**Pack Committee Job Descriptions**

The following descriptions contain a complete list of duties supplied from the Boy Scouts of American (BSA), Buffalo Trace Council, AND Pack\_\_\_\_\_. Pack \_\_\_\_\_ leaders strive for excellence. The following descriptions are our goal while realizing that every leader has their own beginning. The strength of Scouting is its people. We are encouraged to seek available training and to network with those that are serving alongside us and those who have gone before us. We remember that it is about the Scouts we serve as they grow, develop, and have FUN!

Charter Organization Representative

Committee Chair

Cubmaster

Assistant Cubmaster

Treasurer

Secretary

Pack Training Chair

Advancement Chair

Membership Coordinator

Cub Scout Den Leader

Assistant Cub Scout Den Leader

**Chartered Organization Representative**

**Qualifications:** If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age and is a member of the chartered organization other than the unit leader or assistant unit leader. Is appointed by the chartered organization to serve as its official Scouting representative and is registered as an adult leader of the BSA.

**Responsibilities:** The chartered organization representative's responsibilities are to:

• Help select the right leadership for the unit.

• Encourage unit leaders and committee members to take training.

• Promote well-planned unit programs.

• Serve as a liaison between the units and the organization.

• Organize enough units.

• Promote the recruiting of new members.

• See that Scouts transition from unit to unit.

• Help with the charter renewal.

• Suggest Good Turns for the organization.

• Encourage the unit committee to hold meetings.

• Cultivate organization leaders.

• Encourage outdoor program activities.

• Emphasize advancement and recognition.

• Utilize district help and promote the use of district personnel and materials.

• Use approved unit finance policies.

• Encourage recognition of leaders.

• Cultivate resources to support the organization.

• Represent the organization at the council level.

The chartered organization representative is the direct contact between the pack and the chartered organization. This individual is also the organization's contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the council. If the chartered organization has more than one unit. One representative serves them all.

**Pack Committee Chair**

**Qualifications:** If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, is appointed by the chartered organization and registered as an adult leader of the BSA. Is a person of good character, familiar with organization procedures, with a deep concern for the Pack's success. Preferably is a member of the chartered organization, respected in the community, who shows the willingness and ability to be the Cubmaster's chief adviser.

**Responsibilities:** The Pack Committee Chair's job is to:

• Maintain a close relationship with the Chartered Organization Representative, keeping this key person informed of the needs of the pack that must be brought to the attention of the organization or the district.

• Report to the chartered organization to cultivate harmonious relations.

• Confer with the Cubmaster on policy matters relating to Cub Scouting and the Chartered Organization.

• Supervise Pack Committee operation by:

1. Calling and presiding at Pack Committee meetings.

2. Assigning duties to Committee Members.

3. Planning for Pack charter review, roundup, and re-registration.

4. Approving bills before payment by the Pack Treasurer.

• Conduct the annual pack program planning conference and Pack Committee meetings.

• Complete Pack Committee Fast Start Training and Basic Leader Training for the position.

• Ask the Committee to assist with recommendations for Cubmaster, Assistant Cubmasters, Tiger Cub Den leaders, Cub Scout Den Leaders, and Webelos Den Leaders, as needed.

• Recognize the need for more dens, and see that new dens are formed as needed.

• Work with the Chartered Organization Representative to provide adequate and safe facilities for Pack meetings.

• Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.

• Manage finances through adequate financial records.

• Maintain adequate Pack records and take care of Pack property.

• If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.

• Appoint a Committee Member or other registered adult to be responsible for Youth Protection training.

• Provide a training program for adult family members.

• Develop and maintain strong Pack-Troop relationships, sharing with the Troop Committee the need for graduations into the Troop.

• Work closely with the Unit Commissioner and other Pack and Troop Leaders in bringing about a smooth transition of Webelos Scouts into the troop.

• Help bring families together at joint activities for Webelos dens (or patrols) and Scouts BSA troops. Support the policies of the BSA.

