



# The LOS Chartered Organization Representative



BE PREPARED

BOY SCOUTS  OF AMERICA

## **YOUR JOB IS IMPORTANT!**

Scouting is a youth movement dedicated to the character development, citizenship training and personal fitness of American youth. As a Chartered Organization Representative, you hold a key position in Scouting and join a unique group of American leaders who serve their community and their nation's future in this same capacity.

**Yours is a responsible job**, and while much honor attaches to the title, it is in no sense, an "honorary" position. If anyone told you that "you won't have anything to do", he is wrong! **THERE IS WORK TO IT, IMPORTANT WORK.** You can be sure of this -- whatever you invest in time and talent, it will come back to you a hundredfold in satisfaction. There are three phases to your Scouting Coordinator job:

1. You direct the Scouting program in your ward and are responsible for the success of its Scouting leaders (Cubs, 11 Year Old Scouts, Boy Scouts, Varsity Scouts and Explorers.)
2. You are a voting member of the local council, the overall governing body of the Scout Council. You should attend the annual council business meeting.
3. You may become a member of the District Committee and can serve as needed, and as may be agreed, as a member of its committee. However, your first obligation is to your ward organization and its units.

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## **HOW SCOUTING OPERATES**

The Boy Scouts of America makes the Scouting program available through the local council for the use of any worthy local organization. This may be a church, a club, a PTA, a lodge, a civic group, an urban agency, an industry or labor group, or a group of citizens who get together just for the purpose of having Scouting. The Boy Scouts of America makes its program available by issuing a charter for each Scouting unit (Cub Scout Pack, Boy Scout Troop, Varsity Team and Explorer Post) to the local organization.

Thus, your ward has a charter from the Boy Scouts of America for each of the Scouting units. This charter authorizes your ward/branch to use the Scouting program as an extension of Primary or Aaronic Priesthood quorums under leadership it has selected, for all youth (members and non-members) who want to join. Each such charter must be renewed annually.

### SCOUT UNITS IN THE WARD BELONG TO YOUR WARD

Your ward has a charter from the Boy Scouts of America, but the Scouting units and their leaders belong to your ward/branch organization and are part of your "Scouting Family". It is most important that this relationship be understood.

### YOUR WARD'S PART IN THE COUNCIL

The local council that covers the territory in which your ward is located is chartered by the Boy Scouts of America to promote and administer the Scouting program in your area and has two (2) purposes:

1. To supply certain services and facilities needed by each chartered organization in order for it to operate successful Scouting units.
2. To extend the use of Scouting to other organizations and to help them organize enough Scouting units so that the program is available to every youth who wants it.

There are some services which your ward needs that it cannot supply for itself. One of these is TRAINING IN SCOUTING, for the unit leaders, giving them the information and program resources that they need if they are to run a successful program.

Then, there will be times when these leaders will need expert, on-the-scene help, advice and guidance on problems that may develop.

Ward Scouting units need help with boy advancement and big activities in which they can join with other units.

Scouting units need camp facilities since outdoor activity is a big part of these programs.

(Unit means Cub Pack, Boy Scout Troop, Varsity Scout Team or Explorer Post.)

The council plans a program to carry out these purposes and sets up the organization to do it. However, since the council is large in territory and population, rather than attempting to do all the work through one central organization, the council creates "districts", each to carry out the council program in a specific geographic part of the council's area. The people who make up the District Committee are members at large from the total community. Some of them may be from your own ward or stake organization. If you wish, you may become a member of the District Committee.

YOUR DUTIES AS CHARTERED ORGANIZATION REPRESENTATIVE:

- \*\* Help recruit the right leadership.
- \*\* Encourage unit leaders and committee members to take training.
- \*\* Promote well-planned unit programs.
- \*\* Serve as liaison between your units, the Primary and Aaronic Priesthood
- \*\* Promote the recruiting of new members.
- \*\* See that boys graduate from unit to unit.
- \*\* Assist with unit rechartering.
- \*\* Suggest Good Turns to your units.
- \*\* Encourage unit committee meetings.
- \*\* Cultivate organization leaders.
- \*\* Encourage active outdoor unit programs.
- \*\* Emphasize advancement and recognition.
- \*\* Bring district help and promote its use.
- \*\* Use approved unit finance policies.
- \*\* Encourage recognition of leaders.
- \*\* Cultivate resources to support your ward units.
- \*\* Represent your ward organization on the council.

In the ward, the Chartered Organization Representative is responsible for and heads up the "Scouting Department". The bishop will properly look to you as the person responsible for the success of the ward Scouting program.

