

## Troop 188 Fort Collins, CO

### *Committee Guide*

Troop Organization | Committee Chair | Scoutmaster | First Assistant Scoutmaster  
Treasurer | Secretary | Policy Revisions

### TROOP ORGANIZATION

Troop 188 is part of Thompson-Poudre District which is in turn a part of Longs Peak Council. The council and district offices are in Greeley. Additional info can be found on-line at [www.longspeakbsa.org](http://www.longspeakbsa.org)

### **Charter Organization (CO):**

1. Our CO is the Linton Elementary Parent Teacher Organization (PTO).
2. The head of our Chartering Organization is currently the Linton Elementary School Principal. A person other than the principal, chosen by the PTO, may also fill this role.
3. The BSA policy gives significant responsibilities to the head of the CO, such as being the final authority on the selection/removal of any adult. The head of the CO may delegate this authority to the Committee Chair.

### **Troop Committee:**

All of the following individuals are considered to be on the Troop Committee and can vote at Committee Meetings:

- A. Any parent of a Scout that shows up to the Committee Meeting
- B. Committee Chair
- C. Scoutmaster
- D. Treasurer
- E. Secretary
- F. Registered Committee Members
- G. The registered adult leaders of our Troop
- H. Senior Patrol Leader, Asst Senior Patrol Leaders, and Junior Asst Scoutmaster

## **Committee Chair:**

1. **Job Description:** The Committee Chair is the adult leader responsible for the operation of the Troop and adult leadership. As Chair of the Troop Committee, this position is responsible for ensuring that the Troop's program is consistent with BSA policy. The Committee Chair works directly with the adult leaders.
  
2. **Committee Chair Duties**
  - A. Organize the Troop Committee to see that all functions are delegated, coordinated, and completed.
  - B. Maintain a close relationship with the chartered organization representative.
  - C. Work closely with the Scoutmaster to coordinate Troop activities, identify Troop needs, and outline the Troop budget.
  - D. Interpret national and local policies for the Troop.
  - E. Prepare monthly Troop Committee Meeting agenda.
  - F. Call, preside over, and promote attendance at monthly Troop Committee Meetings and any special meetings that may be called.
  - G. Ensure Troop representation at monthly District Roundtables.
  - H. Work with the Scoutmaster and membership chair during the annual charter review and Troop re-charter.
  - I. Identify adult leadership positions that need to be filled.
  - J. Secure qualified, energetic, trained individuals for adult Troop leadership positions. Ensure Troop leaders' training remains current with BSA requirements.
  - K. Appoint the Treasurer and Secretary for the Committee.
  - L. Work with adult and youth leadership to ensure the troop achieves quality unit every year.
  - M. Work with Scoutmaster to recognize adult leaders for their contributions to the troop. e.g. Spark Plug Award

### 3. Committee Chair Selection Process

Step 1: Vacancy is identified  
Committee becomes aware that a vacancy will exist.

Step 2: Selection Committee

It is important that the Troop Committee agrees on the responsibilities and qualifications for the Committee Chair. This foundation is critical as it allows for everyone to be aligned and agree on what are the organization's expectations. The Scoutmaster appoints 3-4 Committee members to serve as a Committee Chair

Selection Committee (CCSC). The current Committee Chair may be a member of the CCSC.

The CCSC will be charged with the following actions:

- A. Set a schedule to identify new Committee Chair
- B. Review duties, responsibilities and characteristics of Committee Chair & confirm with Scoutmaster
- C. Announce that Committee Chair opportunity exist by whatever method they believe is appropriate
- D. Identify potential candidates
- E. Request feedback as deemed appropriate
- F. Encourage Committee Members to talk to each other
- G. Speak to potential candidates and determine level of interest and any restrictions, i.e. term limit (2 year minimum)
- H. Determine candidates in comparison to the job duties, responsibilities and desired characteristics
- I. Interview candidates
- J. Request names of individuals who can serve as references for top candidates and complete reference checks

#### Step 3: Candidates Reviewed with Scoutmaster

CCSC will meet with the Scoutmaster to review the qualifications of potential candidates. The meeting will result in the identification of the top candidates in rank order.

