

# Troop 787 Parents Resource Assessment

The scouting experience requires support from the parents in order for the scout troop work efficiently. Troop 787 is over 30 years old and the troop has long heritage that will continue to be maintained. The term many hands make light is suited very well for our troop. As adults there three main areas that parents must participate in:

- Support the troop and serve as a chair or assistant chair for one of the committees
- Attendance to all of the scout and Committee Meetings
- Become a trained leader and assist on the outings – leading to a trip master

To each one of the above areas there are many ways to complete your level of support.

## Committees

Troop 787 has many committee members and they have a say in how the troop is run. The Parents Committee meeting is always held the first Tuesday night of the month at 7:00 PM at the Fireside Room at Cost Bible Church the same facility where we hold our scout meetings.

The Parents Committee meeting is the place where you hear the latest goings for the troop. This is where the activities are reported and planned. To understand how the troop functions please read our By-Laws as they cover how the troop functions.

The Parents Committee consists of the following:

### **The Committee Chair** – Primary Position

Secondary - Usually utilizes the previous Committee Chair for support

The committee chair is responsible for calling the monthly meetings and having a current agenda reviewed for the parents. The chair also presides over the meeting and makes sure the meeting is run correctly. The chair should be knowledgeable of most aspects of the scouting program especially the local district programs. The chair should also attend the monthly roundtable meetings and bring the latest information back to the committee. The chair works with the Troop Sponsor to co-ordinate any details that involve the scouts and the church. The chair meets with the Scoutmaster to verify the boy's needs are being met.

The chair also is person responsible off on any scout rank advancements such as the Eagle Applications that are sent to the National Scout Office.

### **Scoutmaster** – Primary Position

Secondary - Second is the First Assistant Scoutmaster

The Scoutmaster is trained and guides the boys in their scouting endeavors. He is experienced in the scouting program and supports the troops in preparation of meetings and outings. Troop 787 has many scoutmasters who are Woodbadge trained. The scoutmaster holds a Patrol Leaders Council meeting once a month with all of the youth scouts leaders. The Scoutmaster will attend district functions. It is the Scoutmasters responsibility to work with the Committee Chair to choose a First Assistant Scoutmaster.

Lastly the Scoutmaster works with all of the scouts in the troop for their rank advancement. Scoutmasters also attend many of the outings with boys and especially the district events. The Scoutmaster presides over the (2) Court of Honors for the year and also supports the Eagle Boards of Review.

### **First Assistant Scoutmaster**

Secondary – Usually works to find an assistant before he moves to Scoutmaster

The First Assistant Scoutmaster is also trained with the aspect to take over as the next Scoutmaster of the troop. He helps the Scoutmaster with the duties if the Scoutmaster is absent from an event. The Scoutmaster and First Assistant are a team who work out issues together so they are not time consumed. The First Assist Scoutmaster also helps in many of the Boy Scout Boards of Review for rank advancement. Many of the First Assistants have also obtained their Woodbadge Rank.

### **Assistant Scout Masters – Secondary Position**

The vast majority of all adult leaders or committee chairs in the group are Assistant Scoutmasters. When new parents have completed their adult leader training and they are active in participation they are added to the adult roster. At that time they can affix the Assistant Scoutmaster patch to their uniform. Assistant Scoutmasters are those who act as trip masters for our outings.

### **Secretary – Primary Position**

Secondary – Usually has a person assigned who can fill in when the secretary is absent?

The Secretary is the one who records the minutes of the adult committee meetings. They bring a lap top computer and record the information for the meeting. They are responsible for the corrections of the minutes and also for helping the Committee Chairman. There has a been a time where the Secretary was responsible for working with the Scout Patrol Scribes for review of their information for the Extra Pen Stroke award.

