

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Activities and civic service chair

KEY MEETING DATES:

Executive board meetings
Committee meetings (as needed)

POSITION CONCEPT: Responsible to the vice president of program for running fun, exciting, safe program for units. Promote the organization and implementation of service projects as a way to educate Scouts and make them aware of their obligation as scouts to help others.

PRINCIPAL RESPONSIBILITIES:

1. Develop activities for use at the unit, district, and council levels. Activities could include:
 - a. An annual Webelos activity
 - b. An anniversary celebration
 - c. Summertime programs
 - d. Where-to-go and what-to-do pamphlet
 - e. Athletic events
 - f. Scout shows
 - g. Fitness and safety program
 - h. Skills meet
 - i. Camporees
2. Promote the idea of performing civic service throughout the council territory.
3. Promote that every unit should be doing multiple Good Turn projects every year, and for the units to do so in a visible manner wearing the Scout uniform whenever practical.
4. Promote and help organize superactivities for Venturing crews.
5. Work with all units to ensure they are entering their service project man-hours into the Journey to Excellence Web link.

TAKE ANY COUNCIL

BOY SCOUTS OF AMERICA

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Advancement and recognition chair

KEY MEETING DATES:

Executive board meetings
Committee meetings (as needed)

POSITION CONCEPT: Responsible to the vice president of program for promoting the advancement plan to units, providing training in the advancement plan to district personnel, and providing meaningful reports on advancement.

PRINCIPAL RESPONSIBILITIES:

1. Maintain advancement standards and records and set meaningful goals.
2. Present lifesaving awards, special council awards, and other recognitions.
3. Develop lists of Eagle Scout service projects.
4. Produce a merit badge counselor list in every district.
5. Find, register, and train merit badge counselors.
6. Work toward improving the number of youth members who advance annually as stated in the Journey to Excellence program.
7. Assist district leadership in conducting Eagle Scout boards of review.
8. Maintain meaningful advancement reports.
9. Conduct an Eagle Scout recognition program annually.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Advisory board member

KEY MEETING DATES:

Annual business meeting
Executive board meetings

POSITION CONCEPT: Responsible to the members at large of the council to be in an advisory role to the council.

PRINCIPAL RESPONSIBILITIES:

1. Provide support and guidance in following the strategic plan of the council.
2. Members are people who are unable to devote time to Scouting on a regular basis, but may serve the council on special assignment or as a consultant in a specific area.
3. Members attend executive board meetings as available, but do not have a vote.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Audit committee chair

KEY MEETING DATES:

Executive board meetings
Council officer meetings (as needed)
Audit committee meetings

POSITION CONCEPT: Responsible to the vice president of administration and have an understanding of generally accepted accounting principles, generally accepted auditing standards, and financial statements, and the ability to assess the general application of such principles and standards.

PRINCIPAL RESPONSIBILITIES:

1. Schedule an appropriate number and timing of committee meetings each calendar year to enable the committee to carry out its responsibilities diligently and effectively.
2. Create, in consultation with the Scout executive and the external auditors, the agenda for each committee meeting with a view to establishing the appropriate priorities and fulfilling the obligations of the committee under its charter and in accordance with its work plan.
3. See to it that the committee receives all materials to be discussed at the meeting at least one week before the meeting.
4. Conduct each meeting in an environment of candidly and promptly sharing information, giving all members of the committee the right to hold and express a dissenting opinion with a commitment to best governance practices.
5. Help the committee and management understand and respect the responsibilities of each.
6. Be available to meet with any member of the committee, the Scout executive, other officers, the internal auditor, and the external auditor between meetings of the committee.
7. Review the draft minutes of the meeting with the secretary, make any amendments that may be required, and approve the final draft before it is submitted to the committee for its approval.
8. Receive regular reports regarding complaints, concerns and breaches of the code of ethics as well as ongoing investigations in connection therewith.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Council camping chair

KEY MEETING DATES:

Executive board meetings
Council coordinated meetings
Committee meetings

POSITION CONCEPT: Responsible to the vice president of program to ensure every youth a quality program of outdoor camping, preferably at our council's camp, and high adventures to ensure their continued interest.

PRINCIPAL RESPONSIBILITIES:

1. Through the district camping chairs and the Order of the Arrow, ensure promotion to all Scout troops for a long-term summer camp experience, preferably at our council's camp.
2. Through the high adventure subcommittee ensure promotion of high-adventure programs conducted locally and nationally.
3. Through the district camping chairs and the Order of the Arrow, ensure promotion to all Cub Scout packs of Cub Scout day camps, Cub Scout resident camp, and Webelos adventure camp and the Summertime Pack Award.
4. Through the district camping chairs, ensure that all Boy Scouts have the opportunity for 10 days and nights of outdoor camping.
5. Through the Order of the Arrow Key 3 (lodge chief, lodge adviser, and lodge staff adviser), ensure promotion of the Order of the Arrow and its effective operation within the chapters and lodge.
6. Through the COPE and climbing subcommittee, ensure the promotion and utilization of the COPE and climbing programs at summer camp and year-round.
7. Lead the quarterly council camping meetings to help plan and promote camps and to be informed of program updates.

TAKE ANY COUNCIL

BOY SCOUTS OF AMERICA

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Compensation committee chair

KEY MEETING DATES:

Executive board meetings
Council officer meetings (as needed)
Compensation committee meetings

POSITION CONCEPT: Responsible to the council president or the Vice president of Finance. The committee is to be composed of at least three directors, which could include the council president, and should also include a benefits expert. Only members of the board determined to be “independent” shall serve on the committee.

PRINCIPAL RESPONSIBILITIES:

1. Review and use the Boy Scouts of America’s compensation program to ensure an internally consistent and externally competitive compensation program in order to attract, retain, and motivate qualified executive management and other key employees and provide incentive for the attainment of the council’s strategic goals and objectives.
2. Review and approve the staff structure for allocation of assignments.
3. Receive and approve or modify the recommendations presented by the Scout executive for council employees’ annual merit salary increases, and ensure that all fall within the approved council budget.
4. Review the performance of the Scout executive and set the salary and benefits for the Scout executive in accordance with the guidelines.
5. Review the Scout executive compensation policy and procedures for compliance with the IRS Intermediate Sanctions requirements.
6. Annually review benefits, deferred compensation, and perquisites.
7. Review and approve the material terms of severance arrangements, if any, in letters of employment for the Scout executive, executive management, and other key employees.
8. Review the committee’s charter periodically and refer any recommended changes to the board.