#### Step 4: Scoutmaster meets with Candidates

Scoutmaster approaches top candidate and determines if candidate is willing to serve. If the person is not interested, the Scoutmaster will approach the next candidate, and continue in this manner until an individual is identified who is willing to serve in the role.

#### Step 5: Announcement of Committee Meeting

Scoutmaster announces to the Troop that the next Committee Meeting will include the selection of the Committee Chair. Interested Committee members are encouraged to attend the meeting.

#### Step 6: Committee Meeting – Appointment

Scoutmaster reviews selection process and reason why the Scoutmaster and CCSC believe the candidate meets the qualifications of the position. The

prospective Committee Chair will be selected by a simple majority of the Committee members present. In addition, three fourths of the registered leaders must be present at this meeting. Proxy voting will be allowed.

#### Step 7: Approval by Charter Organization Representative

The prospective Committee Chair will complete an application to join the Boy Scouts of America. The Scoutmaster will present the proposed new Committee Chair to the Charter Organization representative for review and approval.

#### Step 8: Training Requirements

Upon selection, the new Committee Chair shall attend training specific to that position.

#### 4. Removal of Committee Chair

The Scoutmaster will call a special meeting of the Troop Committee if the organization believes the Committee Chair needs to be removed from office. The Scoutmaster will chair this meeting and hence determine the format of the special meeting. Removal from office of the Committee Chair will require a simple majority of the Committee members present. In addition, three fourths of the registered leaders must be present at this meeting. Proxy voting will be allowed.

### **Scoutmaster:**

1. Job Description: The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster works directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop.
2. Scoutmaster Duties
  - A. Train and guide junior leaders.
  - B. Work with responsible adults to bring Scouting to boys.
  - C. Guide boys in planning the troop program.
  - D. Works closely with the charter organization and Committee Chair.
  - E. Meet regularly with the Patrol Leaders' Council (PLC) for training and coordination in planning troop activities.
  - F. Conduct Scoutmaster conferences for all rank advancements.
  - G. Use the Methods of Scouting to achieve the Aims of Scouting.
  - H. Attend all troop meetings or when necessary arrange for a qualified adult substitute.

- I. Attend troop Committee Meetings.
- J. Conduct periodic parent meetings to share the program and encourage parent participation and cooperation.
- K. Take part in annual membership inventory, charter review, and charter presentation.
- L. Delegate responsibility to other adults or groups at Troop activities.
- M. Supervise troop elections.
- N. Ensures all activities are conducted under qualified leadership, safe conditions, and policies of the chartered organization and the Boy Scouts of America.
- O. Help the Troop Committee recruit Assistant Scoutmasters.
- P. Manages, trains, and supports Assistant Scoutmasters in their role.
- Q. Acts as liaison between junior leaders, PLC, Assistant Scoutmasters, Committee, and Chartered Organization Representative.
- R. Works with Senior Patrol Leader and other youth leadership to address discipline or behavior problems in the troop.
- S. Attend bridging ceremonies for new Scouts joining our troop. If the Scoutmaster is unable to attend all ceremonies, the Scoutmaster will arrange for another leader to welcome our new Scouts.
- T. Work with Committee Chair to recognize adult leaders for their contributions to the troop. e.g. Spark Plug Award

### 3. Scoutmaster Selection Process

#### Step 1: Vacancy is identified

Committee Chair becomes aware that a vacancy will exist.