**Cubmaster:**

**Qualifications:** If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, is of good moral character, and is interested in working with Scouts. Does not need to be an expert in all Cub Scout activities but should be a leader who is able to communicate well with adults as well as Scouts. Should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform. Should believe in the values and purposes of Cub Scouting. Preferably a member of the chartered organization. Selected and appointed by the pack committee with the approval of the chartered organization and registered as an adult leader of the BSA.

**Responsibilities:** The Cubmaster's responsibilities are to:

• Conduct a pack program according to the policies of the BSA.

• Complete Cubmaster Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.

• Plan and help carry out the Cub Scout program in the pack. This includes leading the monthly pack meeting, with the help of other leaders.

• Help the pack committee with a year-round recruitment plan for recruiting boys into Tiger Cubs, Cub Scouting, and Webelos Scouting.

• Know about and use the appropriate and available literature, including Scout’s life and Scouting magazines, Cub Scout Program Helps, and the Webelos Leader Guide.

• See that the Pack program, Leaders, and Cub Scouts positively reflect the interests and objectives of the Chartered Organization and the BSA.

• Work with the Pack Committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.

• Guide and support den leaders. See that they receive the required training for their positions.

• Help organize Webelos dens and encourage graduation into a Scouts BSA troop.

• Help establish and maintain good relationships with Scouts BSA Troops.

• Maintain good relationships with parents and guardians. Seek their support and include them in activities. Involve male relatives such as uncles and grandfathers so that Cub Scouts will have additional male role models.

• See that Tiger Cubs, Cub Scouts, and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.

• Guide Cub Scouts in goodwill and conservation projects.

• See that the responsibilities specified for the Assistant Cubmaster are carried out.

• Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.

• Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.

• Meet with the Unit Commissioner, Webelos Den Leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Scouts BSA.

• Conduct impressive Arrow of Light Award ceremonies.

• Encourage high advancement standards from all Cub Scouts.

• Help bring families together at joint activities for Webelos dens (or patrols) and Scouts BSA Troops.

• Support the policies of the BSA. In general, the Cubmaster (sometimes referred to as the unit leader) is the guiding hand behind the work of other pack leaders and serves as program adviser to the pack committee. He or she is a recruiter, supervisor, director, planner, and motivator of other leaders. The Cubmaster's main responsibilities are to

• Work directly with the pack trainer, Tiger Cub Den Leaders, Cub Scout Den Leaders, Webelos Den Leaders, and Pack Committee Chair and members to make sure that all dens are functioning well.

• Plan pack programs with the help of other leaders.

• Lead the monthly pack meeting with the help of others. Involve all dens in some way.

• Coordinate the total Cub Scout program in the pack.

Everything that the Cubmaster does is aimed at helping the individual Scout. Securing strong leaders, planning den and pack activities, advising other leaders and adult family members-these are all ways in which the Cubmaster affects the kind of Cub Scouting each Scout in the pack is offered. The Cubmaster directly influences the lives of individual Scouts by keeping in mind that Scouts can become better through Cub Scouting.

**Assistant Cubmaster:**

Every pack should have at least one Assistant Cubmaster. In most packs, two or three will be helpful, allowing, the Cubmaster to divide responsibilities.

**Qualifications:** If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 18 years of age, has good moral character, and is interested in working with Scouts. At least one Assistant Cubmaster should be able to replace the Cubmaster's position in case of an emergency. The Assistant Cubmaster is recommended by the Cubmaster, approved by the pack committee, and chartered organization, and registered as an adult leader of the BSA.

**Responsibilities:** An Assistant Cubmaster's responsibilities are to:

• Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.

• Complete Cubmaster Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.

• Participate in Pack meetings.

• Conduct the monthly Den Chief planning meeting for all Den Leaders and Assistant Den Leaders to plan and coordinate weekly den meetings and Pack meeting participation.

• Help inform pack leaders of training opportunities and arrange for them to attend training sessions.

• Work with the Pack Committee to develop and promote an ongoing plan for recruiting new Scouts.

• Work with the Cubmaster and Pack Committee on Pack re-registration.

• Help with pack activities, such as dinners, derbies, bike safety workshops, service projects, etc.

• Work with the Pack Committee on outings to see that the Pack and Dens qualify for the National Summertime Pack Award.