PREPARED ESPECIALLY FOR:**FOR THE POSITION OF:**

Council commissioner

KEY MEETING DATES:

Executive board meetings
Council officer meetings
Council Key 3 meetings
Monthly district commissioner meeting
District commissioner meetings (as needed)

POSITION CONCEPT: Responsible to the council president to give leadership to unit service of the council by guiding and directing district commissioners and their staffs.

PRINCIPAL RESPONSIBILITIES:

1. Personally contribute annually to the FOS campaign of the council and provide assistance, as appropriate, to achieve the council's financial success by supplying individual names of those who will personally contribute to the council's financial needs.
2. Ensure that districts recruit commissioners to the end of having a 1-to-3 ratio of active commissioners to units.
3. Chair the monthly meetings of all district commissioners.
4. Provide direction to program, training, and other support functions as to needs of units to ensure quality programs.
5. Support the district chairs by providing supplemental training to their commissioner staff.
6. Conduct a commissioners' college training conference once a year.
7. Work with the council president and vice presidents to secure assistance from council committees in meeting unit service needs.
8. Develop plans to accomplish council goals and achievement items that relate to service to units through the council's long-range plan.
9. Train the assistant council commissioners in their responsibilities and direct them in accomplishing their objectives in providing unit service.

TAKE ANY COUNCIL

BOY SCOUTS OF AMERICA

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

District chair

KEY MEETING DATES:

Executive board meetings

Council officer meetings (as needed)

Governance committee meetings

POSITION CONCEPT: Responsible to the council president or the vice president of district operations to run the program of Scouting in their district as directed by the executive board of the council.

PRINCIPAL RESPONSIBILITIES:

1. Provide support and guidance in following the strategic plan of the council within the territory of the district.
2. Represent the district on the executive board.
3. Responsible for all communication between the council and the district.

Enterprise Risk Management Committee Chair

Position Summary: Provides leadership to the council's Enterprise Risk Management Committee and regularly provides reports to the council's executive board.

Qualifications: A health- and safety-oriented Scouting volunteer with strong group leadership experience or capabilities, and further qualified by one or more of the following:

- Safety professional/fire safety/risk management practitioner
- Health-care internal auditor/health-care compliance/clinical quality professional
- Health-care professional (M.D., D.O., R.N., physician's assistant, R.Ph., etc.) or Allied Healthcare technician (paramedic, EMT, L.P.N., mountain rescue, ski patrol)
- Scouter with wilderness first aid or advanced first aid and safety training
- Scouter with a strong interest in safe and healthy Scouting, willingness to pursue related training, and the ability to identify assistance in accomplishing the job
- Member of the council's executive board

Responsibilities:

- Leads the council's ERM Committee; serves as the key point of contact on all matters related to health, safety, and risk management in the council's volunteer leadership.
- Leads the regular meeting of the committee by planning the agenda, conducting the meetings and being responsible for communicating the agenda, notes, minutes and work plans to the committee (or via delegation).
- Develops an annual committee plan and evaluates performance of the committee based on that plan.
- Recruits committee members—district ERM officer and SMEs—and ensures that all districts are represented and the key experts are involved; recruits at least one physician to serve as council physician.
- Leads periodic reviews of all incident reports and camp health lodge records to identify trends and propose prevention strategies.
- Communicates and works effectively with the council executive staff member assigned to the committee.
- Names a co-chair (when desired) to provide support to the chair when he/she is unable to lead a meeting or provide leadership.
- Assures the availability of a program and volunteers to assist council and district leaders in risk assessment/hazard analysis before new programs are introduced; provides support to assess existing programs for changes to improve safety and reduce risk.

- Offers support, material and recommendations to other council committees including camping, properties, finance, program, training and others as requested.
- Works to ensure that key messages related to safety, health, and risk management are included in council communications (print and/or electronic) with health and safety promotion and disease prevention on a regular basis.
- Communicates changes in national BSA policy, programs, and support information to the executive board and to the committee.
- Develops and implements an annual training program for leaders at all levels; assists roundtables commissioners in locating guest speakers on risk management, safety, health, and disease prevention topics.
- Helps identify consultants and other subject matter experts (SMEs) to deliver the council's program safely and with minimized risk.
- Communicates with the council's finance committee relative to health, safety, risk management, and insurance needs and recommendations.
- Assists in the development of policy and procedures relative to council needs and as needed to clarify or provide local clarification to national policies.
- Working with the council executive assigned to the committee, completes annual paperwork to obtain BSA insurance discounts.
- Helps identify and plan for councilwide training including wilderness first aid, first aid, and CPR training resources.
- Participates in annual camp inspections and risk assessment activities.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Executive board member

KEY MEETING DATES:

Executive board meetings

POSITION CONCEPT: Responsible to the council president to achieve the council's purpose of guiding and supporting districts in their mission of working with community organizations chartered by the Boy Scouts of America to deliver a quality program to their membership.

PRINCIPAL RESPONSIBILITIES:

1. Provide continuity for the council by representing the organization's point of view through interpretation of services and advocacy.
2. Select and appoint a Scout executive for the council.
3. Govern the council by broad policies and objectives formulated and agreed upon by the governing board through the strategic plan.
4. Acquire sufficient resources for the council's operations and to finance the services adequately.
5. Account to the public for the services of the council and expenditures of its funds, including fiscal accountability and budget approval.
6. Participate on committees associated with the operation of the council while representing the overall board vision.
7. Adopt resolutions that will further the mission and strategic initiatives of the council.
8. Represent the National Council of the Boy Scouts of America as the final voice in decisive matters within the council territory.
9. Stand as a representative to the community for the ideals and values of the Scout Oath and Scout Law.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Unit chair—Family Friends of Scouting

KEY MEETING DATES:

District finance meetings
Unit presentations
Campaign critique meeting

POSITION CONCEPT: Responsible to the district Family Friends of Scouting chair for organizing Family Friends of Scouting presentations and the campaign within the unit, and helping the unit achieve the unit's goal. The Family Friends of Scouting campaign provides an educational opportunity for the parents within the unit to understand how the council and district operate.