#### Step 2: Selection Committee

It is important that the Troop Committee agree on the responsibilities and qualifications for the Scoutmaster. This foundation is critical as it allows for everyone to be aligned and agree on the organization's expectations. The Troop Committee will use the personal characteristics of a successful Scoutmaster listed in the BSA Troop Committee Handbook as a guideline for our Troop; they include the following:

- A. Commitment to the ideals of Scouting
- B. High moral standards
- C. Ability to relate to the boys
- D. Ability to keep a "cool head" under pressure
- E. Good organizational skills
- F. Ability to relate to and interact with adults
- G. Flexibility and ability to compromise
- H. Good planning ability
- I. High energy level

J. Good attention to detail

Committee Chair appoints 3 – 4 Committee members to serve as a Scoutmaster Selection Committee (SSC). Consistent with the values of a boy led troop, a Scout is encouraged to be on the SSC. It is a value that Scout input is considered in the process; however precautions should be taken to not expose Scouts to confidential information. The current Scoutmaster may be selected to serve on the SSC.

The SSC will be charged with the following actions:

- A. Set a schedule to identify new Scoutmaster
- B. Review duties, responsibilities and characteristics of Scoutmaster & confirm with Committee Chair
- C. Announce that Scoutmaster opportunity exists and determine whatever method is appropriate to announce opportunity: Flyer, Announcement, etc.
- D. Identify potential candidates
- E. Encourage Committee members to talk to each other regarding opening
- F. Request feedback as deemed appropriate
- G. Encourage feedback from Scouts
- H. Speak to potential candidates and determine level of interest and any restrictions, i.e. term limit (2 year minimum)
- I. Determine candidates in comparison to the job duties, responsibilities and desired characteristics
- J. Interview candidates
- K. Request names of individuals who can serve as references for top candidates and complete reference checks

Step 3: Candidates Reviewed with Committee Chair

SSC will meet with the Committee Chair to review the qualifications of potential candidates. The Committee Chair can veto all of the candidates and request that the SSC continue their search for other candidates. The meeting will result in the identification of the top candidates in rank order.

Step 4: Committee Chair meets with Candidates

Committee Chair approaches top candidate and determines if candidate is willing to serve. If the person is not interested, the Chair will approach the next candidate, and continue in this manner until an individual is identified who is willing to serve in the role.

Step 5: Announcement of Committee Meeting

Committee Chair announces to the Troop that the next Committee Meeting will include the selection of the Scoutmaster. Interested Committee members are encouraged to attend the meeting.

Step 6: Committee Meeting – Appointment

Committee Chair will review the selection process and reasons why the Chair and the SSC believe the candidate meets the qualifications of the position. The prospective Scoutmaster will be selected by a simple majority of the Committee members present. In addition, three fourths of the registered leaders must be present at this meeting. Proxy voting will be allowed.

Step 7: Approval by Charter Organization Representative

The prospective Scoutmaster will complete an application to join the Boy Scouts of America. The Committee Chair will present the proposed new Scoutmaster to the Charter Organization representative for review and approval.

Step 8: Training Requirements

Upon selection, the new Scoutmaster shall attend training specific to that position.

4. Removal of Scoutmaster

The Committee Chair will call a special meeting of the Troop Committee if the organization believes the Scoutmaster needs to be removed from office. The Committee Chair will determine the format and conduct of the special meeting. Removal from office of the Scoutmaster will require a simple majority of the Committee members present. In addition, three fourths of the registered leaders must be present at this meeting. Proxy voting will be allowed.

**1<sup>st</sup> Assistant Scoutmaster:**

The 1<sup>st</sup> Assistant Scoutmaster will be the acting Scoutmaster if the Scoutmaster is unavailable for any reason. The Scoutmaster appoints a trained leader as the 1<sup>st</sup> Assistant Scoutmaster. The Scoutmaster may call on the 1<sup>st</sup> Assistant Scoutmaster to help complete Scoutmaster conferences. If the Scoutmaster has a son active in the troop, it is the 1<sup>st</sup> Assistant Scoutmasters responsibility to complete the Scoutmaster conference for this Scout. To maintain continuity within the troop, the 1<sup>st</sup> Assistant Scoutmaster will be appointed annually.

