

Troop Committee

Troop 242 asks that one parent from each family volunteer for a role on the Troop Committee. The troop committee is a cross between a board of directors and a parent support group. It sets troop policies and handles administrative functions, allowing the Scoutmaster and assistant Scoutmasters to focus on working directly with the Scouts

Please see below and let me know which role you are interested in taking.

Troop Committee Chair



The troop committee chair is appointed by the chartered organization to see that all committee functions are carried out. The troop committee chair appoints and supervises the Troop committee and Troop leaders. The committee chair also organizes the committee to see that all committee responsibilities are delegated, coordinated and completed.

Duties (from the Troop Committee Guidebook):

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation



A robust troop committee supports an effective scouting program. Below is a list of common and desirable roles for adults within the troop committee.

Secretary

Duties:

- Keep minutes of meeting and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of troop events and activities.
- Conduct troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.

Treasurer

Duties:

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and/or savings accounts.
- Train and supervise the troop scribe in record keeping.
- Keep adequate records.
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Lead the Investment in Character campaign.
- Report to the troop committee at each meeting.

Outdoor Activities Coordinator

Duties:

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month.
- Report to the troop committee at each meeting.

Equipment Coordinator

Duties:

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage the troop in the safe use of all outdoor equipment.
- Report to the troop committee at each meeting.

Training Coordinator

Duties:

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials and resources.
- Responsible for Youth Protection Training compliance within the troop.
- Encourage periodic youth leadership training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.
- Assist in orientation to new parents.
- Be watchful that the troop is taking all steps to ensure youth safety.

Membership Coordinator

Duties:

- Develop a plan for year-round membership flow into the troop.
- Work closely with the Cubmaster and AOL den leaders of neighboring Cub Scout packs to provide a smooth transition from pack to troop. Assist in developing and recruiting den chiefs, and assist in the crossover ceremony.
- Plan and coordinate Troop open houses to invite non-Scouts into the troop.
- Encourage Scouts to invite their friends to the troop.
- Report to the troop committee at each meeting.

Chaplain

Duties:

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of their choice.
- Encourage Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting.

Advancement Coordinator (Jason Weaver)

Duties:

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange quarterly troop boards of review and courts of honor.
- Recruit merit badge counselors.
- Make a report of advancements using online tools or appropriate paper forms to the council service center. Secure badges and certificates.
- Report to the troop committee at each meeting.