You are responsible for each of the Scouting units and its leaders.

THE UNIT CHAIRMAN IS THE KEY

Any organization is the reflection of its leadership, and this applies to your units. Leadership is the most important factor in their success! Your first interest, then,

is getting the best possible individual as chairman of each unit committee. He should be a person who can work with others, who can get others to work together and who will take the job seriously.

With such a person in this key position, the committee will do a better job working with other unit leaders, providing proper facilities for meeting, helping finance and equip the unit and fulfilling other obligations for the success of the unit.

### HOW TO HELP THE UNIT CHAIRMAN

Obviously, the chairman's success depends on personal enthusiasm, the extent of experience, a willingness to accept suggestions and directions. Your support will be needed. But you should be careful not to take over the job or bypass the chairman. THE KEY TO SUCCESS IS TO WORK THROUGH -- NOT AROUND THE CHAIRMAN.

Your sincere desire to be of help and by making this known will provide you with a solid basis for a happy working relationship.

### SPECIFIC AREAS YOU CAN ASSIST THE CHAIRMAN:

#### \* Help Recruit the Right Leadership

While the Boy Scouts of America requires only three unit committee members for a unit charter, it is well-known that successful units generally have large and active membership. Every person who has a child in the unit is a prospective member of the unit committee, as is any other person in your ward organization.

You are interested in the right leaders for the unit. The biggest reason for having a high-caliber unit committee is so it may help recommend to you and the bishop the finest possible unit leaders.

Every unit should have a competent, trained assistant ready to take over. Actually, the larger the unit, the more assistant leaders there should be.

#### \* Encourage UNIT Leaders and Committee Members to Take Training

Much of the effectiveness and success of your Scout units will depend on the extent of the know-how of your unit committee members and leaders in carrying out

a good program. Your district and council make a number of training opportunities available throughout the year.

There are regularly scheduled courses, (personal coaching can be provided, if needed. In addition, there are the monthly roundtables -- sessions that introduce new ideas and techniques.)

\* Promote Well-Planned UNIT Programs

National literature and publications contain a wealth of material to help the unit plan its program. In addition to the basic handbooks, there are planning sheets suitable for projecting the year's program, program helps and articles in "Scouting" magazine. In troops and posts, the members participate in building their own program. The important thing is that the unit establish goals and set up a planned program to achieve them.

"BOYS' LIFE" magazine is published by the Boy Scouts of America to furnish wholesome reading for all boys and especially, to provide additional program material for Cub Scouts and Scouts. There is a special half-price subscription rate for all registered members who subscribe through their unit. Encourage your units to be 100 percent "Boys' Life" units. This magazine is designed for boys!

\* Serve as Liaison Between your UNITS and your Ward Organization

You serve as liaison between your units and your ward leadership. In fulfilling this part of your responsibility, you should report regularly to the bishop on the progress of the units and also, find appropriate occasions when the entire ward membership hears about their Scouting program.

\* Organize Enough UNITS

There should be units in your ward to take care of all potential members of each age group who want to belong -- a pack for boys 8-10, a Scout troop for boys 11-13 (11 Year-Old Scouts formerly called Blazer Scouts), a Varsity team for boys 14-15 and an Explorer Post for youth 16-18.

\* Promote the Recruiting of New Members

The leaders of each unit should be recruiting new members constantly from member and non-member families. You may be able to assist in making a survey of available youth within your ward and setting up a plan that will invite each of them

to join when they reach the appropriate age.

\* See that Members Graduate from Unit to Unit

As a boy grows older, he moves from the Cub Scout Pack to the 11-Year Old Scouts (formerly called Blazers), to the Scout Troop, to the Varsity Team, to the Explorer Post. This means that he should graduate from one type of unit to another and not be lost in the process. It is not necessary to have been a member of the pack to become a member of the troop, nor to have been a member of the troop to become a member of the team or post.

One of your responsibilities will be to watch the membership rosters, particularly when your units recharter, to discover those who are of age for the next program. You can arrange for these individuals to be invited into the next unit.

\* Assist with Unit Rechartering

Units are chartered for one (1) year and must be rechartered annually. About 120 days before your unit's charter expires, the District Scout Executive will confer with the bishop or yourself and deliver re-registration forms and related instructions. The unit commissioner should arrange for a charter review meeting which the bishop, chartered organization representative, the unit committee and unit leaders are invited to attend. The purpose of this meeting is to review the progress of the units, to set up goals for their next year, to complete the application for the charter and to plan for the charter presentation ceremony.

