

Crew Leadership and Responsibilities

Youth Leadership

Youth members are elected to leadership positions in the following areas:

- **The President** is the key youth leader and works closely with the Advisor and other crew leaders to plan crew and crew officers' meetings. The president presides at crew meetings and officer meetings.
- **The Administrative Vice President** is responsible for advertising for and helping to get new members, membership registration, recognition, and meeting place set-up.
- **The Program Vice President** surveys members about their interests to help plan program activities. This vice president also schedules activities and takes care of crew equipment.
- **The Secretary** keeps records, takes meeting minutes, and handles correspondence and communications with the crew members on meeting and activity times and places.
- **The Treasurer** maintains the crew's funds and is in charge of fund raising activities.
- **The Activity Chair(s)** is appointed by the crew president to chair a crew activity or project. Each chair serves through completion of his or her appointed task and is then reappointed to chair or assigned to work on upcoming crew activities.

Adult Leadership

• **The Advisor and Associate Advisor(s)** are adult volunteers age 21 or older who is selected by the chartered organization and have responsibility for the following. For a co-ed crew, there must be at least one male and one female adult leader. There must always be at least two-deep adult leadership for all activities.

1. Attending crew meetings
2. Training youth officers to plan and coordinate the program
3. Conducting the program capability inventory
4. Helping youth plan and implement activities

• **The Crew Committee** is composed of adult members — parents, chartered organization members, and other interested adults—who support the crew program. Their responsibilities are as follows:

The Chair conducts monthly committee meetings and coordinates support for the crew.

The Treasurer advises the youth treasurer and assists with fund-raising activities.

Committee Members assist youth leaders carry out their responsibilities.

Consultants interact with the crew by providing technical expertise, special skills, equipment, facilities, or community contacts related to the crew program. They may be one-time participants.

Crew Leadership (Name, phone, and email)

President - _____

Administrative Vice President - _____

Program Vice President - _____

Secretary - _____

Treasurer - _____

Advisor - _____

Associate Advisor - _____

Committee Chairperson - _____

Committee Treasurer - _____

Committee Members - _____

- _____

- _____