### **Program Chair – Primary Position**

Secondary – Usually has an assistant targeted to take over the next term

The Program chair is responsible having the information of the troop added and maintained in the Troop Calendar. The Program chair works with the Committee Chair to make sure that district activities are also added into the calendar. Maintaining the calendar is no easy task and this person needs to be someone who is well balanced in all activities. The Program chair also works to get Trip Masters for all of the outings and will work with the new parents to get them trained to be Trip Masters. The Program Chair is also responsible for holding the PLC Planning Weekend Overnight Outing where all of the scouts work to plan next year's total list of activities. The results of this outing are completed and presented to at the October Parents Meeting and voted on for approval. The next area of responsibility is the Court of Honors. The records and awards need to be presented at the two ceremonies held during the year.

### **Operations Chair - Primary Position**

Secondary – Usually has an assistant targeted to take over the next term

The Operations chair works to cover various fund raising activities such as Popcorn, Gift wrap, Egg Rolls and See's Candy. The Operations chair works on Re-chartering of all members of the troop and completion of the Roster. The Operations Chair also works with other outing facing activities such as summer camp. Other items that have a concern for the troop are: Scouting for Food, Christmas Needy

Family, and the Annual Service Project for the Barn. Most all of these activities are coordinated with the Committee Chair.

### **Treasurer** – Primary Position

Secondary – Usually has an assistant targeted to take over the next term

The Treasurer is responsible for the funds of the troop. They monitor the bank account and take care of all transactions and work to make repayment to parents who spend money on outings. The Treasurer works to keep the scout accounts separate from the main body of the treasury. The Treasurer works to get two signatures for the checks that are written. The Treasurer works to present a report at the Parents Monthly Committee meeting.

### **Adult Training Chair** – Primary Position

Secondary – Usually has an assistant targeted to take over the next term

The training position chair is important to the fact all scout leadership activities will require training. This position outlines what is needed for an adult to be effective to the troop. The Training Chair goes to the District Roundtable and reviews what local training is available and then reports back to Adult Committee Meeting. This position also keeps track of what training the current staff has in effect and when they need renewal training.

### **Quartermaster** - Primary Position

Secondary – Usually has two assistants with one targeted to take over the next term

The Quartermaster is responsible for the upkeep of the all the equipment that is used by the troop. The Quartermaster also keeps track of the troop trailers and the maintenance to keep them in good shape. Other responsibilities are the purchase of propane and charcoal for use on the outings. The Quartermaster also works with the Youth Quartermaster of the PLC to cover issues that the patrols may have. The Quartermaster solicits help to load and unload the trailer for the various activities. It is not the responsibility of the Quartermaster to physically load and unload the trailer that responsibility belongs to all of the parents and scouts of the troop. Once a year the Quartermaster sets a Quartermaster day where everyone of troop comes and performs an inventory and maintenance of all the equipment.

### **High Adventure Chair(s)** - Primary Position

Secondary – Usually this committee has three standing members who switch off

The High Adventure Committee is responsible for the planning and co-coordinating of the troop's activities for the outdoor program. The committee works to gather any national permits and scout out locations that we plan to make a trek to. This group also works on Mountaineering and Rock Climbing, and also Snow sports activities as well as winter camping. This committee is also in charge of matching the activity to the caliber of the ability of the boys. This committee has the highest status to the troop because of Troops 787 purpose is to be a High Adventure troop. The members of this committee after a formal review will invite members to participate on this committee.

### **Scout Rank Advancement Advisors** – Primary Position

Secondary – This position requires an additional member to help with the details

This position requires a person who is familiar with the rank advancement process.

They work with the scouts to assign adults to participate for boards of review at the scout meetings. They work with the scoutmaster to verify the scouts have completed their Scoutmaster conference. The Scout Rank Advisor also works to have all rank awards and merit badges available to be awarded to the scouts. This position also works to put the service awards together for the Court of Honor. The advisors also work to set up Star and Life Boards of Review at Assistant Scoutmasters homes and to ensure all the paperwork is in place for the reviewers to sign off.