\* Suggest Good Turns to Each Scouting Unit in Your Ward Organization

Through your knowledge of the ward organization and your contacts with its head, you may become aware of ways in which each of your units could render a service for the ward. In these instances, it would be appropriate for you to pass the ideas to the chairman of the unit committee.

\* Cultivate Ward Leaders

Much of the ongoing success of your ward's Scouting program will depend on the extent to which you and the bishopric are concerned and interested. In some wards, where the bishopric changes, you may have the opportunity to help develop the Scouting interest of a new bishop. It would be appropriate for you to invite the

bishop to a council or district function such as an annual meeting or recognition dinner, one of the large activities, or to the council camp.

\* Encourage Active Outdoor UNIT Programs

The Cub Scout program stresses outdoor activity in day camps and in back yard, family and neighborhood settings. In the Boy Scout program, hiking and camping are especially valuable. Super activities and high-adventure activities are important to the Varsity Scouting and Exploring programs.

\* Encourage Unit Committee Meetings

You should encourage regular unit committee meetings. Occasionally, you should attend one of the meetings. While there, your attitude should be one of interest and helpfulness. At the same time, you should be careful not to take over the meeting or to supplant the chairman. In the meeting, you will, as appropriate, explain the organization's policies and attitudes. You may also say something about what took place at the last district or council meeting you attended. If the opportunity arises, you might say something about future activities in the district and council program.

\* Emphasize Advancement and Youth Recognition

In the Cub Scout, Boy Scout and Varsity Scout programs, each youth member is challenged to meet certain requirements of learning and doing and thus, advance from one rank to another. Good advancement in the unit is one evidence of a good program.

For **VARSIITY SCOUTS**, program fields of emphasis are:

- |                                     |                     |
|-------------------------------------|---------------------|
| a) Individualized Scout Advancement | d) Service; and     |
| b) High adventure activities        | e) Special programs |
| c) Personal development             | and events          |

For **EXPLORING**, growth and development of members are provided through six (6) experience areas:

- |            |                     |                    |
|------------|---------------------|--------------------|
| 1) Social  | 3) Citizenship      | 5) Vocational; and |
| 2) Service | 4) Personal fitness | 6) Outdoor         |

SPIRITUAL GROWTH can be emphasized through religious emblems - programs such as FAITH IN GOD, DUTY TO GOD (Priesthood Award), ON MY HONOR and ADULT ON MY HONOR awards and special stake presidency or bishopric recognition of quorum members/Scout leaders.

\* Bring District Help and Promote Its Use

Through your contact with the district and council, you will learn of all of the facilities, activities, service and programs that are available. Your position entitles you to request any of these. You should encourage your Scout leaders to take advantage of all of the opportunities provided by the district and council. These might range from encouraging your troop to make use of the council camping facilities, in helping your Scouting leaders to know about and take part in a Cub Scout Leader's Pow Wow, a Scout District Camporee, a Council Jamboral, a Varsity Games Competition or a High Adventure activity.

Monthly district roundtables are a source of continuing training, program help and inspiration for your unit leaders and committee members. Here they will meet the other leaders who are interested in the same program and get the stimulation that comes from this association.

Every unit needs regular service and help of a unit commissioner. If any one of your units is not receiving this service, it would be appropriate for you to talk to the district commissioner and work cooperatively with him to provide this unit service.

\* UNIT Finance Policies

There are very definite policies regulating the financing of Scout units. You are the key person in seeing to it that all policies are adhered to of both the Boy Scouts of America and the Church. Please contact your bishop to discuss the current Church's Youth Activity Guidelines (Including Scouting) dated 11/94 and 1/95.

\* Encourage Recognition of Leaders

Aside from the satisfaction that comes to unit leaders from the knowledge of the good they are doing for boys, the next greatest compensation comes from recognitions that are accorded them for the service they render.

Bulletins or publications circulated in your ward can be used and are important. Follow through on training recognition awards offered by the district and council.

\* Cultivate Resources to Support Your Ward Organization's Units

Always be alert to resources available that will help your ward's Scouting program.

\* Represent your Ward Organization on the Council and District

Appointed by the bishop, you are automatically a member of the council. You carry the vote of your ward that will help determine the effectiveness of the Scouting program. You should represent your ward at the council annual business meeting.

Scouting is administered in the district by volunteer Scouters called the district committee. There is also a professional Scouter (District Scout Executive), who serves the district. He gives service to each of the Scouting areas such as Cub Scouting, Boy Scouting, Varsity Scouting and Exploring.

