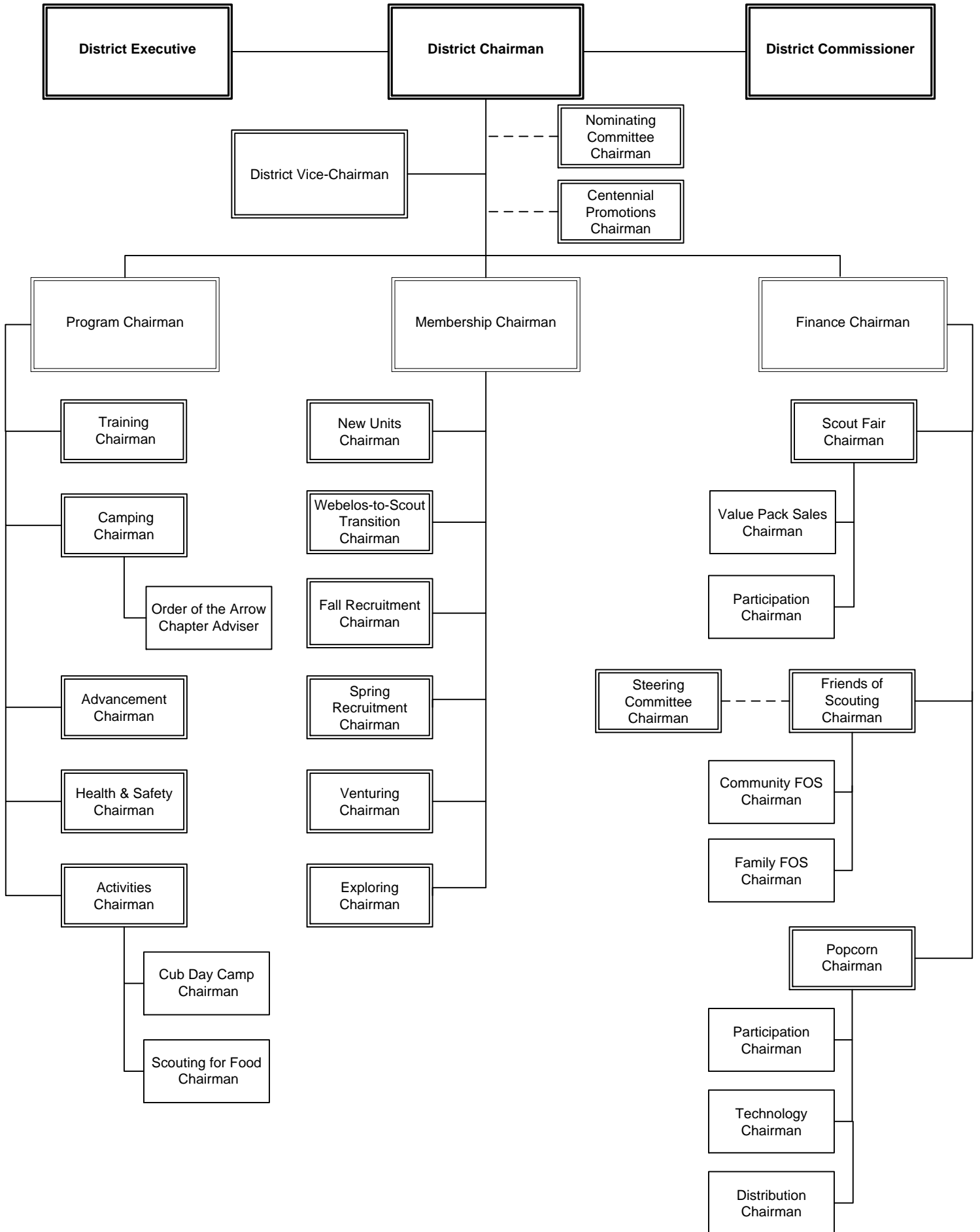


Recommended District Committee Structure

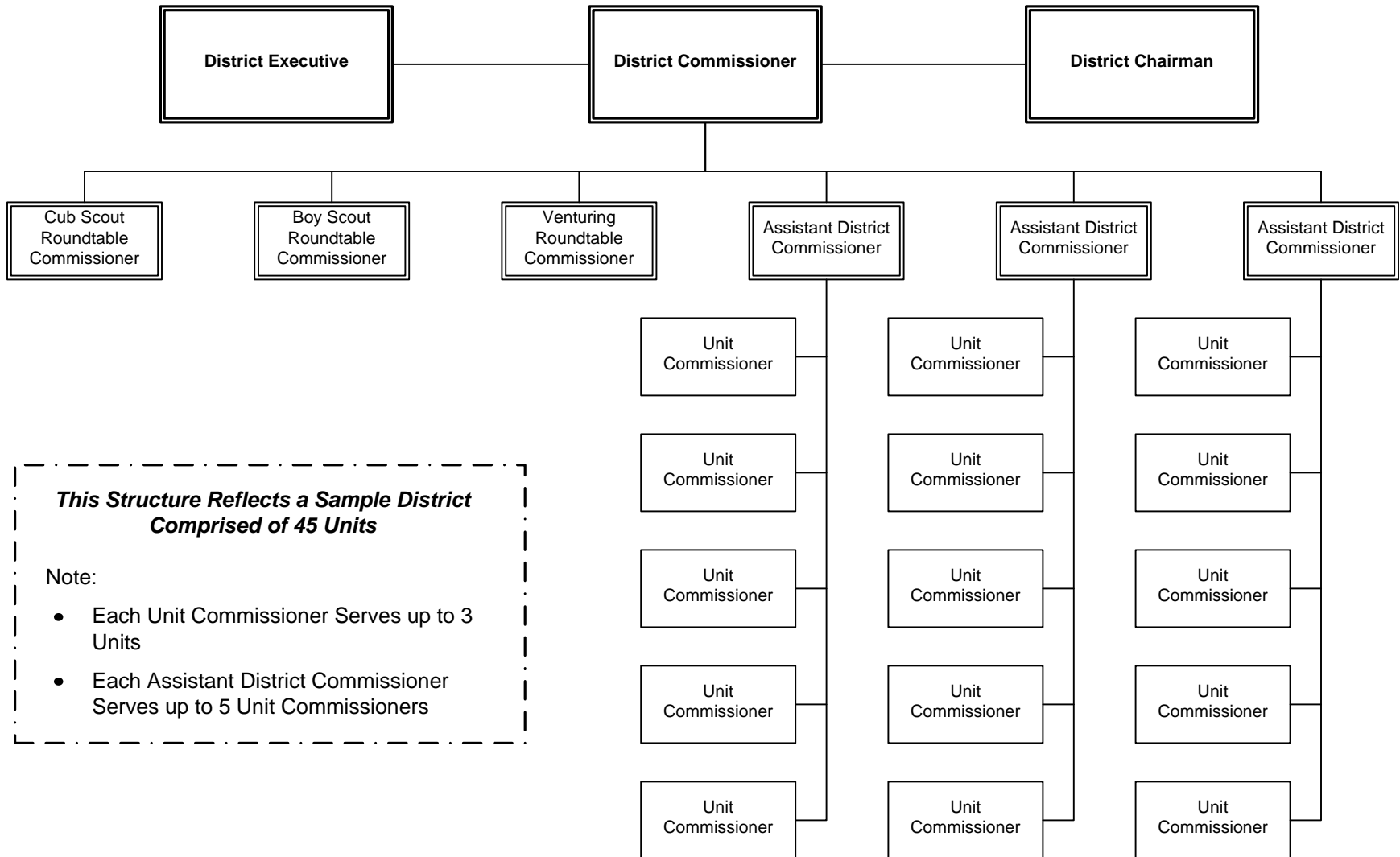
Sam Houston Area Council

Boy Scouts of America



Recommended District Commissioner Staff Structure

Sam Houston Area Council
Boy Scouts of America



This Structure Reflects a Sample District Comprised of 45 Units

Note:

- Each Unit Commissioner Serves up to 3 Units
- Each Assistant District Commissioner Serves up to 5 Unit Commissioners



District Chairman

- Calls and presides at regular monthly meeting of the district committee
- Meets monthly with Key Leaders of the district and District Executive (DE)
- Is expected to attend council board meetings and council coordinated meetings (when available)
- Maintains a close working relationship with the District Commissioner (DC) and District Executive (DE)
- Maintains year-round district operation through the use of committee chairmen
 - Acts immediately to replace leaders who resign or become inactive (serves in empty position until it is filled)
- Keeps committee members and leaders informed of council and district activities
- Provides recognition for vice-chairman and other leaders/volunteers when they do a job well
- Annually appoints a district nominating committee to select nominees for district officers and district members at large
- Recruits adults to serve as members-at-large on the district committee
- Supports local and national Scouting policy
- Helps to secure support for Scouting from top community leaders throughout the district

Length of Term

- One year (from November to November) with no term limits
 - Is approved by nominating committee and must be approved by the district committee members-at-large



Vice Chairman

- Reports to the District Chairman
- Works with District Chairman and District Executive (DE) in all areas of district operations
- Stands in for Chairman at events and meetings as needed
- Supports local and national Scouting policy
- Attends monthly Key Leader Meeting, District Committee Meeting and other venues as necessary to support district operations.
- Helps District Chairman recruit operating committee Chairmen and where necessary committee members
- Support Friends of Scouting and make a leadership gift.
- Ensure the district attains Centennial Quality District by year's end.

Time Commitments

- Key Leader Meeting
- District Committee meeting
- Attends Key Leader Conference (usually in January)
- Quarterly Council Coordinated meetings
- Quarterly Council board meetings (when the Chairman is unable to attend)
- With support of the District Chairman and DE, oversee operating committees; Membership, Finance, Program

Length of Term

- One year (from November to November) with no term limits
- Is approved by nominating committee and must be approved by the district committee members-at-large



Nominating Committee Chairman

- Maintains a close working relationship with the District Chairman and District Executive (DE)
- Responsible for providing leadership, staff development, and direction of the nominating committee
- Attends the council nominating committee chairman training
- Is expected to follow council plan and procedures for nominating committee process as well as the current version of the *District Nominating Committee Worksheet (#33157)*
- With the help of the District Chairman and/or District Executive (DE) fill the district nominating committee with leaders of the community who are committed to see Scouting be successful in the district

Purpose:

The nominating committee selects and recruits qualified adults to serve in key leadership positions within the district. The key positions that need to be filled are:

- District Chairman
- District Commissioner
- Members-at-Large

In addition, the committee selects and recruits members at large. They may also help identify nominees for district committee chairs and district committee members.