### **Eagle Rank Advisors (3)** - Primary Position

The Eagle Rank advisors are very experienced scouters who work to help the scouts obtain their Eagle rank. These advisors hand out the requirements packets and then work with each scout to complete their applications. They help with the eagle projects and then to attend the Board of Reviews on behalf of Troop 787.

### **Parent Member at Large** - As Need Position

This position is utilized to add a scouter at the committee meeting to help facilitate a quorum for voting. This position is only used at the monthly committee meeting. A new parent can not use this position to fulfill their area of responsibility.

### **Recruitment/Bridging Chair** – Primary Position

Secondary – Usually has an assistant targeted to take over the next term

The Recruitment/Bridging chair has the responsibility to work with local packs and cover the activities necessary to get new members to join the troop. This may require working with the District representatives to understand which packs in the area need support. This position will also work with the First Assistant Scout master for the Den Chief program. The Recruitment/Bridging chair needs to be prepared to work with the various packs to support the Webelos Bridging ceremonies and the Webelos Transition nights.

### **Other Positions of Troop** – Required Positions but there is no Chair responsibility

**Records** - The records person makes sure all information from the rank advancement is added to the Troops Scoutmaster software program. This person also works to publish the roster information especially at the time of re-chartering.

**Venture Crew Advisor** – This position is usually held by an experienced Assistant Scoutmaster. They are very comfortable to lead a trip and have extensive High Adventure Experience. The advisor for this position acts as a mentor and teacher of adult values for both young and women.

**OA Adult Representative** - This advisor is an active member of the Order of the Arrow. This advisor also works with the appointed youth OA Boy Scout representative. Together both work to make sure that new elections are made and this advisor participates in OA activities for the new candidates.

**Unit Commissioner** – This is District appointed position and usually goes to an experienced scouter who has participated in many district activities.

**Webmaster** – The Webmaster is responsible for the support of the Troop website. This position may require working with the district because of hardware sharing. The Webmaster is also required to place any important information to the website and insure that information is current.

**3T Patrol Advisor** - The 3T Patrol advisor is an experienced scouter who is very familiar with all of scout fundamentals and skills. This person works with the troop guides to help the beginning advance up their first ranks,

**NYLT Advisor** - The NYLT advisor is an experienced scouter who has been trained on the fundamentals of NYLT in Council level. The advisor works with the scoutmaster and then nominates the scouts that are prepared to go to the training.

**Troop Scarves** – This position is one for a person who is craft minded and knows how to use a sewing machine. This person works with the Scoutmaster and co-ordinates the number of scarves that are required for the new scouts coming into the troop. This position is not generally considered as supplemental to another role.

**Shirt Nameplates** – This position works with a local trophy vendor to have produced new nameplates for all of the new members of the troop. They would be working with the records person to get the new list of names and then have nameplates made and passed out at a troop meeting. This is a shared position.

**Troop Photographer** – The Troop Photographer is a person who goes on most of the outings and has the necessary equipment to take and process pictures. This person also arranges to have AV equipment for the Court of Honors. The photos are also placed on the website and thus working with the Webmaster is mandatory. This is the best way to track the history of a scout in the troop.

**Troop Shirts and Hats** – This person is responsible for opening shop at each of the scout meetings to sell shirts and hats. This person also keeps track of the inventory and works to have a supply of hats and shirts available at all times. This person also works with the Scoutmaster to have a new scout presented with their own shirt and hat.

**Medical Forms** – This person keeps track of all the necessary medical forms and cards for each scout in the troop. It is necessary in some cases to have new medical forms filed every year in some cases. These records cover both the scouters and the scouts. Another key role of this position is to have updated Yellow Cards for each scout that go into the troop first aid kit.

**Chaplains Aide** – This is a very important position for the troop. This person would cover any religious questions that may come up in troop and to work with Troop Chaplains Aid. This position is also responsible for Scout Sunday and co-ordinate any activities with the Troop Sponsor.