PRINCIPAL RESPONSIBILITIES:

1. Attend the district unit chair training meeting.
2. Personally enroll as a Friend of Scouting.
3. Accept the responsibility to raise the unit's share of the district Family Friends of Scouting goal.
4. Help the unit committee plan for and set a date for the Family Friends of Scouting presentation.
5. Contact the unit's families prior to the presentation to promote and secure attendance.
6. Arrive early for the presentation. Stay for the entire meeting.
7. Introduce the Family Friends of Scouting program.
8. Meet with the unit FOS coordinator immediately after the meeting to plan a follow-up with all families not attending the presentation.
9. Turn in the results of the presentation and follow-up to the district Family Friends of Scouting chair or district executive.
10. Serve as a caller on the district phone-a-thon team (if needed).
11. Attend report meetings (as necessary).

PREPARED ESPECIALLY FOR:**FOR THE POSITION OF:** Friends of Scouting chair**KEY MEETING DATES:**
Orientation and training meeting
Prospect and evaluation meeting(s)
Campaign kickoff meetings
Report meetings (as needed)
Victory celebration

POSITION CONCEPT: Responsible to the council vice president of fund development for building an organization capable of soliciting sufficient donors to successfully reach the council's Friends of Scouting goal within the established campaign timetable. Providing leadership and direction to the council division, as well as the districts' finance chairs, will ensure annual participation by top-level individual, business, and corporate donors and councilwide goal attainment.

PRINCIPAL RESPONSIBILITIES:

1. Chair and give direction to the council divisions to ensure that prospects are worked (solicited) by the "right" enrollers.
2. Work cooperatively with the council's special events chairs to avoid duplicate solicitation of prospects while maximizing participation.
3. Conduct and chair prospect and evaluation meetings to add new contributors and upgrade current and past contributors. Serve as a resource to the district finance chairs to organize prospect and evaluation meetings in each of the council's districts.
4. Recruit and assign enough of the "right" captains and enrollers to ensure effective coverage in face-to-face solicitation of council campaign prospects (one enroller solicits a maximum of five prospects). Enrollers will be asking others to give at a level at which they are comfortable contributing.
5. Assist in the training (as needed) of all council and district campaign workers.
6. Chair and plan the council campaign kickoff, report, and victory meetings to maintain campaign discipline.
7. Assist in the securing of sponsorships (as needed) for campaign-related expenses of the kickoff, report meetings, and victory celebrations.
8. Serve as a resource to council campaign captains in securing additional names for enrollers.
9. Keep the council's campaigns on schedule through open communication with council enrollers, district finance chairs, and council division captains and enrollers.
10. Work closely with the vice president of fund development and Scout executive.
11. Work annually with the council's marketing chair to prepare a current and educational presentation piece for units and families.
12. Attend all meetings called by the council's vice president of fund development.
13. Enroll as a lead donor in the council division of the Friends of Scouting campaign.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Governance committee chair

KEY MEETING DATES:

Executive board meetings
Council officer meetings (as needed)
Governance committee meetings

POSITION CONCEPT: Responsible to the council president to evaluate, assess, and monitor board structure, including standing and ad hoc committees. Provide definition of skills and attributes required of board members and identify existing gaps to the nominating committee.

PRINCIPAL RESPONSIBILITIES:

1. Orientation of new and existing board members.
2. Training and education of the board related to governance roles and responsibilities, and with respect to bridging board knowledge gaps.
3. Assessment and evaluation of the board, chair, individual members (including each member's self-assessment), and board meetings.
4. Evaluation and monitoring of governance structures and processes, including policy development and processes for board monitoring and oversight of operations.
5. Identification and recruitment of external resources experts to assist the board in its governance role and responsibilities.
6. Identification and development of recommendations on board conflict-of-interest and discipline bylaws, policies, and processes.
7. Consider and make recommendations to the board regarding the size, structure, composition, and functioning of the board and its committees.
8. Review the council's corporate governance principles and recommend revisions to these principles as necessary.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Health and safety committee chair

KEY MEETING DATES:

Executive board meetings
Committee meetings (as needed)

POSITION CONCEPT: Responsible to the vice president of administration. Works with the camping committee and other program committees to ensure the council has safe and healthy practices, equipment, and facilities at all locations where Scout programs may occur.

PRINCIPAL RESPONSIBILITIES:

1. Identify health and safety resources. Identify health and safety consultants who could assist the council both as specialists and as members of the health and safety committee.
2. Keep informed of health and safety issues. Review national BSA policies relating to health and safety, such as the *Guide to Safe Scouting* and the *Health and Safety Guide*.
3. Analyze Scouting program activities to identify potential risk or loss exposure. The committee will familiarize itself with all program activities to identify what potential for loss exists.
4. Review camp injury reports to identify trends requiring preventive action. Review all camp health logs and injury reports for recurring items. These reports need to be reviewed every week during camp in order to find and head off recurring safety issues.
5. Communicate health and safety issues. Help all council structures keep informed and alert to BSA policies and procedures related to safety protection, accident prevention, emergency preparedness, health education, fitness, camp standards, and aquatics.
6. Work with council program committees. Communicate health and safety issues to the various council program committees.
7. Participate in council pre-camp and post-camp inspections. Help conduct council pre-camp and post-camp inspections since council camps represent significant exposures for accidents and injury.
8. Promote personal health and physical fitness. Seek opportunities to promote adult leader and youth awareness of personal health and physical fitness.
9. Camp health operations. Support the council camp health officer by assisting with training and being the liaison with local medical facilities.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Insurance committee chair

KEY MEETING DATES:

Executive board meetings
Committee meetings (as needed)

POSITION CONCEPT: Responsible to the vice president of administration to ensure the assets of the council, its officers, employees, chartered organizations, members, and volunteers and their health and welfare are adequately and properly protected.