Procedure:

The bylaws of the council call for the district chairman to submit a candidate for district nominating committee chairman to the council president. The district chairman shall also submit names of individuals to serve on this committee. The bylaws give the council president discretion on who may serve on the nominating committee. Individuals from the council may also be appointed to the committee by appropriate council level volunteers.

The voting members for a district are the district members at large elected at the last district annual business meeting, any additional members elected at a district committee meeting during the year, council members at large residing in the district, the district chair and any vice chairs elected at the last meeting, and all currently registered chartered organization representatives for units in the district.

The names of the nominating committee must be sent to the voting members of the district at least 90 days prior to the district's annual business meeting. The council bylaws state that the district committee meeting immediately prior to the council annual business meeting will be the district annual business meeting. At this time the Brazos district's annual business meeting takes place on the Tuesday before the first Thursday of November.

The district executive serves as the secretary and advisor to the nominating committee. He is responsible for meeting announcements and minutes. He provides a confidential appraisal of the current leadership and also provides confidential assessments of any candidates

The nominating committee chairman recruits members to serve with him/her in the selecting and recruiting leaders for the district. The committee members ideally are knowledgeable, prominent, and influential within the community. Typically, after the nominating committee chairman has been approved by the vice president of field operations and then appointed and recruited by the district chairman, the district executive meets privately with the nominating committee chairman, providing advice and counsel.



Nominating Committee Chairman (Continued)

The committee meets first to identify district chairman and commissioner candidates. A list of prospects is drawn up at the first meeting. The committee discusses each candidate and comes up with a ranking of the top prospects. The committee identifies a team of people to meet with the candidate and ask them to serve. An ideal recruiting team includes 1) A personal friend of the candidate, someone the candidate respects and would have difficulty saying “no” when asked for a favor; 2) A person familiar with the position who can explain the time and duties required of the position; 3) The district executive. The appointment is set by the personal friend and should be at a location where the prospect is comfortable. It is advisable to have the spouse of the prospect attend the meeting, to understand the importance of the position and the time commitment.

If unsuccessful with the first candidate, the committee works through the list to a successful conclusion.

The second meeting of the nominating committee is to work on getting members-at-large involved. The committee maybe enlarged to included newly recruited candidates (although if a vote is needed these people will not have a vote). These members-at-large are asked to serve by members of the committee or by the chairman.

A slate is prepared and mailed to the voting members of the district.

At the District Committee Meeting, the district holds an annual business meeting. A portion of that meeting has the report from the nominating committee and the results of the ballot. The new officers and members at large are installed and they immediately begin their term of duty.

