

## **Troop Committee Organization and Responsibilities**

*Excerpted from BSA Troop Committee Guidebook  
For Successful Troop Operation  
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You can have a full committee with a reasonable amount of recruiting effort. The first five positions are essential for quality troop operation. Fill those positions first. There is no maximum limit to the number of troop committee members. The minimum number is three adults ages 21 or older.

For committees with more members than positions listed, assign each individual member to assist in one of the areas. The more support each position has, the better that area will function. Needless to say, there is a job for everyone the committee approves.

The video presentation, *The Barbecue: Working with the Troop Committee*, and accompanying viewer's guide is the single best introduction to troop committee operations. It explains the various committee positions and duties in detail. The *Barbecue* video should be reviewed by all new and old members of the troop committee. It is available from your local council service center.

### **CHAIRPERSON**

#### *Duties:*

- 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 monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and re-charter annually.
- Plan the charter presentation.

### **SECRETARY**

#### *Duties:*

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

- At each meeting, report the minutes of the previous meeting.

## **TREASURER (FINANCE/RECORDS)**

### *Duties:*

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

## **OUTDOOR/ACTIVITIES**

### *Duties:*

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

## **ADVANCEMENT**

### *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.
- Develop and maintain a merit badge counselor list.
- 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 pamphlets and other advancement literature.
- 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 his choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the Troop Committee at each meeting.

## **TRAINING**

### *Duties:*

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team to schedule Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- 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 troops camping gear, and encourage troops in the safe use of all camping equipment.
- Report to the troop committee at each meeting.