

Troop Committee Organization and Responsibilities

The Troop Committee is the troop's board of directors and supports the troop program. But you ask, "What does the troop committee do?" The troop committee does the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization
- Carries out the policies and regulations of the Boy Scouts of America
- Supports leaders in carrying out the program
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan
- Obtains, maintains, and properly cares for troop property
- Provides adequate camping and outdoor program (minimum 10 days and nights per year)
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavior problems.

Duties of the Chairperson

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation.

Duties of the Secretary

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of troop events and activities.
- Conduct the troop resource survey.
- At each meeting, report the minutes of the previous meeting.

Duties of the Treasurer (Finance/Records)

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings accounts
- Lead in the preparation of the annual troop budget.
- Lead the Friends of Scouting campaign.
- Report to the troop at each meeting
- Keep adequate records of expenses

Duties of Outdoor/Activities

- Help in securing permission to use camping sites.
- Designate a transportation coordinator.
- Ensure a monthly outdoor program with the Scoutmaster.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month.
- Secure tour permits for all troop activities.
- Report to the troop committee at each meeting.
- Designate a Health coordinator.

Duties of Advancement Chair

- Encourage Scouts to advance in rank
- Work with the Troopmaster coordinator to maintain all Scout advancement records.
- Arrange troop boards of review and courts of honor.
- Develop and maintain a merit badge counselor list
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets.
- Report to the troop committee at each meeting.
- Works with Scoutmaster on Advancement concerns

Duties of Chaplain

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting

Duties of Training

- Ensure troop leaders and committee members have opportunities for training.
- Work with the district training team in scheduling training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Works with Assistant Scoutmaster of Development
- Report to the troop committee at each meeting.

Duties of the Equipment Coordinator

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage troops in safe use of all outdoor equipment.
- Report to the troop committee at each meeting.

Duties of Membership Chair

- Arrange for Webelos visits to Troop meetings
- Arranges for participation in crossover ceremonies
- Works with Assistant Scoutmaster of Development
- Requires Adult leaders for the troop

Duties of Fundraising Chair

- Works with Treasurer with Scout fundraising balances
- Manages fundraising coordinators
 - Popcorn Coordinator –
 - Gets popcorn material out to scouts
 - Organizes Booth and Door to Door sales
 - Places popcorn orders and collects monies
 - UD Parking coordinator-
 - Attends pre meeting
 - Organizes parking participation
 - Secures funds for parking events
 - Additional Fundraising Organizer –
 - Develops additional ideas for troop and special events

Duties of Special Events/Sunshine Chair

- Sets up refreshments at Court of Honors and special meetings
- Arranges cards or gifts for deaths and serious illnesses