Suggested Schedule

- June – Briefing of district chairs
- By July 1 – Submit names to appropriate council personnel
 - Proposed nominating committee chair
 - Proposed members of the committee
- By July 10 – Approval of names
-
- By July 20 – Recruit nominating committee chair and members
-
- By July 31 – Announce names of district nominating committee to district committee, members at large, and chartered organization representatives. Announce date, place, and time of district annual business meeting (the Tuesday before the first Thursday in November)
-
- By August 15 – First meeting of the committee
 - Identify potential district chairman candidates
 - Identify potential district commissioner candidates
 - Identify potential district members-at-large candidates
- By August 16 – Submit names of proposed commissioner and chairman for approval
- By August 20 – Approval of commissioner and chairman
- By August 30 – Recruit chairman and commissioner
- By September 15 –
 - Second meeting of the committee (may include newly recruited chair and commissioner)
 - Recruit potential district members at large
- By October 15 – Mail ballots to district committee members, members at large, and chartered organization representatives
- November – Hold annual business meeting and install officers



District Centennial Promotion Chairman

Council Centennial Promotions Team – District Chair

The mission of the Council Centennial Promotions Team is to raise awareness of the Boy Scouts of America's centennial through the local Scouting community and to promote participation by all units in the council's five centennial celebration events. The Council Centennial Promotions District Chair is the communication link between the council team and the units within the district. The primary responsibility of the Centennial Promotions District Chair is to motivate, encourage, and secure the participation of all units in the council's five centennial celebration events.

Responsibilities of the Council Centennial Promotions Team – District Chair

- Be contagiously enthusiastic about being part of the centennial celebration of the Boy Scouts of America in 2010!
- Be proactive in developing and maintaining regular communication with all units in the district about the council's centennial celebration activities.
- Faithfully follow up and "do your best" to secure the participation of all units in all five centennial events by using enthusiasm and a genuine spirit of celebration fun.
- Maintain regular communications with the Centennial Promotions Division Chair about district and unit promotion and participation.
- Meet periodically with the full Council Centennial Promotions Team.
- Communicate with the District Key 3 and other district leaders to encourage their participation and to keep them informed of district participation progress.
- Celebrate unit participation events, Roundtable, and other gatherings to further encourage a spirit of Scouting fun throughout the Centennial.



Finance Chairman

- Works with District Chairman and District Executive (DE) in area of responsibility (Finance)
- Reports to the District Chairman
- Supports local and national Scouting policy
- Meets monthly with Key Leaders of the district and District Executive (DE)
- Is responsible for providing leadership, staff development, and direction for the Finance Committees
 - Finance Committees:
 - Popcorn – Ensures that the district’s popcorn campaign is successful by making sure that every unit is given the opportunity to sale popcorn
 - Scout Fair – Ensures that the district’s Scout Fair Value Pack (formerly Scout Fair Tickets) campaign is successful by making sure that every unit is given the opportunity to sale Scout Fair Value Packs (formerly Scout Fair Tickets) as well as giving every unit the opportunity to participate in Scout Fair
 - Friends of Scouting (FOS) Chairman – Ensures that the district meets its Friends of Scouting commitment through the effective recruitment from both the community and volunteer families already involved in Scouting
 - Acts immediately to replace leaders who resign or become inactive (serves in empty position until it is filled)
- Helps District to achieve Centennial Quality District as related to Finance Committee goals
- Is expected to attend council coordinated meetings (when available)
- Attends monthly district committee meeting

Length of Term

- Serves at the discretion of the District Chairman



Friends of Scouting Chairman

Length of Term

- Is responsible for providing leadership, staff development, and direction to both the Family Friends of Scouting (FOS) Chairman and the Community Friends of Scouting (FOS) Chairman
 - Acts immediately to replace leaders who resign or become inactive (serves in empty position until it is filled)
- Has a close working relationship with the Finance Chairman and the District Executive (DE)
- Reports to the Finance Chairman
- Attends monthly district committee meeting
- Is tasked with making the Friends of Scouting (FOS) goal by the council's victory date
- Keeps accurate records of where the Friends of Scouting (FOS) campaign is and makes changes accordingly
- Contributes at a significant level to Friends of Scouting (FOS) campaign
- Ensures that all prospects (both for Family and Community campaigns) are contacted
- Is expected to attend council Friends of Scouting (FOS) events

Length of Term

- Serves at the discretion of the District Friends of Scouting (FOS) Chairman



Family Friends of Scouting Chairman

- Is expected to attend council Friends of Scouting (FOS) events
- Reports to the District Friends of Scouting (FOS) Chairman
- Ensures that every unit will have a Friends of Scouting (FOS) unit presentation and unit coordinator
 - Acts immediately to replace presenters who resign or become inactive (serves in empty position until it is filled)
- Facilitates a Friends of Scouting (FOS) unit coordinator training
- Makes sure that all Friends of Scouting (FOS) presenters are trained and equipped to complete their assigned task
- Is tasked with making the Family Friends of Scouting (FOS) goal by council's victory date
- Has a close working relationship with the District Friends of Scouting (FOS) Chairman as well as the District Executive (DE)
- Ensures that all Friends of Scouting (FOS) premiums are distributed in a timely manner
- Is responsible for getting all reports, pledges, and/or monies to the council in a timely manner (usually by way of the District Executive (DE))
- Keeps accurate records of where the family Friends of Scouting (FOS) campaign is and makes changes accordingly
- Gives the Friends of Scouting (FOS) presentation to district volunteers (usually at a district committee meeting during January or February)
- Attends monthly district committee meeting
- Contributes at a significant level to Friends of Scouting (FOS) campaign
- Ensures that all Family prospects are contacted

Length of Term

- Serves at the discretion of the District Friends of Scouting (FOS) Chairman



Community Friends of Scouting Chairman

- Is responsible for providing leadership, staff development, and direction to the team of volunteers for Community Friends of Scouting (FOS)
 - Acts immediately to replace presenters who resign or become inactive (serves in empty position until it is filled)
- Hosts a report meetings as well as Campaign kick-off meeting
- Is expected to attend council Friends of Scouting (FOS) events
- Reports to the District Friends of Scouting (FOS) Chairman
- Is personally involved with the district's community Friends of Scouting (FOS) campaign
- Sets appropriate objectives to achieve community Friends of Scouting (FOS) goal by council victory date
- Has a close working relationship with the District Friends of Scouting (FOS) Chairman, District Finance Chairman, District Chairman, and District Executive (DE)
- Contributes at a significant level to Friends of Scouting (FOS) campaign
- Attends monthly district committee meeting