• Participate in the annual pack program planning conference and Pack Committee meetings.

• Promote the religious emblems program.

• Support the policies of the BSA.

**Treasurer**:

**Qualifications:** If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, and is registered with the BSA as a committee member.

• Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.

• Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the Cubmaster, Pack Committee Chair, Secretary, or Treasurer.

• Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The Pack Committee Chair should approve bills before payment.

• Collect dues from Den Leaders at the Pack Committee meeting, preferably in sealed den dues envelopes. Open envelopes in the presence of den leaders. Give receipts for these funds, and deposit the money in the bank account.

• Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they agree. Give leadership in developing a coordinated record-keeping system in the pack.

• Be responsible for thrift training within the pack. Encourage each Den Leader to explain the pack financial plan to each boy and his family so that Scouts will accept responsibility for paying dues and family members will be alert to opportunities for Scouts to earn dues money and develop habits of thrift.

• On the request of Den Leaders, sympathetically counsel with a Scout who does not pay dues, determine the reason, and encourage regular payment. If the Scout is unable to pay, work out a plan with the Cubmaster and Pack Committee so that the Scout can earn dues.

• Periodically report on the pack's financial condition at the monthly Pack Committee meeting. Make regular monthly reports to the pack committee at the Pack Committee meeting, and report to the Chartered Organization as often as desirable on the financial condition of the pack.

• Provide petty cash needed by leaders. Keep a record of expenditures.

• Guide the pack in conducting council-approved pack money-earning projects.

**Secretary:**

**Qualifications:** If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age and is registered with the BSA as a committee member. Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new Den Leaders by telling them what resources are available. 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.

• 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 Committee meetings. Record only key items such as things needing follow-up or items for the history of the pack.

• Notify leaders of Pack Committee meetings and other activities

• Provide Den Leaders with records and forms for meetings.

**Pack Trainer:**

**Qualifications:** If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age and is registered with the BSA as a pack trainer. It is recommended that the pack trainer have at least one year of experience in a leadership position in Cub Scouting, preferably as a Cub Scout or Webelos Den Leader. Pack Trainers should be trained at a district or council trainer development conference. The Pack Committee selects the Pack Trainer with the approval of the Chartered Organization. For new Packs and those lacking experienced leaders, an experienced leader from the district training team or another pack may be appointed as Pack Trainer until the new leaders gain experience.

**Responsibilities:** The Pack Trainer is responsible for:

• Training each new leader and pack committee member for his or her specific position, using material provided by the BSA.

• Helping with Unit Leadership Enhancements during pack leaders' meetings.

• Conducting other training as designated by the district and/or council.

• Encouraging pack leaders to attend ongoing training, such as Roundtable, University of Scouting, outdoor training, Youth Protection training, and Wood Badge.

• Remaining current with training material and program updates.

• Keeping track of pack training records. The goal of the Pack Trainer is to have 100 percent of the pack leadership trained in their position responsibilities. New leaders and adult family members should receive orientation within one week of joining the Pack, and leaders should receive positionspecific training within 30 days.

**Advancement Chair:**

**Qualifications:** If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, and is registered with the BSA as an adult leader. It is recommended that the advancement chair have at least one year of experience in a leadership position in Cub Scouting, preferably as a Cub Scout or Webelos Den Leader.

• Have a working knowledge of the Tiger Cub, Cub Scout, and Webelos Scout advancement plans.

• Help plan and conduct induction and advancement recognition ceremonies.

• Train parents, guardians, and pack committee members in ways to stimulate Cub Scout advancement.

• Arrange for Webelos graduation ceremonies with the Cubmaster, Webelos Den Leader, and Scoutmaster.

• Promote the use of Cub Scout den advancement charts to record advancement in the den and as an incentive for advancement.

• Collect den advancement reports at Pack Committee meetings for use when ordering badges and insignia from the local council service center.

• Promote Scout’s 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.

**New Member Coordinator:**

The unit-level New Member Coordinator forms a connection with new members and their families. They are appointed by and report to the Unit Committee Chair.

Each unit should have one — or, ideally, more than one — New Member Coordinator.

