



**COUNCIL
BOY SCOUTS OF AMERICA**

**CREW COMMITTEE
POSITION DESCRIPTIONS**

INSTITUTIONAL HEAD (IH): Usually a member of chartered partner organization. Unit must have this position filled before charter is posted. Recruits competent adults, provides program resources and meeting facilities.

CHARTERED ORGANIZATION REPRESENTATIVE (CR): Is the direct contact between the crew and the chartered organization. They are responsible for recruiting the crew committee, Advisor and associate Advisors. This individual is also the organization's contact with the district committee and the local council. If the chartered organization has more than one unit, one representative serves them all.

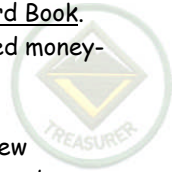


COMMITTEE CHAIRMAN (CC): Have all committee positions filled, call and preside at regular monthly meetings of committee and supervise committee operations. Completes and maintains the crew's program capability inventory (PCI). Secures equipment, facilities and program resources. Seek needed help from unit commissioner, district committee and other Troops and Crews. See that charter application is completed and turned in to council office before the expiration month. Support the policies of BSA.

SECRETARY (Membership and Registration) (MC): Keep minutes of crew committee meetings. Keep Crew Record Book. Advise youth secretary and help with charter application and crew program capability inventory (PCI).



TREASURER (MC): Advise youth leadership in a sound crew budget plan. Keep crew Financial Record Book. Responsible for bank account requiring two signatures. Guide the crew in conducting council-approved money-earning projects. Supervise program and superactivity savings plans.



TRAINING CHAIRMAN (MC): The goal of the crew training chair is to have 100 percent of the crew leadership BSA trained in their position responsibilities (youth and adult). New leaders and family members should receive orientation and Fast Start training within one week of joining the crew, and leaders should receive position specific within 30 days. Encourage crew leaders to attend ongoing training, such as roundtable, University of Scouting, outdoor training, Youth Protection training and Wood Badge. Remain current with training material and program updates. Keep track of crew training records and submit updated trained leader reports to the district and council.



PUBLIC RELATIONS CHAIRMAN (MC): Inform leaders of their responsibilities in Venturing and with the Charter Organization. Provide crew news and announcements for newspapers, bulletins of sponsor, websites, etc. Promote and stimulate service projects, Scout Anniversary Week, Scout Sunday or Sabbath and family participation in crew events. Promote new membership and let people in the neighborhood know that Venturing is available.



OUTINGS - ACTIVITIES CHAIRMAN (MC): Supervise, promote and coordinate attendance at crew, district and council camps and events. Supervise youth leadership to arrange chaperons, transportation, tour permits, facility/camp reservations and first-aid for all crew outings. Approve all arrangements and documents. Participate in Scouting for Food and take advantage of district and council events/activities. Have adult leaders review the Guide to Safe Scouting.

FRIENDS OF SCOUTING (FOS) CHAIRMAN (MC): Work closely with the crew committee on public relations for FOS. Conduct annual Friends of Scouting campaign to enroll family members and crew leaders in FOS. Give recognition to contributors and enrollees.



SCOUTING FOR FOOD CHAIRMAN (MC): Coordinates Food Drive for the crew and reports results to the district.

POPCORN KERNEL (MC): Conduct annual popcorn campaign and ensures that every Venturer sells popcorn.

ADVISOR (NL): Is the guiding hand behind the work of other crew leaders and serves as program adviser to the committee. The Crew Advisor and Associate Advisors work directly with the Venturers to train and guide them. Conducts the annual crew officers' seminar. He or she is also a recruiter, supervisor, director, planner, and motivator of other leaders to bring venturing to young adults (boys and girls). Upholds the standards, policies, guidelines and requirements of the chartered organization and the BSA. Provides framework to protect members from abuse. Seeks to cultivate within the members of a crew a capacity to enjoy life-to have fun through the Venturing experience. Participates in district and council events/activities. Maintains year-round program and make full use of tools and techniques.

ASSOCIATE ADVISOR for administration (NA): Help the Crew Advisor carry out their administration responsibilities; take over in his/her absence. Supports the youth administrative vice president and assists this person specifically with the crew's recruitment and recognition efforts. Advise with target recruiting campaigns, year around recruitment, growth and retention. See that every youth has a smooth transition into the crew. Encourage Ventures to earn Venturing Awards. Strengthen the crew by helping to train parents, leaders and youth in methods of Venturing advancement. Help plan and conduct induction, advancement recognition ceremonies. Promote Boys' Life magazine as an aid to advancement. Encourage and promote the wearing and proper use of uniform and insignia. Provide required two-deep leadership.

ASSOCIATE ADVISOR for program (NA): Help the Crew Advisor carry out their program responsibilities; take over in his/her absence. Supports the youth program vice president to help determine the interest of members, plan the year's program, and ensure that the crew calendar is maintained. Advise youth leadership in the annual crew program planning conference and approve the plan. Maintain close working relationships with leaders keeping them informed of activities, advancement, camping and training. Provide required two-deep leadership.

ASSOCIATE ADVISOR (NA): Help the Crew Advisor carry out their responsibilities; take over in his/her absence. Assist crew committee and youth leadership with equipment, transportation, tour permits, activities, projects, and the superactivity. Provide required two-deep leadership.

CONSULTANTS (MC): Provide expertise to the crew's program and assist in planning activities.



For every Unit position there should be parent participation and future leadership representation. Newest members can observe and help. Experienced parents/leaders act as Co-Chairs and Co-Leaders. And most likely, Seasoned leadership will help us continue to grow and strengthen our Unit, serving as top Leaders and Chairs. These will be the individuals the Districts and Council are going to begin grooming and recruiting onto their teams, too. Congratulate and recognize them for everything they do (and will continue to do) for your boys and Scouting!

"It's far better to find ten people that can do the work than it is to find one that can do the work of ten." Remember, everyone has something to contribute and may be waiting for you to ask for help. Please look carefully at the future of your Unit. Is the best leadership in place now and in the future to make dreams and plans come true?

POSITION	Name (2010)	Name (2011)	Name (2012)
INSTITUTIONAL HEAD (IH)			
CHARTERED REP. (CR)			
COMMITTEE CHAIRMAN (CC)			
SECRETARY (MC)			
TREASURER (MC)			
TRAINING CHAIRMAN (MC)			
PUBLIC RELATIONS CHAIRMAN (MC)			
OUTINGS-ACTIVITIES CHAIRMAN (MC)			
FOS CHAIRMAN (MC)			
SCOUTING FOR FOOD CHAIRMAN (MC)			
POPCORN KERNEL (MC)			
ADVISOR (NL)			
ASSOCIATE ADVISOR administration (NA)			
ASSOCIATE ADVISOR program (NA)			
ASSOCIATE ADVISOR (NA)			
ASSOCIATE ADVISOR (NA)			
ASSOCIATE ADVISOR (NA)			
Consultant (MC)			
Consultant (MC)			
Consultant (MC)			

"Plan for Success"