

Troop Committee Organization and Responsibilities

The Troop Committee

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Coordinate with the Chartered Organization to provide adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Ensures the troop has an outdoor program (minimum 10 days and night per year).
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with Friends-of-Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.
- Coordinate with the BSA Council and District.

Committee Chair

Name: _____

- 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 need to be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and re-charter annually.
- Plan the charter presentation.

Secretary/Training

Name: _____

- Keep minutes of meetings when needed and coordinate with Committee Chair for announcing committee meeting dates.
- Coordinate publicity with Scoutmaster and other committee members.
- Conduct the troop resource survey.
- Ensure troop leaders and committee members have opportunities for training.
- Be responsible for BSA Youth Protection Training within the troop.
- Set up junior leader training within the troop or with district as needed.

Treasurer

Name: _____

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and savings account.
- Keep adequate records of troop income and spending.
- Supervise money-earning projects, including obtaining proper authorizations.
- Lead in the preparation of the annual troop budget.
- Assist in setting up the friends of scouting campaign.

Outdoor/Activities

Name: _____

- Help in securing permission to use camping sites.
- Serve as transportation coordinator and get adults for campouts.
- 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 each month.
- Secure tour permits as needed for troop activities.
- Coordinate campout activities with youth leadership.
- Coordinate the planning of meals for adults going on campouts when needed.

Advancement

Name: _____

- Encourage scouts to advance in rank.
- Work with the troop scribe to maintain all scout advancement records
- Arrange monthly troop boards of review and semi-annual courts-of-honor.
- Develop and maintain a merit badge counselor list and share with Librarian.
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
- Work with the troop Librarian to build and maintain a troop library of merit badge books and other advancement literature.

Equipment Coordinator

Name: _____

- Supervise and help the troop procure camping equipment and supplies
- 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 safe use of all outdoor equipment.
- Work with Chartered Organization to ensure that an adequate storage facility is available for the troop gear.