**POSITION DESCRIPTIONS:**

Committee Chairperson – Chairs monthly Troop Committee meetings / Acts as a liaison with church sponsoring organization and with District Council / Prepares and submits annual charter and collects annual fees / Works with the Scoutmaster to ensure that all duties and responsibilities are filled and carried out by appropriate scouts and volunteer parents

Scoutmaster – With the aid of the Assistant Scout Masters, is responsible for the safe and educational execution of activities and events / Leads weekly meetings / Leads PLC meetings. Works with the Committee Chairperson to ensure that all duties and responsibilities are filled and carried out by appropriate scouts and volunteer parents / Attends monthly Council meetings / Attends monthly Troop Committee meetings

Assistant Scoutmaster Outdoors – Manages logistics for troop outings and activities, including site reservations

Assistant Scoutmaster Quartermaster – See that Troop gear is properly maintained and accounted for / Propose new equipment needs to the Troop Committee

Assistant Scoutmaster Patrols – Assist Scoutmaster and youth patrol leader in running meetings / assist scouts with advancement / Organize and attend monthly campouts and Patrol events

Treasurer – Attend monthly Troop Committee meetings / Help with budgeting, collection, and payment of funds for the troop

Advancement Coordinator – Keep advancement Records / Order, pickup, and package Scout recognition awards / Attend monthly Troop Committee meetings / Coordinate semiannual Courts of Honor and Eagle Courts of Honor

Eagle Scout Coordinator – Attend monthly Troop and Committee meetings as required / Encourage and advise Life Scouts with Eagle Projects

Recruitment Coordinator – Serve as a liaison with Webelos Dens in the area and spearhead recruitment / Welcome new scout families / Attend monthly Troop Committee meetings

Fundraising Coordinator – Coordinate the Troop fundraising activities associated with the annual popcorn and wreath sale / Attend monthly Troop Committee meetings as required

Special Events Coordinator – Coordinate community and civic outreach/Identify potential Eagle Projects/ Arrange parade participation / Baden Powel Dinner / Other activities / Attend monthly Troop Committee meetings.

Records Coordinator – Keep a record of all completed physical forms / Maintain a file of frequently used forms

Summer Camp Coordinator – Research, plan, coordinate logistics, make reservations, and attend activities for a summer camp geared toward younger scouts ages 10-13. Requires 7+/- days absence from work and travel.

High Adventure Coordinator – Research, plan, coordinate logistics, make reservations, and attend activities for a summer high adventure trip geared toward older scouts ages 14-18, (Philmont, canoe trip, etc.). Requires 10-12 days absence from work and extensive travel.

Board of Review Coordinator – Establish times, enlists the aid of parents and coordinates attendance for scout reviews. Usually once per month or about 8 times per year.

Webmaster – Maintain a unit website, send reminders of upcoming events / Create and update and informational brochure for prospective new scouts