



CUB SCOUTS

Pack 453 Leadership

2019-2020



BOY SCOUTS OF AMERICA®



CUB SCOUTS

Objectives

- Communicate our urgent need for additional volunteers from pack families to help our pack continue to thrive.
- Describe all of the roles and responsibilities of the pack leadership, so that you can make an informed decision above how and where you are best suited to get involved.
- Have Leadership in place by March 15th, for a June Leadership Transition





Types of Roles

- Pack and Den Leaders

EX: Cubmaster

- Plan and lead activities with the boys at pack and den meetings
- Attend monthly leadership meetings.

- Committee Members

EX: Treasurer

- Oversee an aspect of the pack's on-site or off-site operations
- Attend monthly leadership meetings.

- Coordinators

Ex: Religious Awards
Coordinator

- Not expected to attend all leadership meetings.
- Report to an adult leader
- Responsibility is usually individual or event focused





Cubmaster

- **Responsibilities:**
 - Plan and lead the monthly pack meeting, with the help of other leaders.
 - See that Cub Scouts receive a quality, year-round program filled with fun activities.
 - Conduct impressive recognition, advancement, and crossover ceremonies.
 - Guide and support den leaders.
 - Work with the pack committee on program ideas.
 - Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.
 - Work with the pack and troop leadership to establish plans for the Webelos' crossover to Boy Scouting.
 - Attend monthly roundtables.





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Assistant Cubmaster

- **Responsibilities:**
 - Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
 - With the help of the den leaders, plan and coordinate the gathering activity, the opening prayer, and the opening and closing flag ceremonies at pack meetings.
 - Identify and promote pack service projects in the parish, school, and community.
 - Attend monthly roundtables.





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Trophy Coordinator

- Reports to: Assistant Cubmaster
- Responsibilities:
 - Purchase trophies and medals for various pack events.
 - Submit receipts or invoices to Treasurer.





Den Leader

- **Responsibilities:**
 - Work directly with other den and pack leaders to ensure that the den is an active and successful part of the pack.
 - Provide an opportunity for every Cub Scout in the den to earn their rank badge by the end of May each year.
 - With the help of den parents, plan and lead den meetings which will help the boys in the den complete the adventures and other requirements needed for rank advancement.
 - Provide meaningful responsibilities for the denner and assistant denner so that they can learn responsibility and gain satisfaction from their efforts.
 - Approve requirements marked as complete by the parents in Scoutbook.
 - As scheduled by the Assistant Cubmaster, prepare for and coordinate the gathering activity, the opening prayer, and the opening and closing flag ceremonies at assigned pack meetings.
 - Communicate important information from the pack leadership to the den families.





Event Coordinator

- Reports to: Den Leader
- Responsibilities:
 - Plan and coordinate one of the significant Pack events throughout the year (Pinewood Derby, Blue & Gold Banquet, Webelos Crossover, Scout-O-Rama, Raingutter Regatta)
 - Provide event details to the Secretary so that they can be included in the Pack calendar and newsletter.
 - Solicit volunteers from the Den and Pack parents, as needed.
 - Purchase food, materials, entertainment, venue, etc. as needed, staying within the budget provided by the Treasurer.
 - Provide status reports to the committee at leadership meetings.
 - Submit all receipts or invoices to the Treasurer.





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Committee Chairman

- Responsibilities:
 - Schedule and preside over monthly pack leaders' meetings.
 - Assign duties to committee members.
 - Work with the parish to reserve facilities for pack meetings.
 - Prepare and submit paperwork for pack charter renewal and reregistration.
 - Conduct the annual pack program planning conference.
 - Approve all pack expenditures.
 - Maintain a close relationship with the chartered organization representative and the parish.
 - Maintain a close relationship with the district executive.
 - If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.





Committee Treasurer

- Responsibilities:
 - Help the pack establish a sound financial program by preparing, presenting, and tracking an annual pack budget plan.
 - Maintain the pack bank account.
 - Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check.
 - Collect and record dues and fees.
 - Keep up-to-date financial records. Enter all income and expenditures under the proper budget item.
 - Report on the pack's financial condition at the monthly pack leaders' meeting.
 - Handle the financial aspects of the annual popcorn fundraiser.





Popcorn Kernel

- Reports to: Committee Treasurer
- Responsibilities:
 - Attend popcorn sales training.
 - Explain the popcorn sales program to the pack.
 - Book Show & Sell sites a month or two in advance.
 - Coordinate scout sign-ups for Show & Sell shifts.
 - Order and manage the popcorn inventory.
 - Coordinate the setup at Show & Sell sites.
 - Coordinate tracking inventory and income.
 - Recruit parents to help with site setup and shift changes (Need 1 Site Parent per site)
 - Submit the pack's take orders to the council.
 - Manage the popcorn prize program.
 - Must have excellent Microsoft Excel skills.