Length of Term

- Serves at the discretion of the District Friends of Scouting (FOS) Chairman



Steering Committee Chairman

- Responsible for providing leadership, staff development, and direction to steering committee meetings as they assist the District Friends of Scouting (FOS) Chairman in the following areas (not a comprehensive list):
 - Identifying and recruiting additional campaign leadership
 - Identifying and evaluating prospective donors
 - Maintaining campaign discipline and adhering
- Reports to the District Friends of Scouting (FOS) Chairman
- Assists in the identification, cultivation, and recruitment (if needed) of all positions in the community Friends of Scouting (FOS) campaign (usually community and/or business leaders)
- Recruits the community Friends of Scouting (FOS) chairman
- Has a close working relationship the District Friends of Scouting (FOS) Chairman, District Finance Chairman, District Chairman, and District Executive (DE)
- Attends monthly district committee meeting
- Contributes at a significant level to Friends of Scouting (FOS) campaign

Length of Term

- Serves at the discretion of the District Friends of Scouting (FOS) Chairman



Popcorn Chairman (Kernel)

- Is expected to attend council popcorn events
- Responsible for providing leadership, staff development, and direction to Popcorn Tech Chairman, Popcorn Participation Chairman, and Popcorn Distribution
- Acts immediately to replace leaders who resign or become inactive (serves in empty position until it is filled)
- Reports to the District Finance Chairman
- Is responsible for the district making its popcorn goal
- Ensures that district distribution location for popcorn is secured and adequate for district needs
- Communicates the status of the district popcorn sale to the division popcorn chair on a regular basis throughout the campaign
- Attends monthly district committee meeting

Length of Term

- Serves at the discretion of District Finance Chairman
- Popcorn positions are most active between April and January



Popcorn Participation Chairman

- Is responsible for achieving the district's unit participation goal
- Attends monthly district committee meeting

Length of Term

- Serves at the discretion of the Popcorn Chairman (Kernel)
- Popcorn positions are most active between April and January



Popcorn Technology Chairman

- Assists units with data entry in the computer system designated by the council
- Attends monthly district committee meeting

Length of Term

- Serves at the discretion of the Popcorn Chairman (Kernel)
- Popcorn positions are most active between April and January



Popcorn Distribution Chairman

- Is responsible for coordinating and leading the district's popcorn distribution efforts by securing a location as well as help for the distribution
- Attends monthly district committee meeting

Length of Term

- Serves at the discretion of the Popcorn Chairman (Kernel)
- Popcorn positions are most active between April and January



Scout Fair Chairman

- Is expected to attend council Scout Fair events
- Reports to the District Finance Chairman
- Responsible for providing leadership, staff development, and direction to both the Scout Fair participation chairman and Scout Fair Value-Pack Chairman (formerly Scout Fair Ticket Chairman)
 - Acts immediately to replace leaders who resign or become inactive (serves in empty position until it is filled)
- Is responsible for the district making its Scout Fair Value-Pack (formerly ticket) goal and participation goal
- Attends monthly district committee meeting
- Hosts the District Scout Fair Kick-off

Length of Term

- Serves at the discretion of to the District Finance Chairman



Value-Pack Sales Chairman (formerly Scout Fair Ticket Chairman)

- Involves as many units as possible with Scout Fair Value-Packs (formerly tickets) with the minimum expectation being to make District
- Reports to the District Scout Fair Chairman
- Calculates commissions due and aids units in clearing out accounts prior to council due dates
- Reports top Value-Pack (formerly ticket) salesman to Council prior to scheduled deadline
- Establishes a good turn in schedule coinciding with the Council deadlines
- Makes sure all units get Value-Packs (formerly tickets) out in a timely fashion and that recognition (stamps) are issued in a timely manner
- Monitors and reports progress during timeframe surrounding Scout Fair
- Promotes Value-Pack (formerly ticket) campaign at Roundtable and other district functions
- Attends monthly district committee meeting
- Assist the District Scout Fair Chairman with the District Scout Fair Kick-Off

Length of Term

- Serves at the discretion of the Scout Fair Chairman



Scout Fair Participation Chairman

- Encourages all units in the district to participate in Scout Fair
- Guides units in their selection of themes so as to reduce or eliminate duplications
- Assists units in development of their program theme
- Reports to the District Scout Fair Chairman
- Is responsible for District goals for participation
- Promotes participation of Scout Fair at Roundtable and other district functions
- Attends monthly district committee meeting
- Assists the District Scout Fair Chairman with the District Scout Fair Kick-off

Length of Term

- Serves at the discretion of the Scout Fair Chairman



Membership Chairman

- Works with District Chairman and District Executive (DE) in area of responsibility (Membership)
- Reports to the District Chairman
- Supports local and national Scouting policy
- Meets monthly with Key Leaders of the district and District Executive (DE)
- Gives leadership to the Membership committees whose mission is to extend Scouting through community organizations, to every youth who wishes to participate
 - Membership Committees:
 - Fall Recruitment Chairman (formerly School Night to Join Scouting)
 - Spring Recruitment Chairman
 - Webelos-to-Scout Chairman
 - New Unit Chairman
 - Venturing Chairman
 - Acts immediately to replace leaders who resign or become inactive (serves in empty position until it is filled)
- Organizes new units and cooperate with the commissioner's staff to ensure that every unit has strong leadership and institutional support
- Cultivates potential organizations for new units
- Participates in setting and achieving membership objectives
- Reviews membership against objectives on a regular basis and report status to district committee
- Reorganizes units with help of the commissioner corps
- Is expected to attend council coordinated meetings
- Attends monthly district committee meeting

Length of Term

- Serves at the discretion of the District Chairman



Fall Recruitment Chairman

- Reports to the District Membership Chairman
- Is expected to attend council fall recruitment event(s) (formerly School Night to Join Scouting (SNTJS))
- Participates with the District Membership Chairman and District Executive (DE) in setting fall recruitment goals
- Develops a plan to help the District move towards the “at least one pack per school” model (or maintain said model if the district already has it in place)
- Confirms boy talks are taking place at school (where allowed) and that the best possible person and date are chosen for each school during recruitment drives
- Is responsible for getting support (both Scouting and community) for fall recruitment drive as well as publicity
- Conducts trainings for unit leaders on how to do rallies and ensures that proper quantities of materials are available at these trainings
- Organizes for application turn-in on the evenings of each rally night and provides staff for turn-in events
- Follows up with units on success of recruitment drive efforts and reschedules where appropriate
- Recognizes units, leaders, and staff for this efforts on recruitment
- Attends monthly district committee meeting