PRINCIPAL RESPONSIBILITIES:

1. Work closely with the Scout executive, risk management committee, and insurance agent to identify risks and desired coverage.
2. Recommend ways to reduce or eliminate risks where possible, self-insure, or buy insurance for those risks that the council can neither eliminate nor economically self-insure.
3. Review annually the total council insurance program and recommend changes in coverage based on past experience and future needs.
4. Assist in developing a current and complete inventory of the council's fixed assets.
5. Make certain the council's buildings, property, and equipment have been properly appraised and their values updated.
6. In cooperation with the risk management committee, develop a loss prevention and control plan.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Council Major Gifts chair

KEY MEETING DATES:

Executive board meetings
Vice president of fund development
meetings
Committee meetings

POSITION CONCEPT: Responsible to the vice president of fund development to build an organization capable of raising the required operating funds to meet the annual council budget, capital funds for land and facilities to provide a quality program for young people, and endowment gifts to augment the council's trust fund.

PRINCIPAL RESPONSIBILITIES:

1. Serve as the chair for committee meetings at least quarterly.
2. Give leadership to the prospecting and cultivation of potential major gift donors.
3. Give leadership to an annual Heritage Society appreciation and recognition event.
4. Give leadership to the identification, selection and training of a major gifts committee and plans related to annual campaigns, capital campaign and planned giving.
5. Provide periodic updates on the committee's progress to the council executive board.
6. Help establish long-term and short-term goals for the council's major gifts program.
7. Give leadership to the development of a vision and case statement(s) as the foundation for all major gift activities.
8. Make a personal major gift to the council.
9. Give leadership to the development of a semiannual council written update to council Heritage Society members.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Marketing committee chair

KEY MEETING DATES:

Executive board meetings
Committee meetings (as needed)

POSITION CONCEPT: The primary mission of the marketing committee is to assist the council in conveying the benefits of Scouting and the council to the general public and the Scouting family. The marketing program should create and maintain a climate of support and understanding that will assist the council in achieving its objectives.

PRINCIPAL RESPONSIBILITIES:

1. Work with the council and district activities chairs and council staff to develop and implement a marketing plan utilizing all event and communications opportunities to reach target audiences.
2. Utilize all media sources to create a high public visibility of the council.
3. Assist all council vice presidents and the district chairs through planned communications designed to motivate target audiences and the general public.
4. Plan and execute marketing programs that will strengthen chartered organization relationships on a year-round basis.
5. Develop marketing opportunities, both internal and external, to provide public recognition of volunteers with a particular emphasis on unit-related personnel.
6. Serve as a resource for all internal printed material, with an emphasis on the council's monthly newsletter.
7. Work with the Scout executive and council staff to develop an annual plan for monthly marketing emphasis.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Council member at large

KEY MEETING DATES:

Council annual business meeting

POSITION CONCEPT: Individuals are selected because of their standing in the community and their interest in Scouting. Members at large should reflect the various business, labor, civic, educational, religious, cultural, and ethnic interests of the council territory. One less council member at large is allowed than the number of chartered organization representatives.

PRINCIPAL RESPONSIBILITIES:

1. Provide support and guidance in following the strategic plan of the council.
2. Vote on all council operational policies and procedures.
3. Help provide a quality program to all chartered organizations.
4. Serve on one or more council committees.

Note: All officers, chairs of committees of the board, district chairs, and executive board members must first be elected as council members at large if they are not chartered organization representatives. Members of the individual council committees do not have to be members of the board to serve.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

National Council representative

KEY MEETING DATES:

Council executive board meetings

Council annual business meeting

National Council annual business meeting

POSITION CONCEPT: Represent the council at the annual business meeting of the National Council.

PRINCIPAL RESPONSIBILITIES:

1. Attend board meetings and report to the board in field of responsibility.
2. Attend executive committee meetings and lend expertise to the decision-making process.
3. Represent the council at meetings of the National Council of the Boy Scouts of America.
4. Assume other responsibilities as assigned by the president.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Council nominating committee chair

KEY MEETING DATES:

All board meetings
Council annual meeting
Nominating committee meetings

POSITION CONCEPT: The nominating committee provides fresh resources to the executive board of the council through the building of a board that is representative of the council geographically and professionally. By developing a committee of top-caliber individuals from the council and from existing executive board members, the nominating committee will provide individuals for the board who can harness community resources. The committee will meet year-round to identify, orient, and select new executive board members.

PRINCIPAL RESPONSIBILITIES:

1. Chair all meetings of the nominating committee.
2. Build a committee of four to eight top-caliber individuals who represent the council both geographically and professionally.
3. With the help of the council president and Scout executive, evaluate the effectiveness of all executive board members and suggest changes necessary to achieve the council's mission.
4. Solicit the ideas of existing executive board members and community leaders for potential executive board members.
5. Be familiar with the job descriptions and responsibilities of the officers, vice presidents, and executive board members.
6. Through the help of the committee's members, ensure that all potential board members are visited and are committed to active participation on the board and the council's work.
7. Work closely with the Scout executive to see that all new executive board members are invited to participate in the annual meeting.
8. Present the slate of new officers and executive board members at the council's annual meeting.
9. Encourage all newly elected board members to attend the New Executive Board Member Orientation.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Past president

KEY MEETING DATES:

Executive board meetings

Council officer meetings

Other meetings as assigned

POSITION CONCEPT: Responsible to the council president as an adviser and to take on special projects for the president.

PRINCIPAL RESPONSIBILITIES:

1. Attend all board meetings and report to the board in the field of responsibility.
2. Attend executive committee meetings and lend expertise to the decision-making process.
3. Accept projects or responsibilities as assigned by the board or the president.

PREPARED ESPECIALLY FOR:
FOR THE POSITION OF:

Council popcorn kernel

KEY MEETING DATES:

Unit kernel training
Unit kickoff meeting (as needed)
Report meetings (as needed)
Wrap-up/critique meeting

POSITION CONCEPT: Working closely with the council popcorn sale staff adviser and Scout executive, responsible to the council vice president of finance for building an organization of district and unit kernels who can promote the annual Trail's End Popcorn sale at the unit level. The annual popcorn sale represents the single largest fundraising project for units councilwide and is a major funding stream for the council. Organization of a volunteer-driven sale is a critical element to the continued growth and success of the sale.