### THE DISTRICT COMMITTEE

The **District Committee**, under the leadership of the district chairman, carries out the council program through committees. These committees cover such functions as health and safety, leadership training, unit organization, camping, activities, relationships and finance. They want to support your unit leadership. It is important that you be aware of these resources and know your units' needs in order to provide needed help.

### COMMISSIONER SERVICE

**Commissioner service** devotes itself to helping individual units. Each unit is assigned a unit commissioner. Unit commissioners for your ward may be members of your Stake Young Men's Presidency or the High Councilors assigned to the Stake Aaronic Priesthood Committee and Stake Primary organization and may even be members outside of the Church. He makes visits to your units working mostly with the leaders

and committees and advising them on the operation of the unit and its program. The commissioner is responsible for assisting your units with rechartering.

You will want to know immediately the commissioners who are assigned to your ward.

The Cub Scout leaders' roundtable is held monthly for Cubmasters and their assistants, pack committee members, den leaders, den leader coaches and Webelos den leaders.

The Scout leaders' roundtable is held monthly for Scoutmasters, assistant Scoutmasters and Troop Committee members and are conducted to provide ongoing program helps to Varsity coaches. There will be training, information on upcoming events and an exchange of ideas with other coaches. Explorer leaders and post presidents and vice-presidents attend regular Exploring program conferences.

These sessions are key opportunities for your unit leaders and others to get help with their program.

### **YOUR PLACE IN THE PICTURE**

You are your organizations' "voice" on the council. Your unit commissioners are your "hands" for the district, taking a part in carrying out the work that you helped to plan as a member of the council.

The District Committee -- usually at its meeting prior to the annual council meeting, elects a district chairman and one (or more) vice-chairman to serve for a term of one (1) year. Your district chairman is then elected to members on the council executive board at the annual council meeting.

Your District Committee may occasionally tackle a big project, working as a total team or "committee of the whole", but most of its work is done through each of its operating committees. The chairman and members of the committee are named by the district chairman.

Most District Committees meet monthly and on a set date. This is in order for units in your organization and others to take advantage of available district services.

In some districts, chartered organization representatives may be asked to give a brief report on the program of Scouting in his ward. The meeting notice may ask them to bring specific information to the district meeting.

When the District Committee is considering the needs of the district or its program, you and other chartered organization representatives can contribute to keeping its program realistic and tuned to the needs of the units.

Your District Committee meetings are the source of training and information that you need if you are to do a good job in your ward.

Don't hesitate to ask questions. Your chairman and every individual on the committee will be eager to help you and consider it a privilege to do so. As with anything else, it may seem involved and complicated at first with much new terminology to learn, but as you work at the job, understanding will come to you.

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### YOUR RELATIONSHIP TO THE COUNCIL

As **CHARTERED ORGANIZATION REPRESENTATIVE**, you become a member of the overall governing body of your local council. The term "council" has several applications, as you will see. It refers to the territory served, to the organization itself and is also, the name of its governing body.

The council consists of:

- a) One Chartered Organization Representative from each chartered organization; and
- b) Members at large

The by-laws require that Scouting coordinators be in the majority.

Your relationship to the council is very important even though your activity as a council member will require only about one or two meetings a year, one of which is the annual business meeting where elections are held. At this meeting, your vote will help select the officers, the members at large of the council, and the membership of the executive board. This executive board meets frequently and exercises most of

the authority of the council between meetings of the council.

You may be invited to participate in your council's annual planning conference where your council's annual plan and program are put together. Thus, you represent your organization in selecting those who will govern the council and in determining the program the council will carry out.

Most councils hold an annual "recognition" or "appreciation" evening or dinner to honor Scout leaders and particularly those who lead units. One of your pleasant duties will be to ensure the presence of the leaders from your organization so they can share in the recognition and get the inspiration these occasions generate.

Your council is entirely dependent on voluntary support for its budget. Your council's budget will principally come from the United Way and the Friends of Scouting program.

As a council member, you may be invited to take part in the finance effort. "Stake presidents and bishops should assign men to conduct the Friends of Scouting membership fund-raising program and see that every family who has a Cub Scout, 11 Year Old Scout, Boy Scout, Varsity Scout or Explorer and those non-members living in the stake are contacted and urged to contribute. "Any contribution to the Friends of Scouting fund should be a voluntary contribution to the Boy Scouts of America by Scouters and friends of Scouting. These funds are used to provide financial support for the local council of the Boy Scouts of America, and checks should be made payable to the Boy Scouts of America.