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Committee Advancement Coordinator

- **Responsibilities:**
 - Develop a working knowledge of the Cub Scout advancement plan.
 - Maintain the advancement records for the pack.
 - Work with den leaders to ensure that advancement is being tracked and approved in Scoutbook in a timely fashion.
 - Use advancement reports from Scoutbook to purchase badges and awards from the scout shop.
 - Prepare badges and awards for distribution during pack meetings.
 - Help the Cubmaster plan and conduct recognition and advancement ceremonies.
 - Promote the wearing and proper use of uniform and insignia and conduct uniform inspections.





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Religious Awards Coordinator

- Reports to: Committee Advancement Coordinator
- Responsibilities:
 - Develop an understanding of the religious awards available to Cub Scouts of all denominations.
 - Promote the religious awards program within the pack.
 - Schedule meetings with the pastor for boys completing a Catholic award through the parish.
 - Provide direction to those earning a religious award outside of the parish.
 - Submit paperwork.
 - Coordinate the pack's attendance at the Catholic award service.
 - Assist with purchasing the appropriate patches and/or medals.
 - Coordinate Pack Participation in Annual Scout Mass





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Committee Secretary

- Responsibilities:
 - Keep notes on business conducted at pack leaders' meetings. Record action items.
 - Administer the pack Scoutbook account.
 - Keep the pack calendar up-to-date.





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Communications Coordinator

- Reports to: Committee Secretary
- Responsibilities:
 - Create and send Monthly Pack News to HF Parish, HF School and other local schools
 - Establish a Social Media presence for the Pack
 - Work with Membership Coordinator to Promote the Pack





Committee Outdoor/Activity Coordinator

- **Responsibilities:**
 - Help the Cubmaster plan and arrange for outdoor activities.
 - Arrange for property, fire, and tour permits when required.
 - Arrange for safe transportation when needed.
 - Plan first aid for emergencies.
 - Help Webelos den leaders plan overnight campouts.
 - Arrange for Safe Swim Defense implementations.
 - Help inform parents about opportunities for family camping.
 - Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
 - Promote day camp and resident camp opportunities.
 - Be aware of BSA health and safety requirements, and see that they are implemented.
 - Review all activities to ensure that pack leaders comply with BSA policies in the *Guide to Safe Scouting*.





Health and Medical Records Coordinator

- Reports to: Committee Outdoor/Activity Coordinator
- Responsibilities:
 - Ensure that all families participating in outside activities have submitted Parts A&B of the Health and Medical Record for each family member.
 - Help families complete these forms.
 - Maintain a record of individuals from whom forms have been collected, along with expiration dates.
 - Work with the Committee Outdoor/Activity Coordinator to ensure that necessary forms are on file as part of the Tour Plan submission process.
 - Ensure that forms are brought to and from all events.





Committee Membership Coordinator

- **Responsibilities:**
 - Collect, process, and submit youth application forms.
 - Work with Committee Secretary to maintain pack membership records in Scoutbook.
 - Circulate recruiting fliers and brochures to invite boys at Holy Family School to join the pack.
 - Plan and coordinate recruiting activities to encourage the boys to join the pack.
 - Collect contact information from and distribute recruitment materials to prospective new scouts at recruiting events.
 - Contact parents to encourage them to join and provide them with applications and information.





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Committee Training Coordinator

- Responsibilities:
 - Remain current with training material and program updates.
 - Conduct orientation breakout session with new families during the first pack meeting of the year.
 - Collect, process, and submit new adult leader applications.
 - Contact new leaders to review the information and answer questions.
 - Ensure that pack leaders complete all required training.
 - Ensure that all leaders, all adults participating in overnight activities, and all drivers for events have submitted current 'Shield the Vulnerable' training certificates and have been fingerprinted according to Diocesan guidelines.
 - Maintain pack training records.





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Chartered Organization Representative

- **Responsibilities:**
 - Serve as a liaison between the units (Pack, Troop, Crew) and the parish.
 - Suggest Good Turns to benefit the parish.
 - Help select the right leadership for the units.
 - Promote well-planned, quality unit programs.
 - Represent the parish at the council level.





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Race Timing Coordinator

- Responsibilities:
 - Manage Race Timing Software for Pinewood Derby and Raingutter Regatta
 - Purchase/Update software as needed.





How do I Help?

- Review the Open Positions List
- Determine what position(s) fit your skills and talents
- E-mail Pack.Leaders@pack453.org with your preferences
- If there are not volunteers for all positions by March 15, there will be a parent meeting to decide on the 2020-2021 Leadership Team
- Leadership Team will be approved at the April Pack Leadership Meeting.