PRINCIPAL RESPONSIBILITIES:

1. Accept the responsibility for achieving the council's popcorn sale goal.
2. Meet regularly with the popcorn committee during the year to plan the sale.
3. Serve as the "spark plug" for the entire sale, energizing everyone associated with the sale.
4. Work with the executive board, vice president of finance, and council staff to develop a list of popcorn sale committee members and district kernels.
5. Provide leadership for the council's corporate popcorn sale.
6. Through a team of district kernels, promote popcorn at other council (non-popcorn) events.
7. Call and chair a council popcorn sale orientation (kickoff) meeting.
8. Serve as a resource for district kernels in order to help units become financially stable and reach each district's popcorn sale goal.
9. Assist in the training of units in the "Ideal Year of Scouting" budget-building process and unit promotion.
10. Keep the sale on schedule through open communications with each of the district kernels.
11. With the help of the staff adviser/Scout executive, prepare a progress report for presentation at executive committee/board meetings.
12. Be an integral part of the annual budget building process as it relates to the popcorn sale.

PREPARED ESPECIALLY FOR:FOR THE POSITION OF:

Council president

KEY MEETING DATES:

Executive board meetings
Council officer meetings
Council Key 3 meetings
Council coordinated meetings
Any other meeting deemed necessary

POSITION CONCEPT: The president is the top volunteer of the council and the primary volunteer leader of the organization, promoting and extending a program for boys and young men and women over the geographical territory of the council.

1. As president, ensure that the executive board fulfills its responsibilities for the governance of the council.
2. Be a partner to the Scout executive, helping him or her achieve the mission of the council.
3. Optimize the relationship between the board and management.

PRINCIPAL RESPONSIBILITIES:

1. Chair meetings of the executive board and executive committee. See that they function effectively, interact with management optimally, and fulfill all of their duties. With the Scout executive, develop agendas.
2. With the Scout executive, recommend composition of the board committees. Recommend committee chairs with an eye to future succession. Give direct leadership to the vice presidents and treasurer to ensure the ongoing success of the council.
3. Reflect any concerns management has in regard to the role of the executive board or individual board members. Reflect to the Scout executive the concerns of the executive board and other constituencies.
4. Present to the board an evaluation of the pace, direction, and organizational strength of the council. Give leadership to the annual goal-building process and the attainment of accepted goals.
5. Prepare a review of the Scout executive and recommend a salary for consideration by the appropriate committee.
6. Annually, focus the board's attention on matters of the council governance that relate to its own structure, role, and relationship to management. Be assured that the board is satisfied it has fulfilled all of its responsibilities.
7. Serve as an alternate spokesperson.
8. The president serves as an ex officio member of all committees of the executive board.
9. Accept ultimate responsibility for, and give direction to the management of, all finances and property.
10. Financially support FOS and encourage all executive committee members to give personal FOS support.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Project sales chair

KEY MEETING DATES:

Executive board meetings
Project sales kickoff meeting
Report meetings (as needed)
Wrap-up/critique meeting

POSITION CONCEPT: Responsible to the council vice president of fund development for building an organization capable of selling line items from both the council's annual operating and capital budgets. Project sales, either cash or in-kind gifts, provide an opportunity for upgrading existing donor levels, donor name recognition for specific items or services, an opportunity for donors to expense their donation to an advertising budget, and/or matching donor interest to the council's need.

PRINCIPAL RESPONSIBILITIES:

1. Accept the responsibility for achieving the council project sales goal.
2. Work with the executive board, vice president of fund development, and council staff to develop a list of needed and saleable projects.
3. Call and chair a council project sales orientation meeting.
4. Serve as a resource to:
 - a) Identify potential "sales team" volunteers.
 - b) Build a prospect list and identify special interests of prospects.
 - c) Identify community resources as prospects for project sales.
5. Assist in the training of all sales team volunteers.
6. Keep the campaign on schedule through open communications with each team member.
7. Prepare a progress report for presentation at executive committee/board meetings.
8. Be an integral part of the annual budget-building process as it relates to project sales.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF: Properties committee chair

KEY MEETING DATES: Properties committee meetings
Council coordinated meetings
Executive board meetings (as needed)
Pre- and post-camp inspections
National camp visitation (annually)

POSITION CONCEPT: Responsible to the vice president of administration for the care and maintenance of all of the council's properties within the limits of the council's annual operating and capital budgets. The council's properties collectively represent the single largest asset of the corporation, and stewardship and diligence must be exercised to build and maintain the properties for the Scouts of today and tomorrow.

PRINCIPAL RESPONSIBILITIES:

1. Preside at all meetings of the properties committee for planning, sharing ideas, and problem solving.
2. Actively participate in securing major annual capital funds and gifts-in-kind for projects and needs at all facilities.
3. Possess a working knowledge of all facets of construction and remodeling.
4. Through the camp rangers, coordinate work weekends, Good Turn weekends, and adopt-a-campsite programs and similar programs.
5. Serve as a resource to camp rangers in conducting the annual maintenance plan.
6. Through the vice president of administration, keep the executive board informed as to progress as well as needs of the council's facilities.
7. Be actively involved in developing a corps of volunteers to assist in work projects throughout the year.
8. Participate actively in both building and monitoring the properties portion of the council's strategic plan.
9. Give leadership to and participate in the annual pre- and post-camp inspections, as well as national visitations.
10. Through the committee and camp rangers, be capable of infusing needed resources into the planning and execution of projects at all facilities.
11. Facilitate communication between the Cub Scout and Boy Scout program, risk management, finance, and conservation committees as needs relate to the properties committee.
12. Maintain a current understanding of state laws as they relate to camp operation, environment, and health department regulations.
13. Maintain a current understanding of national BSA standards as they relate to camp facilities and operation.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

School Night chair

KEY MEETING DATES:

Executive board meetings
Council coordinated meetings
Committee meetings (as needed)
Unit chair training meeting
School coordinator briefing/meeting

POSITION CONCEPT: Responsible to the vice president of membership for recruiting and building an organization of volunteers that plans, promotes, and successfully carries out the annual School Night for Scouting program throughout the council. The School Night for Scouting program represents the single most important event in the council's annual membership plan and provides an opportunity for boys and their families to learn for the first time about the Boy Scouts of America and to join the program.

PRINCIPAL RESPONSIBILITIES:

1. Accept responsibility for achieving the council's membership and recruitment goals.
2. Secure cooperation of the school superintendents and school principals.
3. Give leadership to the recruiting of school coordinators for each School Night location.
4. Call a meeting and lead a training session for all school coordinators, organizers, and commissioners.
5. Follow up with school coordinators to see that:
 - a. School principals are contacted.
 - b. Unit leaders are contacted.
 - c. School Night briefing meetings are held for unit leaders in each school.
 - d. Promotional materials are distributed in all schools.
 - e. The plan is reviewed with all school custodians.
6. Keep the executive board informed as to progress of recruiting plans and results.
7. Through cooperative efforts with the council's marketing committee, publicize the School Night program through all media sources.