'Stakes, wards or members should not be assessed a fixed amount. However, stakes are encouraged to donate an amount in proportion to the number of young men registered. Area Presidencies, Regional Representatives and stake presidencies should not pressure local units to raise specified amounts.

'Stake presidents and bishops should ensure that all friends of Scouting fully understand the need and benefit of supporting this activity and provide them with the opportunity to contribute." (Taken from the Church's Youth Activity Guidelines (including Scouting) as of January, 1995).

### **RESPONSIBILITIES OF THE UNIT COMMITTEE(s)**

Below are the jobs that a unit committee must do to ensure successful unit operation:

- \* Recommend to the bishopric, men to serve as unit leaders and one or more assistants and help them get the necessary training.
- \* Advise Scout leaders from time to time about Scouting policies and organization policies that affect the unit.
- \* Encourage and provide assistance, as needed, so that all youth members participate actively in the advancement program.
- \* Encourage all leaders and youth to have and properly use the uniforms, badges and insignia.
- \* Be responsible for getting and maintaining unit equipment.
- \* Run the unit when the leader is unable to serve and until his successor is appointed and trained.
- \* Assure every youth member a year-round outdoor program - day camp, camporee, summer camp and other high adventure type program.
- \* Carry out the aims and purpose of the Boy Scouts of America noted in the Charter.
- \* Coordinate and promote cooperation between the several Scouting units and their committees.
- \* Graduate Cub Scouts and Scouts from one unit to the next as they advance in age.
- \* Survey the available youth and recruit them from within your ward and community.
- \* Carry out the aims and policies of the Church in order that its objectives are achieved.
- \* Maintain through the Chartered Organization Representative and unit commissioners close liaison with the district committee and its resources to help the ward and its Scouting units.

- \* Evaluate and assure the quality of Scouting in the ward organization.
- \* Make sure that the Scouting program serves the ward well and reaches most of its young people.
- \* Recognize unit leaders periodically to show them that their efforts are appreciated.

### **THE PRINCIPLE OF VOLUNTEER RESPONSIBILITY WITH PROFESSIONAL GUIDANCE**

The policy of maintaining Scouting as a volunteer movement finds full expression in the organization and operation of the local council. Council, district and unit leadership are all volunteers with the exception of the Scout Executive and his small staff. Within the limits of national policy, the volunteers carry the responsibility for formulating and executing the plans necessary for the promotion in the council and districts. They determine membership goals, budgets, camp facilities and program, leadership training programs, the professional staff needs and other details of local council operation. Scouting in each council prospers in proportion to the stature, vision and enthusiasm of the volunteers who plan and carry out the local council program.

One of the conditions of B.S.A. for granting a charter to a local council is the employment of a staff or one or more professional Scouters. These professionals provide the administrative guidance to many volunteers into a coordinated, efficient pattern to assure the greatest dividends from the investment of time and effort. They serve as advisers to officers and committees. They know and pass on to the volunteers, the skills and techniques of youth leadership, finance campaigns, leadership training methods, camp development and the many other functions of a local council. They are familiar with Scouting literature, and through conferences and professional training, keep abreast of new procedures and methods of carrying out the Scouting program.

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**COUNCIL/CHARTERED ORGANIZATION RESPONSIBILITIES**

**THE CHARTERED ORGANIZATION (LDS Ward) SHOULD:**

- \* Use the program of the Boy Scouts of America as an integral part of its program for youth and families.
- \* Conduct the Scouting program in accordance with the policies of The Church of Jesus Christ of Latter-day Saints and of the Boy Scouts of America.
- \* Call one adult to serve as the Chartered Organization Representative (usually a member of the bishopric). Upon acceptance as a registered member of the Boy Scouts of America, you will serve as a voting member of the council. The Chartered Organization Representative should report regularly to the bishop on progress and accomplishment, i.e., youth and families served, camping provided, educational advancements achieved, adults involved, major activities and service projects.
- \* See that the Scouting program is organized in the ward. Cub Scouts for boys 8, 9 and 10, Eleven Year Old patrols for 11-year old boys.
- \* Select a committee of at least three (3) adults for each pack, troop, team or post who will be responsible for the following:
  - a) Recommend to the bishop the name of an adult 21 years of age or older, who will take training and serve as the unit leader.
  - b) Recommend to the bishop, with the approval of the unit leader, one or more assistant leaders who will take training and will serve the unit regularly.
  - c) Encourage the unit to participate in outdoor experiences which are vital parts of the Scouting program.
  - d) Provide advancement and recognition opportunities. (All leaders should meet the leadership requirements established by the Boy Scouts of America.)

