicity permission forms to all new Scouts and volunteer adults. Collects forms, updates Troopmaster with registration information, and distributes paper forms to their respective locations. Provides updated rosters, as needed, to adult leaders. Coordinates completion of and submits necessary forms for yearly Troop chartering.

Summer Camp Coordinator: Registers the troop for summer camp and attends its pre-camp orientation/informational meetings. Collects all fees, develops an attendance roster, and coordinates specific camp requirements with Scoutmasters. Provides information to adults and Scouts on camp procedures.

Transportation Coordinator: Secures tour permits, maps and driving directions and arranges drivers for all troop trips.

Treasurer: Receives, disburses and accounts for all troop funds. Maintains the troop checkbook. Reports the status of the treasury at each Troop Committee meeting and as requested by the Troop Committee Chairman.

Troop Committee Chairperson: Presides over all troop committee meetings. Publishes the Troop Committee agenda prior to and the meeting minutes after each Troop Committee meeting. Coordinates with the District Committee and Scout Executives regarding chartering, unit administration, and district and national requirements.

Troopmaster Overseer: Oversees update of all Troopmaster information. Enters general service hours and camping participation of scouts.

Varsity Coach: Advises scouts 14 and older and coordinates high adventure activities for this group.

Website Coordinator: Creates & maintains the Troop web site to ensure timely and appropriate information is posted. Maintains and updates Google Groups member list. Approves all website content. Maintains and updates Google calendar.