In general, all unit-level New Member Coordinators:

* Serve as welcoming ambassadors for the unit.
* Work with the unit committee in developing and implementing the Unit Membership Plan.
* Participate in New Member Coordinator training and collaborate with the district membership team.

“New Member Coordinators can be a game-changer for membership retention as well as recruitment,” says Linda Baker, chairwoman of the New Member Coordinator Task Force. “Having one or more NMCs in a unit can make everything easier and more fun.”

**Cub Scout Den Leader:**

**Qualifications:** If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age and of good moral character. Should be interested in and enjoy working with Scouts and be able to work with adults. May be a parent or guardian of a Scout in the den. Recommended by the Cubmaster after consultation with parents and guardians of the Cub Scouts involved and approved by the pack committee and chartered organization. Registered as an adult leader of the BSA.

**Responsibilities:** The Cub Scout den leader's responsibilities are to:

• Give leadership in carrying out the Pack program in the den.

• Complete Cub Scout den leader Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.

• Lead the den in its participation at pack meetings. Serve as Den Host or Hostess for den family members at pack meetings.

• Work in harmony with other den and pack leaders.

• Help the Cubmaster (or assistant Cubmaster) and Pack Committee recruit new boys throughout the year.

• Use Scout’s Life and Scouting magazines, Cub Scout Program Helps, the boys' handbooks, **national website, Scout book** and other Cub Scouting literature as sources for program ideas.

• Maintain a friendly relationship with Cub Scouts; encourage them to earn advancement awards. Keep accurate advancement records and see that Scouts receive recognition for their achievements. Using Scout Book!!!

• Stimulate the Cub Scouts' imaginations on the program theme for the month and help the den prepare its stunts and exhibits for the pack meeting.

• Promote the religious emblems program.

• Help the den and pack earn the National Summertime Pack Award.

• Help establish a close working relationship with the Assistant Den Leader functioning as a den leadership team.

• Develop and maintain a good working relationship and open communication with den families. Use their talents to help enrich the den program. Hold Den Pack 3092 19 adults' meetings as often as needed to get acquainted with family members and strengthen den operation.

• Involve den fathers, uncles, and grandfathers in outings and other den activities so that boys will have additional male role models.

• See that a leader is available for all den meetings and activities. Call on the assistant den leader to fill in when necessary.

• Take part in the annual pack program planning conference and Pack Committee meetings.

• Help set a good example for the Scouts through behavior, attitude, and proper uniform attire.

• Support the policies of the BSA. The main responsibilities of the Cub Scout Den Leader can be summarized as follows:

• Work directly with other Den and Pack Leaders to ensure that their den is an active and successful part of the pack.

• Plan, prepare for, and conduct den meetings with the Assistant Den Leader.

• Attend the Pack Committee meetings.

• Lead the den at the monthly pack activity.

**Assistant Cub Scout Den Leader:**

Each den should have at least one Assistant Den Leader, and more if needed. Qualifications: If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least I8 years of age and of good moral character and is able to perform the duties assigned by the den leader. Should be able to fill in for the Den Leader in case of an emergency. Recommended by the Cubmaster after consultation with the Den Leader, parents, and guardians of the Cub Scouts involved, and approved by the Pack Committee and Chartered Organization. Registered as an adult leader of the BSA.

**Responsibilities:** The Assistant Cub Scout Den Leader's responsibilities are to:

• Help the Den Leader as needed.

• Carry out the duties assigned by the Den Leader.

• Be ready to fill in for the Den Leader in case of an emergency.

• Help establish a close working relationship with the Den Leader and Den Chief, functioning with them as a den leadership team.

• Complete Cub Scout den leader Fast Start Training and position-specific Basic Leader Training. Attend monthly roundtables.

• Attend Pack meetings and help as needed.

• Take part in the annual pack program planning conference and Pack Committee meetings.

• Work in harmony with other den and Pack leaders.

• Support the policies of the BSA. The Assistant Cub Scout Den Leader shares the work of the Cub Scout Den Leader and may be called upon to serve as a family contact or record keeper, or to handle other details of den operation.