- \* Provide adequate facilities where its pack, troop or post can meet on a regularly scheduled basis, with the time and place reserved for the units.
- \* Provide opportunities for the boy or young adult to recognize responsibility to God, to country, to fellowman and self.
- \* Cooperate with the local council in its fund-raising effort through the Friends of Scouting enrollment.

### KEY SCOUT LEADER'S MEETING

The Key Scout Leader's meeting is conducted by the member of the bishopric who is the Chartered Organization Representative. An agenda for this meeting follows in this booklet. By using the Key Scout Leader's meeting, you, as the Chartered Organization Representative, can coordinate the entire Scouting program with other activities and programs of the ward and:

- \* Maintain communication from the bishopric to the Scout leaders
- \* Understand the mode, direction and activities of the Scouting unit
- \* Help Scouting strengthen the families
- \* Maintain the information on each boy and young man regarding his activities, participation, recognition awards, etc., on a regular basis.
- \* Track each boy and young man in the ward from baptism to mission.

The Key Scout Leader's meeting should be held on a monthly basis and should take approximately one (1) hour. See Page 17.

**KEY SCOUT LEADER'S MEETING**

Conducted by the Chartered Organization Representative  
(Member of the Bishopric)

Date \_\_\_\_\_

**IN ATTENDANCE:**

Chartered Organization Representative  
Pack Committee Chairman  
Primary President & 2nd Counselor  
Cubmaster  
Troop Committee Chairman  
Scoutmaster

Varsity Coach  
Varsity Scout Committee Chairman  
Explorer Post Committee Chairman  
Explorer Post Advisor  
11 Year Old Scout Leader  
Den Leader Coach

1. WELCOME ..... Chartered Organization Representative
2. OPENING PRAYER .....
3. INSPIRATIONAL MESSAGE. Previously assigned. Should show examples of benefit of Scouting in lives of youth.
4. Review dates for Scouting activities in the ward for the next 60 days.

A. These activities should occur each month. List below dates and place of each event.

1. Pack Committee Meeting \_\_\_\_\_
2. Pack Meeting \_\_\_\_\_
3. Cub Scout Leader's Roundtable (conducted by the District)
4. BOARDS OF REVIEW for 11 Year Old Scouts, Boy Scouts, Varsity Scouts and Explorers. (Note: Invite District Advancement Representative for all Eagle Boards of Review). \_\_\_\_\_
5. Scout Leader's Roundtable \_\_\_\_\_
6. Patrol Leader's Council meeting \_\_\_\_\_
7. Varsity Scout Leader's Huddle \_\_\_\_\_

- 8. Explorer Team Leadership meeting \_\_\_\_\_
- 9. Explorer Post Officer's meeting \_\_\_\_\_
- 10. Explorer Roundtable \_\_\_\_\_
- 11. Troop Committee meeting \_\_\_\_\_
- 12. Varsity Committee meeting \_\_\_\_\_
- 13. Explorer Committee meeting \_\_\_\_\_
- 14. Adult Scouter Recognitions - Scouter Award, Key - On My Honor  
\_\_\_\_\_

B. District, Council and National Activities in the next six (6) months.

5. REPORTS: BRIEF STATEMENT ON ACCOMPLISHMENTS AND NEEDS

- A. Cub Scouting ..... Pack Committee Chairman  
Advancement progress, youth membership, pack meeting, projects for Cubs and Faith  
in God Award.
- B. 11 Year Old Scouts ..... 11 Year Old Scout Leader  
Youth registered, advancement, Board of Review and campout.
- C. Boy Scouting ..... Troop Committee Chairman  
Troop Committee meeting, Boards of Review, Patrol Leader's Council, advancement  
progress, membership and On My Honor Award.
- D. Varsity Scouting ..... Varsity Committee Chairman  
Advancement, special needs, high adventure plans, Big Event, On My Honor Award  
and Eagle candidates.
- E. Exploring ..... Post Committee Chairman  
Post activities, officer's meeting, membership, registration, coming events,  
advancement, On My Honor Award and Eagle candidates.

6. REVIEW AND SPECIAL ASSIGNMENTS ..... Chartered Organization Representative

7. CLOSING PRAYER .....

# L.D.S. SCOUTING POSITIONS CALLING LIST

(This checklist contains only KEY POINTS, mainly dealing with time involvement of the job.)