TAKE ANY COUNCIL

BOY SCOUTS OF AMERICA

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Scout executive

KEY MEETING DATES:

Executive board meetings

Council officer meetings

Council Key 3 meetings

All council committee meetings

POSITION CONCEPT: Responsible to the executive board to manage the program of Scouting throughout the council territory, and to supervise a professional team of employees to assist in this task.

PRINCIPAL RESPONSIBILITIES:

1. Provide support and guidance in following the strategic plan of the council.
2. Serve as a commissioned professional and the director of the council.
3. Serve as a member of the council Key 3.
4. Act as secretary for all council committees.
5. Hire and supervise all employees of the council, subject to approval by the council executive board.
6. Work with volunteer Scouters on all levels to achieve the council's mission.
7. Maintain standards in the operation, program, and administration of the council.
8. Execute the decisions of the council within national BSA guidelines.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF: Special events chair

KEY MEETING DATES: Steering committee meetings
Table/ticket sale kickoff meeting
Progress report meetings (as needed)
The event
Post-event critique meeting

POSITION CONCEPT: The special event category is a very important piece of the council's overall fundraising efforts. As important as it is as a fundraising event, it is equally important in increasing the visibility and public awareness of the council in our communities.

PRINCIPAL RESPONSIBILITIES:

1. Accept responsibility for achieving the special events goal.
2. Assist the council chair in developing a list for attendance, special guests, and table hosts.
3. Take the lead in assisting the council chair in identifying and recruiting the county/district honoree.
4. Attend and participate in all steering committee meetings (orientation, table/ticket sales kickoff, progress report, and post-dinner critique).
5. Responsible for the timely recruiting of enough table/ticket salespersons to cover previous attendees as well as new prospects (*Prospects may include award recipients' friends and associates, previous contributors, selected suppliers, customers, or contractors. Other sources may be political, alumni, fraternal, and social associates; country club lists; directory of directors; Who's Who; chamber of commerce; and/or industrial directories.*)
6. Coordinate table/ticket sales efforts with other council fundraising efforts to maximize annual donor participation in all fundraising activities and to avoid duplication of solicitation.
7. Preside at all meetings of the committee for planning, sharing ideas, and problem solving.
8. Keep the table/ticket sales effort on schedule through ongoing communications with each table/ticket salesperson.
9. Assist the council chair in promotion of the event through the use of all county/district media outlets.
10. Keep the council vice president of fund development informed of table/ticket sales efforts through ongoing communication and reports of sales.
11. Evaluate the effectiveness of table hosts/ticket salespersons and make changes as necessary to achieve the goal.
12. Responsible for the post-dinner collection of any outstanding table/ticket sale monies.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF: Council training chair

KEY MEETING DATES: Council coordinated meetings
Executive board meetings
Training courses (as needed)

POSITION CONCEPT: Responsible to the vice president of program for the training of council volunteers at all levels (unit, district, council) by coordinating the efforts of the district training committees, maintaining the high standards for all training courses offered, and providing training courses that are beyond the scope of the individual district's responsibility. Training is one of the critical issues to developing and conducting quality programs at all levels.

PRINCIPAL RESPONSIBILITIES:

1. Encourage and assist the districts in planning and implementing a total leadership growth and development plan for all leaders, regardless of position.
2. Select, recruit, and train trainers for council training events.
3. Assist the districts in selecting, recruiting, and training an effective training team.
4. Plan, coordinate, and schedule effective, year-round leadership training programs using the most current training materials of the Boy Scouts of America.
5. Conduct or coordinate council training events, which might include Wood Badge, Boy Scout Leader Outdoor session, Webelos Leader Outdoor Training, National Youth Leader Training, and Chartered Organization Representative Training.
6. Approve applications for training recognition and service awards.
7. Develop procedures for evaluating the effectiveness of the council's leadership training program.
8. Promote and support out-of-council training events, such as Philmont, area, and regional conferences.
9. Support other council committees in conducting training specific to their areas of responsibility (commissioners, risk management, etc.).
10. Ensure that backup training records are maintained in the local council service center.
11. Support the districts in the completion of unit training inventories.
12. Complete and maintain an inventory of training supplies and materials.
13. Keep the executive board informed as to trends and progress in training in relation to council and district training goals.
14. Meet (as needed) with the district training chairs at the council's coordinated meetings to plan and coordinate training courses and monitor achievement of council and district goals.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF: Council treasurer

KEY MEETING DATES: Executive board meetings
Council officer meetings
Treasurer's meetings

POSITION CONCEPT: Responsible to the council president and be responsible, through methods of internal control, for the recording and deposit of all receipts of the corporation, for the proper disbursement of its cash, and accounting for all property of the corporation, whether real or personal, tangible or intangible, however acquired.

PRINCIPAL RESPONSIBILITIES:

1. Present annually to the executive board a statement of all income and expenses during the prior year, together with a statement of all assets, liabilities, and fund balances of the corporation as of the end of the year, these statements first having been duly audited and certified in accordance with generally accepted auditing standards by certified public accountants or other recognized independent public accountants approved by the executive board or executive committee. A copy of such audited annual statements shall be kept available at the office of the corporation for inspection by members of the corporation, and a copy shall be filed with the national office of the Boy Scouts of America. The treasurer shall also present interim period reports as required by the executive board.
2. Present at each executive board and executive committee meeting, the current Statement of Financial Position, Statement of Changes in Net Assets, together with a Statement of Operations-Unrestricted of the corporation.
3. Coordinate with the audit committee the periodic testing of the council's internal controls. Review and coordinate with the executive board approval of fiscal policies and suggest updates when necessary.
4. Ensure that all reports required by various regulatory authorities are completed and filed on time, including but not limited to annual audit, 990 form, any state-required financial reports, annual report, etc.
5. In cooperation with the executive committee, approve expenditures of funds.
6. Ensure that standard accounting procedures are used in the council.
7. Evaluate and, when necessary, provide training to executive board members on reading and understanding council financial statements.
8. Contribute to FOS annually through a combination of "personal giving" and/or "getting" in order to ensure the council's financial success.
9. Identify and recommend individuals to become actively involved in the Scouting program.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Vice president of administration

KEY MEETING DATES:

Executive committee meetings
Executive board meetings
Annual charter review
Council coordinated meetings (as needed)

POSITION CONCEPT: Responsible to the council president for recruiting and building an organization of volunteers to oversee the successful administration of the following: strategic plan, marketing/public relations, property development and maintenance, risk management/council insurance (health and safety), nominating committee, and personnel/compensation and benefits.

