

In the Fall of 2016 a few parents came together to start a Cub Scout Pack at OMC. Cub Scout Pack 1855 was started in the Spring of 2016 by these few, but determined parents. We are now growing and need more help from our Scout Parents to ensure we continue to have a successful and thriving Pack.

Below you will find listed Committee Positions we need filled this Scouting year. The leaders below will work closely with the Committee Chair and Cubmaster. We need people to chair the subcommittees and also to help the chairperson. Meetings will take place every 2-3 months depending on activities and needs of the Pack. Our leadership will guide and train you in these positions.

Qualifications: At least 21 years old, is selected by the chartered organization, and is registered as an adult leader of the BSA (once selected as a committee member). The pack committee chair decides how the responsibilities should be divided and gives committee members assignments.

- None of the positions require direct regular contact with minors and therefore do not require the youth protection training to be chosen for the position. We do ask that you obtain your clearances once you take on the position.

## **1. Advancement Chair**

The advancement chair helps boys move through the ranks of Cub Scouting and transition into a Boy Scout troop. The advancement chair will:

- Have a working knowledge of the Cub Scout advancement plan.
- Help plan and conduct induction and advancement recognition ceremonies, coordinating as needed with the Webelos den leader or Scoutmaster.
- Educate parents, guardians, and pack committee members in ways to stimulate Cub Scout advancement.
- Promote the use of Cub Scout den advancement charts and other tools to recognize and record advancement in the den.
- Collect den advancement reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center.
- Promote Boys' Life magazine as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote the wearing and proper use of uniform and insignia.

## **2. Outdoor Activity Chair**

This position helps the boys develop a love for the outdoors. Specifically, the outdoor activity chair will:

- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property, fire, and tour permits when required.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.

- Help Webelos den leaders plan overnight campouts. Help arrange for equipment as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
- Help promote day camp and resident camp opportunities.
- Be aware of BSA health and safety requirements, and see that they are implemented.
- Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the Guide to Safe Scouting.

### **3. Membership and Re-registration Chair**

This position is essential to the health of the pack. The chair will:

- Along with the Cubmaster and pack committee, develop and carry out a plan for year-round membership growth.
- Conduct an annual census of boys in the chartered organization for systematic recruitment.
- Work with pack committee members to promote recruitment plans.
- Follow up on Cub Scout dropouts to help return them to full, active membership.
- Plan, coordinate, and lead the annual rechartering process.
- Prepare registration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year.
- Arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.
- Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.
- With the chartered organization representative, submit a charter application and annual report to the chartered organization for approval.
- Along with the Cubmaster and pack committee, see that eligible boys transition to the next rank's den at the appropriate time, and that Webelos Scouts and parents/guardians have a smooth transition into a Boy Scout troop.
- Along with the Cubmaster, follow up on former pack members who are now Boy Scouts and recruit them as potential den chiefs.
- Arrange for periodic uniform inspections with the unit commissioner.

#### **4. Public Relations Chair**

This position keeps pack activities visible to the public, as well as to the families of the pack. Specifically, this person will:

- Identify and promote pack service projects in the chartered organization, school, and community.
- Promote family participation in all pack events.
- Urge pack participation in appropriate programs of the chartered organization. Suggest ways of showing interest in the chartered organization's overall program.
- Publicize and promote pack participation in Scouting Anniversary Week activities.
- Circulate Cub Scout recruiting fliers and brochures to invite boys to join. Along with the pack committee, promote new membership. Let the people in the neighborhood know that a Cub Scout pack is available.
- Consider using a monthly or quarterly pack newsletter to inform families of pack plans, guide new parents and guardians in pack policies, and create a feeling of unity among members of the pack family.
- Provide pack announcements for regular release in the official bulletins, newsletters, Web sites, etc., of your chartered organization.
- Make use of the news media in publicizing pack events.

#### **5. Secretary**

The secretary ensures proper records are kept within the pack. Specifically, the secretary will:

- Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders access needed tools.
- Acquaint den leaders with the contents of the Pack Record Book so that they will know how to supply the information that should be recorded there.
- Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book or special software.
- Maintain an inventory of pack property.
- Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Keep notes on business conducted at pack leaders' meetings. Record only key items such as things needing follow-up or items for the history of the pack.
- Notify leaders of pack leaders' meetings and other activities.
- Provide den leaders with records and forms for meetings.