**Treasurer:**

1. Treasurer Selection

- A. The Treasurer is appointed by the Committee Chair
- B. The minimum term is one year

2. Treasurer Duties

- A. Handles all Troop funds, pays bills on the recommendation of the Scoutmaster, Committee, or Committee Chair
- B. Maintains a checking account and detailed financial records
  - 1) All incoming funds will be itemized with a description about what it was received for, and the total amount.
  - 2) All out going checks will be itemized with check number, a description about what it was used for, to whom it was written, and the total amount of the check.
  - 3) Records all deposits with a description of where the money came from.
  - 4) Records all Debits and Credits created by individual Scouts to their account, along with a brief description as to what the money was used for or how it was raised.
- C. Provides a written Treasurer's report at monthly Committee Meetings. A typical Treasurer's report should contain: the itemized credits, itemized debits, current balance and the total Scout account balance. On occasion, the Committee may ask for a special financial report to be provided by the Treasurer.
- D. Works with the chair for the following events to ensure that all funds are recorded and deposited properly:
  - 1) Fundraising Events  
The Treasurer helps the Fundraising Chair by documenting any sales, writing checks as required, and recording what each Scout has earned for their Scout accounts.
  - 2) Summer Camp  
The Treasurer works with the Summer Camp Chair to collect funds, make deposits, and write checks needed for summer camp payment.
  - 3) High Adventure Trips  
The Treasurer assists the Chair for this trip by keeping track of deposits made toward the trip and reimbursing any unused funds.
  - 4) Summer Class-B Uniforms  
The Treasurer collects money from the Chair who is selling the shirts, deposits this money, and writes a check to the shirt supplier.
  - 5) Other events involving exchange of money



- E. Recurring Expenses
    - 1) Re-chartering money is taken out of the \$50.00 Scout dues.
    - 2) Trailer License
  - F. The Troop fiscal year is January 1<sup>st</sup> – December 31<sup>st</sup>.
3. Check Cashing Policy
- A. All checks are required to have two signatures.
  - B. Signers for the checking account are the following Committee members
    - 1) Committee Chair
    - 2) Scoutmaster
    - 3) Treasurer
4. Forms
- The Treasurer will use a variety of forms to help track financial transactions
- A. An itemized form will be used anytime funds are turned into the Treasurer. This form should be printed on or attached to the front of an envelope and should contain a description and amount. The funds should be sealed in the envelope.
  - B. A form shall be used to authorize withdrawals from a Scout account.
  - C. A form shall be attached to any receipts turned into the Treasurer for reimbursement.

**Secretary:**

- 1. Secretary Selection
  - A. The Secretary is appointed by the Committee Chair
  - B. The minimum term is one year
- 2. Secretary Duties
  - A. Attends all monthly Committee Meetings. If the Secretary cannot attend a meeting, they will arrange for the minutes to be taken by another person.
  - B. Keeps attendance of individuals attending the Committee meetings.
  - C. Keeps accurate minutes of the meeting discussion highlighting the outcome of any votes that occurred during the meeting.
  - D. Types up the minutes and distributes them at or before the next meeting by using one of the following two methods:
    - 1) Email
    - 2) Distributes minutes at a Troop or Committee Meeting
  - E. Responsible for keeping track of any short-term policies established by the Committee. These short-term policies will be discussed as items that may become long-term policies at the annual policy review meeting.

## POLICY REVISIONS

Short-term policies can be approved by a simple majority of Committee members present at any monthly Committee Meeting. These short-term policies may be proposed as permanent additions to this document during the annual policy review session. The Committee Chair will arrange for this annual policy review session.

To finalize future changes to the troop policies a vote must be taken at the annual policy review session where three fourths of the registered leaders are present. The proposed changes will be approved by a simple majority of those Committee members present. Proxy voting will be allowed.