PRINCIPAL RESPONSIBILITIES:

1. Recruit, train, orient, inspire, and motivate volunteers to carry out the committee functions through chairs for (1) strategic plan, (2) property development and maintenance, (3) risk management/council insurance, (4) nominating committee, (5) marketing/public relations, and (7) personnel/compensation and benefits.
2. Assist each chair in recruiting key committee members, determining (with the assistance of the council president and Scout executive) priority actions, and planning budget needs.
3. Attend executive committee and board meetings, reporting to the board in the field of responsibility, while lending expertise to the decision-making process.
4. Serve as a liaison and facilitate communication between the properties, fundraising, and program committees to ensure the best use of council resources for the benefit of the total Scouting program.
5. Coordinate meetings (as needed) of the departments for planning, reporting, coordinating, and providing assistance to committee chairs.
6. Serve as a liaison and facilitate communication between the marketing/public relations and program committees to ensure program exposure and community awareness of the council and the Boy Scouts of America.
7. Participate actively in building the administrative portion of the council's strategic plan.
8. Participate as a member of the personnel/compensation and benefits committee as needed when staff/employee vacancies occur, and as a member of the year-end compensation review committee.
9. Serve as council nominating committee chair, if asked by the council president to do so, or serve as a member of the council nominating committee if the president chooses to appoint someone else as chair.
10. Actively fulfill the responsibilities of a council executive board member.
11. Help develop and achieve the goals within the assigned area of responsibility to help the council achieve the Journey to Excellence award annually.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Vice president of district operations

KEY MEETING DATES:

Executive committee meetings
Executive board meetings
Council coordinated meetings (as needed)

POSITION CONCEPT: Responsible to the council president for working with and through the chairs of the districts to ensure the full and proper administration of all district operations (membership, manpower, fundraising, and program delivery) by utilizing the full resources of the council's executive board in helping each of the districts achieve the Journey to Excellence award annually.

PRINCIPAL RESPONSIBILITIES:

1. Coordinate the districts' key volunteers in conducting the annual program planning, district self-evaluation, and goal-setting conference.
2. Serve as a resource and assist each chair in recruiting key district committee members to fully staff the district's operations (membership, manpower, fundraising, and program functions).
3. Attend executive committee and board meetings, reporting to the board on the health and operation of all districts.
4. With the help of the district chairs, facilitate the organization of "fireside chats" in each of the districts annually.
5. Serve as a liaison and facilitate communication between the district chairs and the executive committee to ensure the best use of council resources for the benefit of each of the districts.
6. Facilitate and preside at the district chair meetings at the council's coordinated meetings.
7. Participate actively in building portions of the council's strategic plan as they relate to district operations.
8. Participate as a member of the district nominating committee as needed, particularly when district chair vacancies occur.
9. Actively fulfill the responsibilities of a council executive board member.
10. Help develop and achieve the goals within the assigned area of responsibility to help the council achieve the Journey to Excellence award annually.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Vice president of finance

KEY MEETING DATES:

Executive committee meetings
Executive board meetings
Finance committee meetings (as needed)

POSITION CONCEPT: Responsible to the council president for building an organization capable of executing the council's overall finance plan in support of the strategic plan by overseeing and insuring the council's fiscal capacity to provide a quality program for young people.

PRINCIPAL RESPONSIBILITIES:

1. Accept the responsibility to insure that the council meets its fiscal capacity needs.
2. Assist the council president and Scout executive, through the United Way relationships chair, in maintaining the best possible relationships with all United Way partners.
3. Responsible for the administration of the council fiscal strategy:
 - Conduct monthly finance committee meetings
 - Assist in the recruiting and support of subcommittee chairs: investment, budget, and compensation and benefits
 - Provide coaching and guidance to subcommittee chairs
 - Work with the treasurer and vice president of fund development to make recommendations on fiscal operations
4. Conduct regular report meetings of your volunteer committee, ensuring the approved budgetary, membership, and program goals of the council's annual and strategic plans are receiving focus.
5. Give leadership to monthly reviews and recommendations with regard to the council's financial performance, specifically the four key indicators of operating net, cash flow, accumulated debt, and revenue generation.
6. Periodically review department performance as measured against budget and history. Examples would include total camping operations, Scout shops, and district activities.
7. Maintain and interpret to the council the finance policies of the Boy Scouts of America.
8. Keep the executive board informed as to trends, responsibilities, and progress in the various facets of council funding in relation to the council's needs.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Vice president of fund development

KEY MEETING DATES:

Executive committee meetings
Executive board meetings
Fundraising committee meetings (as needed)
Council coordinated meetings (as needed)

POSITION CONCEPT: Responsible to the council president for building an organization capable of executing the council's overall development plan in support of the strategic plan by raising the required operating funds to meet the annual council budget, capital funds for land and facilities to provide a quality program for young people, and endowment gifts to augment the council's trust fund.

PRINCIPAL RESPONSIBILITIES:

1. Accept responsibility for achieving the council fundraising goals.
2. Give leadership to recruiting chairs for the fund development subcommittees. These include council annual campaigns, capital campaign and planned giving.
3. Attend executive committee and board meetings, reporting to the board in the field of responsibility, while lending expertise to the decision-making process.
4. Give direction to the fundraising programs of the council.
5. Preside at all council fundraising committee meetings. Conduct regular report meetings of your volunteer committee, ensuring the approved budgetary, membership, and program goals of the council's annual and strategic plan are being followed.
6. Evaluate the effectiveness of chairs and committee members and make changes as necessary to achieve the goal of funding the council's operating, capital, and endowment needs.
7. Aid in the selection of district finance chairs and FOS chairs.
8. Maintain and interpret to the council the finance policies of the Boy Scouts of America.
9. Participate actively in both building and monitoring the fundraising portion of the council's strategic plan.
10. Keep the executive board informed as to trends, responsibilities, and progress in the various facets of council funding in relation to the council's needs.
11. Meet with the district finance chairs at the council's coordinated committee meetings to plan, share ideas, and for training.
12. Provide leadership to any capital campaign initiatives.
13. Help develop and achieve the goals within the assigned area of responsibility to help the council achieve the Journey to Excellence award annually.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Vice president of Learning for Life

KEY MEETING DATES:

Executive board meetings
Council officer meetings
Learning for Life meetings

POSITION CONCEPT: Responsible to the council president for the leadership of the Learning for Life division of the council. Serve on the executive committee.