Length of Term

- Serves at the District Membership Chairman



Spring Recruitment Chairman

- Reports to the District Membership Chairman
- Is expected to attend council spring recruitment event(s)
- Participates with the District Membership Chairman and District Executive (DE) in setting spring recruitment goals
- Recruits leadership from units so that every school (primarily elementary) has a unit associated with that school
- Confirms boy talks are taking place at school (where allowed) and that the best possible person and date are chosen for each school during recruitment drives
- Is responsible for getting support (both Scouting and community) for spring recruitment drive as well as publicity
- Conducts trainings for unit leaders on how to do rallies and ensures that proper quantities of materials are available at these trainings
- Organizes for application turn-in on the evenings of each rally night and provides staff for turn-in events
- Follows up with units on success of recruitment drive efforts and reschedules where appropriate
- Recognizes units, leaders, and staff for this efforts on recruitment
- Attends monthly district committee meeting

Length of Term

- Serves at the District Membership Chairman



Webelos-to-Scout Transition Chairman

- Reports to the District Membership Chairman
- Conducts a semiannual inventory of all Webelos and Webelos leaders and disseminates that information to Boy Scout Troops
- Conducts a semiannual inventory of all Troops and Scoutmasters and disseminates that information to the Webelos leaders and Pack leadership
- Identifies Webelos II Scouts that have not bridged over to Boy Scouts by March and organizes that a call-down of all these Scouts inviting them to join Boy Scouts.
- Coordinates and ensures a District Webelos-to-Scout Crossover is conducted as needed within the District
- Attends monthly district committee meeting and serves as an active member of the District Membership Committee

Length of Term

- Serves at the discretion of the District Membership Chairman



New Unit Chairman

- Reports to the District Membership Chairman
- Cultivates potential organizations for new units
- Develops district wide relationships with religious, educational, civic, and community organizations or with people who have contacts to said organizations
- Works to recruit new unit mentors (experience Scouting volunteers who will work closely with a new unit for three months to get it started)
- Keeps in contact with new unit leadership for first full calendar year (12 months) of the units existence and works with commissioner to help administer to issues that may arise
- Responsible for recognition (William D. Boyce award) to volunteers who are instrumental in starting new units (one award per unit started)
- Works with training team to ensure that new unit leadership is trained within a short time of registration of new unit (preferably within one month of registration)
- Attends monthly district committee meeting

Length of Term

- Serves at the discretion of the District Membership Chairman



Venturing Chairman

Length of Term

- Reports to the District Membership Chairman
- Serves as a member of the Council Venturing Committee and acts as the liaison between the District and Council's Venturing leadership
- Works to schedule and support a Venturing Open House to be conducted by each Crew and Ship in the District during September's Recruiting season
- Encourages each crew and ship to incorporate peer recruitment efforts into existing crew/ship program activities
- Working with the District Program Chairman, determines the district-level programming needs of Venturing crews and ensures the needs of those units are met through the annual District Program Calendar
- Attends monthly district committee meeting and serves as an active member of the District Membership Committee.

Material Needed

- Serves at the discretion of the District Membership Chairman



Program Chairman.

- Works with District Chairman and District Executive (DE) in area of responsibility (Program)
- Reports to the District Chairman
- Supports local and national Scouting policy
- Meets monthly with Key Leaders of the district and District Executive (DE)
- Provides leadership, staff development, and direction for the Program Committees
 - Program Committees:
 - Camping – Promoting camping opportunities for all levels of Scouting as well as keeping vital statistics of said opportunities. This person is also responsible for the Order of the Arrow (OA) and its assigned duties and responsibilities
 - Advancement - Stimulates advancement for all levels of Scouting and be a resources to units who have questions and concerns involving advancement
 - Training – Develops a staff of trainers that will be tasked with providing that adult leader in the district has the opportunity to be trained
 - Health & Safety - Carries out the policies and plans of the council Health & Safety committee within the district
 - Activities – Various activities carried out throughout the year in the district that are not covered by any of the other program committees
 - Cub Scout Day Camp Chairman – Carries out the district annual Cub Scout Day Camp in accordance to National Standards and policies of the local council
 - Scouting for Food Chairman – Carries out the annual Food Drive and in an efficient manner in order to cover all of the district and reports appropriate information to necessary council personnel
 - Acts immediately to replace leaders who resign or become inactive (serves in empty position until it is filled)
- Helps the District to achieve Centennial Quality District as related to training, advancement, and camping goals
- Attends Council Coordinated meetings (when available)
- Attends monthly district committee meeting

Length of Term

- One year or at the discretion of the District Chairman



Camping Chairman

- Develops and implements, with the help of the Order of the Arrow (OA) Chapter Advisor, an annual plan to promote camping with a scheduled camping promotion given to each troop and team as well as select crews
- Reports to the District Program Chairman
- Completes reports required by council in a timely manner
- Promotes the National Camping Award program as well as local council activities to all units
- Works with Cub Scout packs to make sure that camping is being utilized at the pack level for Cub Scouts and Webelos
- Is expected to attend council coordinated meetings
- Attends monthly district committee meeting

Length of Term

- One year or at the discretion of the District Chairman



Order of the Arrow (OA) Chapter Advisor

- Is expected to attend council coordinated meetings as well as lodge, section and national meetings and activities.
- Ensures that every Troop and Team has an Order of Arrow (OA) election (Troops and Teams may choose not to participate).
- Ensures successful Chapter operations to meet or exceed the Chapter annual goals (this should be done through the Chapter Chief)
- Adheres to the program and policies of the Council and Boy Scouts America (specifically those related to the Order of the Arrow (OA))
- Appoints Associate Chapter Advisers and Chapter Committee Advisers as needed for the Chapter (these adult should be paired up with youth leadership in the Chapter)
- Obtains necessary training at the annual David Hines Memorial Training as well as other sessions as prescribed by current Lodge officers
- Promotes and attends all Chapter meetings, Chapter events, and Lodge events
- Ensures that the Chapter is represented at Lodge Executive Committee (LEC) meetings (this should included one youth leader and one adult leader of the Chapter)
- Promotes summer camp experiences for Boy Scouts and Varsity Scouts.
- Promotes youth leadership opportunities in the chapter and lodge.
- Promotes adult participation and support in the chapter.
- Tracks youth progress for individual awards and chapter progress for quality chapter award.
- With the help of youth leadership, plans and coordinates chapter service projects for the district, the council and the community
- Is expected to make sure that meetings are held on a schedule (usually monthly) in order to keep youth interested in both Scouting and the Order of the Arrow (OA)
- Reports to the District Camping Chairman
- Makes his/herself available at district functions (Roundtable and District Committee meetings) to answer questions as well as ensure that the Order of the Arrow (OA) is properly supporting of the district
- Attends district committee meetings

