



**COUNCIL
BOY SCOUTS OF AMERICA**

**PACK COMMITTEE
POSITION DESCRIPTIONS**

INSTITUTIONAL HEAD (IH): Usually a member of charter partner organization. Unit must have this position filled before charter is posted.

CHARTERED ORGANIZATION REPRESENTATIVE (CR): Is the direct contact between the pack and the chartered organization. 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. Conduct the annual pack program planning conference. Maintain a close working relationships with leaders keeping them informed of activities, advancement, camping and training. Seek needed help from unit commissioner, district committee and other Packs and Troops. 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 pack committee meetings. Keep Pack Record Book. Keep inventory of pack equipment. Help with charter application.

TREASURER (MC): Supervise sound Pack budget plan. Keep pack Financial Record Book. Receive dues from den leaders. Responsible for bank account requiring two signatures. Guide the pack in conducting council-approved pack money-earning projects.

PACK TRAINER (PT): The goal of the pack trainer is to have 100 percent of the pack leadership BSA trained in their position responsibilities. New leaders and adult family members should receive orientation and Fast Start training within one week of joining the pack, and leaders should receive position specific within 30 days. Encourage pack 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 pack training records and submit updated trained leader reports to the district and council.

ADVANCEMENT CHAIRMAN (MC): Strengthen the pack by helping to train parents and leaders in methods of advancement. Obtain list of awards earned from den leaders each month, prepare advancement report, and turn this into the council office when ordering necessary awards and supplies. Give pack copy of report to secretary to record in Pack Record Book. Help plan and conduct induction, advancement recognition and graduation ceremonies. Promote Boys' Life magazine as an aid to advancement. Promote the wearing and proper use of uniform and insignia.

PUBLIC RELATIONS CHAIRMAN (MC): Inform parents of their responsibilities in Cub Scouting and with the Charter Organization. Provide pack 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 all Pack events. Promote new membership and let people in the neighborhood know that Scouting is available.

OUTINGS – ACTIVITIES CHAIRMAN (MC): Plan, promote and coordinate attendance at Pack, district and council camps and events. Arrange transportation, tour permits and first-aid for all pack outings. Have adult leaders review the Guide to Safe Scouting and complete Basic Adult Leader Outdoor Orientation (BALOO). Qualify for the National Summertime Pack Award, participate in Scouting for Food and take advantage of district and council events/activities.

MEMBERSHIP CHAIRMAN (MC): Responsible for the pack Sign Up for Scouting, Spring into Scouting youth recruiting campaigns and for coordinating year around recruitment, growth and retention. See that every Scout has a smooth transition into the next year of Scouting.

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

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

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

CUBMASTER (CM): Is the guiding hand behind the work of other pack leaders and serves as program adviser to the pack committee. He or she is a recruiter, supervisor, director, planner, and motivator of other leaders and supervises the recruiting of new boys. Works directly with the pack trainer, den leaders, den chiefs, pack committee chair and members to make sure that all dens are functioning well. Leads the monthly pack meeting with the help of others and Dens. Help plan and coordinate the total Cub Scout program with committee and den leaders at monthly pack leaders meeting. Maintain year –round program and make full use of tools and techniques.

ASSISTANT CUBMASTER (CA): Help Cubmaster carry out their responsibilities, take over in his/her absence.

TIGER CUB DEN LEADER (TL): Work directly with other den and pack leaders to ensure that their den is an active and successful part of the pack. Coordinate shared leadership among the Tiger Cub adult partners, ensuring that all adult partners help plan, conduct, and prepare for den meetings and Go See It outings on a rotating basis and that the den activities provide advancement opportunities for the boys in the den. Attend the pack leaders' meetings. Lead the den at the monthly pack activity. Ensure the transition of Tiger Cubs into a Wolf den at the end of the year.

DEN LEADER (DL): Work directly with other den and pack leaders to ensure that their den is an active and successful part of the pack. Plan, prepare for, and conduct den meetings with the assistant den leader and den chief. Attend the pack leaders' meetings. Lead the den at the monthly pack activity. Ensure the transition of Wolves into a Bear den and Bears into a Webelos den at the end of the year.

WEBELOS DEN LEADER (WL): Work directly with other den and pack leaders to ensure that their den is an active and successful part of the pack. Plan, prepare for, and conduct den meetings with the assistant den leader and den chief. Attend the pack leaders' meetings. Lead the den at the monthly pack activity. Work with local scout troops to insure a smooth transition into the Boy Scouting program when the boys turn 11 years of age, have completed the fifth grade or completed the Arrow of Light requirements.

"Plan for Success"



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 that the Districts and Council are going to begin grooming and recruiting on to their teams too. Congratulate and recognize them for everything they do (and will continue to do) for your boys and Scouting!

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)			
PACK TRAINER (PT)			
ADVANCEMENT CHAIRMAN (MC)			
PUBLIC RELATIONS CHAIRMAN (MC)			
OUTINGS-ACTIVITIES CHAIRMAN (MC)			
MEMBERSHIP CHAIRMAN (MC)			
FOS CHAIRMAN (MC)			
SCOUTING FOR FOOD CHAIRMAN (MC)			
POPCORN KERNEL (MC)			
BLUE & GOLD CHAIRMAN (MC)			
PINEWOOD DERBY CHAIRMAN (MC)			
CUBMASTER (CM)			
ASSISTANT CUBMASTER (CA)			
ASSISTANT CUBMASTER (CA)			
ASSISTANT CUBMASTER (CA)			
ASSISTANT CUBMASTER (CA)			
TIGER CUB DEN LEADER (TL)			
TIGER CUB DEN LEADER (TL)			
WOLF DEN LEADER (DL)			
WOLF DEN LEADER (DL)			
BEAR DEN LEADER (DL)			
BEAR DEN LEADER (DL)			
WEBELOS DEN LEADER (WL)			

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