PRINCIPAL RESPONSIBILITIES:

1. Be willing and able to serve for at least two one-year terms.
2. Have an education background and be knowledgeable about the Learning for Life program.
3. Possess positive people skills and be interested in recruiting.
4. Enroll as a Friends of Scouting financial contributor.
5. Work with the staff to identify and recruit individuals to fill key Learning for Life committee positions to include marketing, membership, program, and finance.
6. Assist in searching out opportunities to expand the programs to more schools and businesses.
7. Keep the executive board updated on issues related to Learning for Life.
8. Be a strong advocate for the Boy Scouts of America in the schools.
9. Help develop the programs to be self-sustaining by identifying revenue sources such as grants and corporate sponsorships.
10. Recruit and give leadership to an individual to lead a strong Explorer Post Presidents Association.
11. Assist in the development of Learning for Life events.
12. Attend occasional Exploring events.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Vice president of membership/relationships

KEY MEETING DATES:

Executive committee meetings
Executive board meetings
Membership committee meetings (as needed)
Council coordinated meetings (as needed)

POSITION CONCEPT: Responsible to the council president to recruit and build a volunteer committee structure to ensure steady, balanced, membership growth throughout the council, paying particular attention to areas of special need, while maintaining mutually beneficial relationships with chartered organizations and other community and youth-serving groups within the council's territory.

PRINCIPAL RESPONSIBILITIES:

1. Develop, with the assistance of the Scout executive, the council's long-range membership plan and annual membership goals, as well as the membership portion of the council's strategic plan.
2. Develop a plan to achieve the annual membership goals, including new-unit organization, Tiger Cub graduation, Webelos transition, fall roundup, spring and fall School Night for Scouting programs, and other membership programs as needed.
3. Monitor achievement on a monthly basis; be alert to deviations or trends that demand a response; strive to maintain monthly balanced growth and improved membership retention in all programs.
4. Attend executive committee and board meetings, reporting to the board in the field of responsibility, while lending expertise to the decision-making process.
5. Gather annual school enrollment statistics in order to determine market penetration as an aid for determining new-unit organization needs.
6. Give attention to youth with special needs, those in rural areas, those in low-income areas, etc.
7. Develop and expand relationships between chartered organizations and the council.
8. Cultivate community organizations, groups, and associations that might become chartered organizations or support Scouting in other ways.
9. Conduct, as needed, relationships conferences and chartered organization representative training.
10. Support the religious emblems program of chartered organizations.
11. Conduct a community organization survey, listing all community organizations with interests within the council territory, surveying their needs and desires regarding young people and their ability to organize one or more units.
12. Meet with the district membership chairs at the council's coordinated committee meetings to plan, share ideas, and for training.
13. Actively fulfill the responsibilities of a council executive board member.
14. Help develop and achieve the goals within the assigned area of responsibility to help the council achieve the Journey to Excellence award annually.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Vice president of program

KEY MEETING DATES:

Executive committee meetings
Executive board meetings
Program committee meetings (as needed)
Council coordinated meetings (as needed)

POSITION CONCEPT: Responsible to the council president for recruiting and building an organization of volunteers to strengthen and enrich unit program by overseeing the council's program function and supporting the work of the district program volunteers.

PRINCIPAL RESPONSIBILITIES:

1. Recruit, train/orient, inspire, and motivate volunteers to carry out the committee functions through chairs for (1) Cub Scout camping and outdoor program, (2) Boy Scout camping and outdoor program, (3) activities and civic service, (4) advancement and recognition, and (5) council training events.
2. Assist each chair in recruiting key committee chairs and members for Cub Scout camping and outdoor, Boy Scout camping and outdoor, activities and civic service, advancement and recognition, and training.
3. Attend executive committee and board meetings, reporting to the board in the field of responsibility, while lending expertise to the decision-making process.
4. Coordinate council coordinated meetings of the departments for planning, reporting, coordinating, and providing assistance to committee chairs and specialists.
5. Participate actively in building the program portion of the council's strategic plan.
6. Utilize program reports and records to monitor progress, watch for changes, and respond to trends.
7. Give leadership to the annual process of program evaluation, goal setting, and program development that results in the annual council program planning calendar.
8. Work cooperatively with the properties committee in developing a long-range camp usage program that meets the current demands, while planning for future program usage.
9. Work cooperatively with Venturing to ensure that a quality program is coordinated with all planned activities and developed using all the resources of the council.
10. Actively fulfill the responsibilities of a council executive board member.
11. Help develop and achieve the goals within the assigned area of responsibility to help the council achieve the Journey to Excellence award annually.

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

Vice president of relationships

KEY MEETING DATES:

Executive board meetings
Council officer meetings
Council coordinated meetings
Relationships meetings

POSITION CONCEPT: Responsible to the council president for working with current and potential chartered organization representatives. Work directly with all council religious committees. Serve as a council officer.

PRINCIPAL RESPONSIBILITIES:

1. Possess an understanding of the responsibilities of the chartered organization.
2. Possess positive people skills.
3. Enroll as a Friends of Scouting financial contributor.
4. Recruit and provide leadership to the chair of each council religious committee.
5. Network with the local leadership of current and potential groups of chartered organizations such as the district/state leadership with Rotary or the diocesan office.
6. Conduct one new-unit campaign event annually to search for and sell potential chartered organizations on Scouting.
7. Work closely with the vice president of membership on shared objectives.
8. Keep the board updated on the progress of building relationships with chartered organizations and potential chartered organizations.
9. Be aware of the sensibilities of each religious group.