Length of Term

- Serves at the discretion of the District Camping Chairman



Advancement Chairman

- Interprets and implements the advancement policies of both the National Council and of the local council advancement policies
- Reports to the District Program Chairman
- Provides year round training opportunities for units in the area of advancement and informs appropriate district staff (commissioners and training personnel) when areas of concern/improvement are observed
- Maintains a merit badge counselor list that is accurate and available for scouts and units
- Makes sure that merit badge counselors are registered and properly trained in their role
- Ensures that there is a district representative on every Eagle Scout board of review (BOR)
- Reviews and approves Eagle projects in accordance with council and National guidelines
- Promotes to troops, teams, and crews that they have regular ceremonies (usually courts of honor (COH)) to insure proper recognition of youth in their respective units
- Works with unit leadership to help them better understand advancement and implementation of advancement in their programs
- Is expected to attend council coordinated meetings
- Sets district's advancement goals
- Attends monthly district committee meeting

Length of Term

- One year or at the discretion of the District Chairman



Training Chairman

- Responsible for providing leadership, staff development, and direction to chairmen for respective training sub committees (examples might include Cub Scout training, Boy Scout training, etc.)
- Is expected to attend council coordinated meetings
- Reports to the District Program Chairman
- Keeps accurate records of trainings taking place within the district and makes sure reports are sent to council on a timely basis
- Establishes district training goals annually and monitors progress towards them and reports this information to the district committee regularly
- Plans annual training schedule and publishes schedule so that it is available to all units (makes changes as needed)
- Promotes council level trainings at the district level
- Recognizes volunteers who have complete training
- Works closely with leaders of the district to ensure the communication of health and safety policies, procedures and methods and to arrange the conducting of training in CPR, first aid, aquatics safety and related programs should a need be seen
- Stays alert and responsive to emerging health and safety practices and distributes that information in a timely manner
- Evaluates effectiveness of trainings and changes (where able to) trainings in order to increase effectiveness
- Ensures that all training events have a proper budget and are within council budgetary guidelines
- Supports and encourages all units to have at least one adult volunteer to keep and track training records within the unit (in packs called a Pack Trainer (PT))
- Annually increases the percentage of trained leaders (especially direct contact leaders)
- Attends monthly district committee meeting

Length of Term

- Serves at the discretion of the District Program Chairman



Health and Safety Chairman

- Attends Council Coordinated meetings and Key Leader's Conference
- Carries out the policies and plans of the council Health & Safety committee within the district
- Cooperates with local agencies in community health and safety projects in regards to Scouting
- Inspects and recommend improvements of sites and equipment used for district events and for unit camping
- Provides leadership and direction to the District First Aid Meet which should coincide with the Council First Aid meet
- Helps Units to maintain at least one first aid trained leader for events and outings
- Works closely with leaders of the district to ensure the communication of health and safety policies, procedures and methods and to arrange the conducting of training in CPR, first aid, aquatics safety and related programs should a need be seen
- Stays alert and responsive to emerging health and safety practices and distributes that information in a timely manner
- Attends monthly district committee meeting or provides a report to the Program Chairman prior to the District Committee meeting
- With the assistance of the Program Chairman, recruits and maintains an operating health and safety committee

Length of Term

- One year or at the discretion of the District Chairman



Activities Chairman

- Serves as a member of the District Committee and attends District Committee meetings (or provides a report to the Program Chairman monthly)
- Plans a calendar of district events which allows units to participate at all applicable district activities and still maintain a robust unit program outside of district activities
- Recruits (in consultation with the Program Chairman) top leadership to serve as event chairs
- Works with the Program Chairman and District Executive in planning and managing event budgets and ensures that each event meets council budgetary policy(s)
- Secures a location for all events in a timely fashion and works with the DE to arrange for contracts with event locations
- Keeps the Program Chairman informed of the progress and status of each activity or event
- Monitors development of events to ensure that all activities are conducted within the guidelines and policies of both National and the local council
- Assists the Program Chairman in conducting the key staff training sessions for event chairs
- Conducts event evaluations
- Recognizes key staff after each event
- Monitors event staff to ensure good utilization of district resources and prevention of leader burn-out
- Maintains historical records of each activity and event to guide future leaders
- Assures that each activity or event is effectively promoted on a timely basis
- Decides how Scouting can become involved in selected needs and interests of communities in the district
- Helps Scouting units take part in community service project (e.g., Scouting for Food).
- Promotes and assist with the planning of council events (e.g., Scout Fair, Eagle Scout dinner)
- Promotes and carry out the district's share of national events (e.g., Scout Anniversary Week, Jamb-o-ree)
- Conducts an annual poll of unit leaders to determine unit needs and wishes for district activities.
- Attends Council coordinated meetings and Key Leader's Conference

Length of Term

- One year or at the discretion of the District Program Chairman



Cub Scout Day Camp Chairman

- Works with Program Director to develop a program that is fun and safe for cubs and volunteers.
- Plans and develops program activities for either Cubs or Webelos that will follow the designated theme for this year's Day Camp.
- Insures program activities will include work on various achievements or rank requirements so as to provide a progressive opportunity for cub advancement.
- Insures programs include adequate emphasis on sports including the basic principle that each boy gets to learn the rules and play (regardless of his ability)
- Plans and schedules monthly or bimonthly meetings with key leaders to implement program and theme.
- Conducts planning meetings with key staff and assign responsibilities to each leader so as to complete all program planning prior to camp
- Keeps Program Director abreast of area changes to plans.
- Assists Program Director if there is a need for staff replacement.
- Is available for camp set-up and camp break-down.
- Is available to key staff and oversee overall camp program during camp.
- Insures all aspects of camp comply with the current *Guide to Safe Scouting*
- Is concerned for the campers safety

I agree to abide by the above job descriptions and the following camp regulations:

- Walking shorts may be worn - no very short shorts.
- **Be courteous, patient, and helpful to all at camp.**
- Avoid abusive language, swearing, or aggressive behavior.
- Smoking or chewing tobacco in front of scouts is not allowed.
- Wear sensible shoes - no open toe shoes.
- Always have another adult present when disciplining a boy.
- Abide by the Camp Guidelines, rules and protocol
- Abide by the Scout Law and Oath (Scout Law=Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave Clean & Reverent)

I agree to abide by the regulations above and to "DO MY BEST" and to participate in a safe and fun Cub Scout Program.