## CUB PACKS

- CI TER**
- \_\_\_ Attend Cub Scout Basic Training
  - \_\_\_ Register with the B.S.A.
  - \_\_\_ Attend monthly Cub Scout Roundtable
  - \_\_\_ Attend monthly Ward Key Scout Leaders meeting
  - \_\_\_ Conducts monthly Pack Meeting
  - \_\_\_ Wear a Full Scout Leaders uniform
  - \_\_\_ Train Den Chiefs to work with Den Leaders
  - \_\_\_ Attend Monthly Pack Leaders Meeting

### WEBELOS DEN LEADER

- \_\_\_ Attend Cub Scout Basic Training
- \_\_\_ Register with the B.S.A.
- \_\_\_ Attend monthly Cub Scout Roundtable
- \_\_\_ Plan, direct and conduct weekly Webelos Den meeting
- \_\_\_ Work with Webelos on passing off activity badge requirements
- \_\_\_ Wear a full Scout Leaders uniform
- \_\_\_ Attend monthly Pack meeting
- \_\_\_ Attend monthly Pack Leaders meeting

### DEN LEADER COACH

- \_\_\_ Attend Cub Scout Basic Training
- \_\_\_ Register with the B.S.A.
- \_\_\_ Attend monthly Cub Scout Roundtable
- \_\_\_ Attend monthly Ward Key Scout Leaders meeting
- \_\_\_ Wear a full Scouter's uniform
- \_\_\_ Attend monthly Pack meeting
- \_\_\_ Train and coach Den Leaders through a regular monthly meeting
- \_\_\_ Act as substitute Den Leader as needed
- \_\_\_ Attend monthly Pack Leaders meeting.

### DEY LEADERS

- \_\_\_ Attend Cub Scout Basic Training
- \_\_\_ Register with the B.S.A.
- \_\_\_ Attend monthly Cub Scout Roundtable
- \_\_\_ Wear a full Scout leaders uniform
- \_\_\_ Plan, direct and conduct weekly den meeting
- \_\_\_ Attend monthly Pack meeting
- \_\_\_ Attend monthly Pack Leaders meeting

## SCOUT TROOPS

### SCOUTMASTER

- \_\_\_ Attend Boy Scout Basic Training
- \_\_\_ Register with the B.S.A.
- \_\_\_ Attend monthly Scout Roundtable
- \_\_\_ Wear a full Scout Leaders uniform
- \_\_\_ Attend Ward Key Scout Leaders Mtg
- \_\_\_ Work with Sr. Patrol Leader to plan weekly Troop meeting
- \_\_\_ Hold monthly Patrol Leaders Council meeting
- \_\_\_ Hold regular Courts of Honor (at least 4 yearly)
- \_\_\_ Attend at least one long term camp during the year
- \_\_\_ Correlate activities of 11-Year Old Scouts with 11-Year Old Scout Leader
- \_\_\_ Provide adequate outdoor activity to allow Scouting to happen
- \_\_\_ Encouraged to attend Woodbadge training
- \_\_\_ Attend monthly Troop Committee meeting

### ASSISTANT SCOUTMASTER

- \_\_\_ Attend Boy Scout Basic Training
- \_\_\_ Register with B.S.A.
- \_\_\_ Attend monthly Scout Roundtable
- \_\_\_ Wear a full Scout Leaders uniform
- \_\_\_ Assist Scoutmaster at meetings and activities & accept other duties when asked
- \_\_\_ Attend monthly Troop Committee meeting

### 11-YEAR OLD SCOUT LEADER

- \_\_\_ Attend Scout Leader Basic Training
- \_\_\_ Register with B.S.A.
- \_\_\_ Wear a full Scout Leaders uniform
- \_\_\_ Attend monthly Ward Key Scout Leaders meeting
- \_\_\_ Attend Patrol Leaders Council monthly with Patrol leader
- \_\_\_ Conduct weekly Patrol activity meetings to learn Scout skills
- \_\_\_ Attend Troop Courts of Honor
- \_\_\_ Attend Day Camp
- \_\_\_ Attend Troop Committee meeting
- \_\_\_ Attend monthly Scout Roundtable