Signed _____

Dated: _____



Scouting for Food Chairman

- Responsible for the overall Scouting for Food program in the District
- Attends the Council Kick-off Meeting
- Recruits District Unit Participation Chair
- Recruits District Participation Chair for local food banks, food pantries and non-profit agencies commitments
- Works with the District Commissioner Staff and the District's Positive Public Relations Committee
- Works with district volunteers to define territories to be covered and by which units
- Creates enthusiasm for the project and speaks to the need of the project with the Scouting family and the community
- Recruits additional support persons (Order of the Arrow and Venturers) as required to have a successful Good Turn project
- Conducts the District Kick-off Meeting which can be a part of an existing district meeting
- Set-up a District Report location for Feb. 6 to assist units as needed and to accept unit participation reports (quantity of food collected and number of units and Scouts and leaders from the district)
- Evaluate the district's success and report on making it more successful in the future
- Recognize everyone at the March Roundtables

Length of Term

- One year or at the discretion of the District Program Chairman



District Commissioner

- Works with District Chairman and District Executive (DE) to improve the quality of the Scouting program within the district
- Attends trainings in order to be considered “trained” as soon as possible
- Conduct monthly meetings for the district commissioner staff
 - Topics suggestions:
 - Training
 - Problem identification/solution
 - Commissioner/volunteer recognition
 - Morale/team building
- Is responsible for recruiting full team of commissioners
 - Commissioner Team
 - Assistant district commissioners (ADC) (Ideally one Assistant District Commissioner per every four Unit Commissioners)
 - Cub Roundtable Commissioners (CSRTC)
 - Boy Scout Roundtable commissioners (BSRTC)
 - Varsity Huddle Commissioner
 - Venturing Roundtable Commissioner
 - Unit Commissioners(UC) (Ideally one Unit Commissioner per every three Scouting units)
 - Acts immediately to replace commissioners who resign or become inactive (serves in empty position until it is filled)
- Oversees the training/coaching and recognition of members of Commissioner staff
- Sees that units recharter on time and units with problems are assisted (either by District Commissioner his/herself or designee)
- Attends district committee meetings to report on conditions of units and to secure specialized help for units
- Meets monthly with Key Leaders of the district and District Executive (DE) and is a member of the Key 3 (Along with District Executive (DE) and District Chairman)
- Promotes the use of the Centennial Quality Unit (CQU) commitment sheets for units as a standard of good unit operation and set objectives to increase the number of Centennial Quality Units (CQU)



District Commissioner (continued)

- Makes sure that monthly presentation of council promotions, program ideas, plans, and materials, etc. occurs (usually via Roundtables)
- Responsible for providing leadership, staff development, and direction at the monthly commissioner meetings
- Stimulates unit commissioners, through the use of Assistant District Commissioners (ADC), to establish and maintain a system of frequent visits to each unit, and to record said visit to appropriate volunteer
- Sees that necessary records are maintained and makes sure that regular evaluations are conducted (both should ideally be done by Assistant District Commissioner(s)(ADC))
- Is responsible for health of units in district as well as the district as a whole
- Works closely with the membership committee to see that newly organized or re-organized units receive quality unit service from the start (service should be matched to needs of the unit)
- Maintains an updated list of Commissioners with contact information and their responsibilities
- Maintains a complete list of unit meeting dates, times and locations
- Is expected to attend council coordinated meetings and commissioner events
- Represents the district on the council's commissioner team/cabinet

Length of Term

- One year (from January to December) with no term limits
- Is approved by nominating committee and must be approved by the district committee members-at-large as a suggestion to Council Commissioner who has final authority



Assistant District Commissioner

- Attends monthly meetings for the district commissioner staff
- Attends trainings in order to be considered “trained” as soon as possible
- Fills in for District Commissioner (DC) when necessary
- Reports to the District Commissioner (DC)
- Fulfills assignments as needed by the District Commissioner (DC)
- Is expected to attend council coordinated meetings and commissioner events
- Recruits enough unit commissioners to serve their assigned units and area
 - Acts immediately to replace commissioners who resign or become inactive (serves in empty position until it is filled)
- Conducts personal coaching, orientation sessions, and recognition for unit commissioners under his/her direction
- Maintains regular contact with their unit commissioners to provide guidance in unit service needs
- Meets with their assigned team of unit commissioners at the monthly district commissioner meeting to plan specific actions to help units be more successful
- Helps unit commissioners evaluate and improve their unit service performance
- Sees that units recharter on time and units with problems are assisted (either by Unit Commissioner (UC) and/ Assistant District Commissioner (ADC))
- Works closely with the membership committee to see that newly organized or re-organized units receive quality unit service from the start (service should be matched to needs of the unit)

Length of Term

- Serves at the discretion of the District Commissioner (DC)



Unit Commissioner

- Attends monthly meetings for the district commissioner staff
- Attends trainings in order to be considered “trained” as soon as possible
- Reports to assigned Assistant District Commissioner (ADC) and/or District Commissioner (DC)
- Works closely with the membership committee to see that newly organized or re-organized units receive quality unit service from the start (service should be matched to needs of the unit)
- Works with the District Commissioner (DC) and/or Assistant District Commissioner(s) (ADC) to recruit unit commissioners (UC) to increase support and service given to units across the district
- Makes monthly personal unit visits and reports those visits back to appropriate commissioner
- Helps promote unit responsibility (FOS, Roundtable, Popcorn and Scout Fair Participation, etc.)
- Promotes the use of the Centennial Quality Unit (CQU) commitment sheets for units as a standard of good unit operation and is responsible for their submission and completion
- Is expected to attend council coordinated meetings and commissioner events
- Has a basic understanding of each phase of the Scouting program and be able to describe what each is and how each works
- Reviews all Scouting program literature to support assigned units
- Ensures unit leadership to complete basic leader training for their positions
- Works to assure effective and active unit committees
- Has a basic understanding of the operations of the council and district
- Sets the example (i.e. wears the uniform)
- Works with units to ensure that units have on time recharter

Length of Term

- Serves at the discretion of the District Commissioner (DC)



Venturing Roundtable Commissioner

- Recruits and trains a staff qualified to put on quality roundtables for unit personnel (both youth and adult) on a monthly basis (follows up with units who do not attend roundtable regularly)
- Attends trainings in order to be considered "trained" as soon as possible
- Turns in attendance of roundtables to appropriate council representative on a timely manner
- Plans and conducts monthly roundtable programs
- Reports to the District Commissioner (DC)
- Makes all arrangements for roundtables including meeting places, equipment, and/or supplies
- Conducts regular (ideally biannually) critiques to determine how roundtables can be improved
- Helps promote district activities/functions (FOS, Popcorn and Scout Fair Participation, trainings, etc.) at Roundtables
- Is expected to attend council coordinated meetings and commissioner events including roundtable conferences
- Attends monthly meetings for the district commissioner staff

Length of Term

- Serves at the discretion of the District Commissioner (DC)



Venturing Roundtable Staff

- Is responsible for running the assigned session of Venturing Roundtable with an emphasis on increasing the quality of program for the attendees to take back to their respective crews and ships.
- Attends trainings in order to be considered “trained” as soon as possible
- Reports to the Venturing Roundtable Commissioner
- Attends monthly District Commissioner (DC) meetings
- Attends Venturing Roundtable planning sessions
- Possess a positive attitude towards District and Council as well as Scouting as a whole
- Understands that all staff members are representatives of District and Council and always acts accordingly
- Arrives and set up appropriate displays and/or sessions timely so that the Venturing Roundtable meetings can start as scheduled
- Promotes Venturing Roundtable within staff members’ unit and any other units that he/she may come in contact with
- Supports Council’s Venturing Roundtable trainings

Length of Term

- Serves at the discretion of the Venturing Roundtable Commissioner



Varsity Huddle Commissioner

- Recruits and trains a staff qualified to put on quality huddle for unit personnel on a monthly basis (follows up with units who do not attend huddle regularly)
- Attends trainings in order to be considered "trained" as soon as possible
- Turns in attendance of huddles to appropriate council representative on a timely manner
- Plans and conducts monthly huddle programs
- Reports to the District Commissioner (DC)
- Makes all arrangements for huddles including meeting places, equipment, and/or supplies
- Conducts regular (ideally biannually) critiques to determine how huddles can be improved
- Helps promote district activities/functions (FOS, Popcorn and Scout Fair Participation, trainings, etc.) at Huddles
- Is expected to attend council coordinated meetings and commissioner events including roundtable/huddles conferences
- Attends monthly meetings for the district commissioner staff

Length of Term

- Serves at the discretion of the District Commissioner (DC)



Varsity Huddle Staff

- Is responsible for running the assigned session of Varsity Huddle with an emphasis on increasing the quality of program for the attendees to take back to their respective teams.
- Attends trainings in order to be considered “trained” as soon as possible
- Reports to the Varsity Huddle Commissioner
- Attends monthly District Commissioner (DC) meetings
- Attends Varsity huddle planning sessions
- Possess a positive attitude towards District and Council as well as Scouting as a whole
- Understands that all staff members are representatives of District and Council and always acts accordingly
- Arrives and set up appropriate displays and/or sessions timely so that the Varsity Huddle meetings can start as scheduled
- Promotes Varsity Huddle within staff members’ unit and any other units that he/she may come in contact with
- Supports Council’s Varsity Huddle trainings

Length of Term

- Serves at the discretion of the Varsity Huddle Commissioner



Boy Scout Roundtable Commissioner

- Recruits and trains a staff qualified to put on quality roundtables for unit personnel on a monthly basis (follows up with units who do not attend roundtable regularly)
- Attends trainings in order to be considered "trained" as soon as possible
- Turns in attendance of roundtables to appropriate council representative on a timely manner
- Plans and conducts monthly roundtable programs
- Reports to the District Commissioner (DC)
- Makes all arrangements for roundtables including meeting places, equipment, and/or supplies
- Conducts regular (ideally biannually) critiques to determine how roundtables can be improved
- Helps promote district activities/functions (FOS, Popcorn and Scout Fair Participation, trainings, etc.) at Roundtables
- Is expected to attend council coordinated meetings and commissioner events including roundtable conferences
- Attends monthly meetings for the district commissioner staff

Length of Term

- Serves at the discretion of the District Commissioner (DC)



Boy Scout Roundtable Staff

- Is responsible for running the assigned session of Boy Scout Roundtable (BSRT) with an emphasis on increasing the quality of program for the attendees to take back to their respective troops.
- Attends trainings in order to be considered “trained” as soon as possible
- Reports to the Boy Scout Roundtable Commissioner (BSRTC)
- Attends monthly District Commissioner (DC) meetings
- Attends Boy Scout Roundtable planning sessions
- Possess a positive attitude towards District and Council as well as Scouting as a whole
- Understands that all staff members are representatives of District and Council and always acts accordingly
- Arrives and set up appropriate displays and/or sessions timely so that the Boy Scout Roundtable (BSRT) meetings can start as scheduled
- Promotes Boy Scout Roundtable (BSRT) within staff members’ unit and any other units that he/she may come in contact with
- Supports Council’s Boy Scout Roundtable (BSRT) trainings

Length of Term

- Serves at the discretion of the Boy Scout Roundtable Commissioner (BSRTC)



Cub Scout Roundtable Commissioner

- Recruits, trains, and recognizes a staff qualified to put on quality roundtables for unit personnel on a monthly basis (follows up with units who do not attend roundtable regularly)
- Attends trainings in order to be considered “trained” as soon as possible
- Turns in attendance of roundtables to appropriate council representative on a timely manner
- Plans and conducts monthly roundtable programs
- Reports to the District Commissioner (DC)
- Makes all arrangements for roundtables including meeting places, equipment, and/or supplies
- Conducts regular (ideally biannually) critiques to determine how roundtables can be improved
- Helps promote district activities/functions (FOS, Popcorn and Scout Fair Participation, trainings, etc.) at Roundtables
- Is expected to attend council coordinated meetings and commissioner events including roundtable conferences
- Attends monthly meetings for the district commissioner staff
- Supports Council’s Cub Scout Roundtable (CSRT) trainings and is an active participant in the annual Theme’s Conference

Length of Term

- Serves at the discretion of the District Commissioner (DC)



Cub Scout Roundtable Staff

- Is responsible for running the assigned session of Cub Scout Roundtable (CSRT) with an emphasis on increasing the quality of program for the attendees to take back to their respective packs; program should be focused on implementing the whole of *Cub Scout Program Helps* in attendee's unit meetings.
- Attends trainings in order to be considered "trained" as soon as possible
- Reports to the Cub Scout Roundtable Commissioner (CSRTC)
- Attends monthly District Commissioner (DC) meetings
- Attends Cub Scout Roundtable planning sessions
- Possess a positive attitude towards District and Council as well as Scouting as a whole
- Understands that all staff members are representatives of District and Council and always acts accordingly
- Arrives and set up appropriate displays and/or sessions timely so that the Cub Scout Roundtable (CSRT) meetings can start as scheduled
- Promotes Cub Scout Roundtable (CSRT) within staff members' unit and any other units that he/she may come in contact with
- Supports Council's Cub Scout Roundtable (CSRT) trainings and is an active participant in the annual Theme's Conference

Length of Term

- Serves at the discretion of the Cub Scout Roundtable Commissioner (CSRTC)