## VARSITY SCOUT TEAMS

### TEAM COACH

- \_\_\_ Review BSA Start-Up Material
- \_\_\_ Attend Varsity Scout basic training
- \_\_\_ Register with the B.S.A.
- \_\_\_ Attend monthly Varsity Scout Roundtable
- \_\_\_ Attend monthly Ward Key Scout Leaders meeting
- \_\_\_ Work with boy leaders to plan weekly Team meeting
- \_\_\_ Hold monthly Team Leadership meeting
- \_\_\_ Arrange for at least one High Adventure experience yearly.
- \_\_\_ Supervise the Varsity Scout letter program
- \_\_\_ Encouraged to attend Woodbadge training
- \_\_\_ Attend monthly Team Committee meeting

### ASSISTANT TEAM COACH

- \_\_\_ Review BSA Start-Up Material
- \_\_\_ Attend Varsity Scout basic training
- \_\_\_ Register with the B.S.A.
- \_\_\_ Attend monthly Varsity Scout Roundtable
- \_\_\_ Assist Varsity Scout Coach at meetings and activities and accepts other duties when asked
- \_\_\_ Attend monthly Team Committee meeting

### EXPLORER POSTS

#### EXPLORER ADVISOR

- \_\_\_ Review BSA Start-Up Material
- \_\_\_ Attend Explorer basic training
- \_\_\_ Register with the B.S.A.
- \_\_\_ Conduct an annual Post officers seminar
- \_\_\_ Attend Explorer Leaders Roundtable
- \_\_\_ Conduct at least one Post superactivity per year
- \_\_\_ Conduct regular Post officers meetings
- \_\_\_ Work with Post officers to plan Post meetings and activities
- \_\_\_ Plan and carry out Post activities that are calendared at least 3 months in advance
- \_\_\_ Attend monthly Key Scout Leaders meeting
- \_\_\_ Attend Post Committee meeting

#### ASSOCIATE ADVISOR

- \_\_\_ Review BSA Start-Up Material
- \_\_\_ Attend Explorer Leader basic training
- \_\_\_ Register with the B.S.A.
- \_\_\_ Attend Explorer Leader Roundtable
- \_\_\_ Assist Explorer Advisor at meetings and activities and accepts other duties
- \_\_\_ Attend monthly Post Committee meeting

## UNIT COMMITTEE JOB CHECKLISTS FOR ALL SCOUT UNITS

The same checklist applies whether it be for a PACK, TROOP, TEAM or POST COMMITTEE.

### Chartered Organization Representative

- \_\_\_ The counselor in the ward bishopric assigned to youth, or another worthy adult is the Chartered Organization Representative.
- \_\_\_ Register with the B.S.A.
- \_\_\_ Conduct the monthly Ward Key Scout Leaders meeting
- \_\_\_ Attend the monthly District Committee meeting
- \_\_\_ Attend the annual Council business meeting
- \_\_\_ Correlate and encourage a quality program in all Scout units in the ward

### COMMITTEE CHAIRMAN

- \_\_\_ Register with the B.S.A.
- \_\_\_ Attend Basic Training Course related to the type unit of which he is chairman
- \_\_\_ Arrange for and preside at the monthly committee meeting
- \_\_\_ Study and use the PACK, TROOP, TEAM or POST Committee Guidebooks
- \_\_\_ Assign duties to committee members and orient them to their duties
- \_\_\_ See that the unit runs a quality program.

### MEMBERS OF THE COMMITTEE

- \_\_\_ Register with the B.S.A.
- \_\_\_ Attend monthly committee meetings
- \_\_\_ Accept specific assignments from the committee chairman as given.

### ADVANCEMENT COMMITTEE MEMBER

- \_\_\_ Register with the B.S.A.
- \_\_\_ CUB SCOUTING - Promote advancement with parents and boys
- \_\_\_ Arrange for badges and ceremonies at the monthly meetings
- \_\_\_ SCOUTING - responsible for monthly Board of Review
- \_\_\_ Responsible for Court of Honor
- \_\_\_ Develop and maintain Merit Badge Counselor list
- \_\_\_ Make up Troop Advancement Report and arrange for badges
- \_\_\_ Promote quality advancement in the troop.

### OUTDOOR COMMITTEE MEMBER

- \_\_\_ (Transportation)
- \_\_\_ Be responsible for transportation arrangements
- \_\_\_ Make certain adequate outdoor program happens (especially in Troop, Team and Post)
- \_\_\_ Work with unit on acquisition and storage of equipment needed
- \_\_\_ Arrange for tour permits for unit outings
- \_\_\_ Be concerned with health and safety of unit programs

### SECRETARY-TREASURER

- \_\_\_ Keep minutes of committee meetings
- \_\_\_ Prepare a parent newsletter
- \_\_\_ Handle all unit funds
- \_\_\_ Supervise and organize money earning projects