



Boy Scout Troop 62

St. Margaret Mary Church

Winter Park, Florida

www.bsaTroop62.org

Position Descriptions

Position	Duties	Current Advisors
ADVANCEMENT Records	<ul style="list-style-type: none"> • Maintain all scout advancement records using Troopmaster Software. • Prepare records for monthly Troop Boards of Review and quarterly courts of honor. • 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. • Report to the troop committee at each meeting. 	Bob Gordon
Curriculum	<ul style="list-style-type: none"> • Monitor curriculum and update as needed. • Maintain merit badge workbooks by keeping them updated. • Give any updated workbooks to the webmaster. 	OPEN
Coordinate Merit Badge Counselors	<ul style="list-style-type: none"> • Develop and maintain a merit badge counselor list. • Coordinate merit badge classes. 	Fred Winterkamp
Merit Badge Workbooks	<ul style="list-style-type: none"> • Maintain merit badge workbooks by keeping them updated. • Give any updated workbooks to the webmaster. 	OPEN
BOARDS OF REVIEW (EXCEPT FOR EAGLE SCOUT) When a Scout has completed all the requirements for a rank, he appears before a Board of Review composed of at least three and not more than six Committee members.	<ul style="list-style-type: none"> • Participate in monthly Boards of Review as requested by the Advancement committee. • Ensure that the Board of Review follows the guidelines published by the Troop. • Provide the proper atmosphere for the Board of Review. • At the conclusion of the review, determine whether a scout is qualified for the rank or palm. The decision of the Board of Review is arrived at through discussion and must be unanimous. • Prepare and turn in to the Advancement Chair a copy of the Advancement Report. <p>SCOUTMASTERS AND ASSISTANT SCOUTMASTERS DO NOT PARTICIPATE IN THE BOARD OF REVIEW.</p>	Don Larsen

<p>CHAPLAIN Must be a Parishioner of St. Margaret Mary Church.</p>	<ul style="list-style-type: none"> • 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. • Conduct ad Altare Dei class for scouts earning the Catholic Medal. • Give spiritual counseling service when needed or requested. • Encourage boy scouts to earn their appropriate religious emblems. • Encourage parents to conduct religion class so non Catholic Scouts can earn their religious emblems. • Report to the Troop Committee at each meeting. 	<p>Catholic Bill Timmes</p>
<p>CHARTER ORGANIZATION REPRESENTATIVE Must be a Parishioner of St. Margaret Mary Church.</p>	<ul style="list-style-type: none"> • Liaison between St. Margaret Mary Church and the troop. • Meet quarterly with the church pastor to discuss relevant Issues. • Make certain the troop has adequate facilities to conduct Meetings. • With the chaplain ensure the troop is meeting the religious objectives of St. Margaret Mary Church. 	<p>Non- Catholic</p> <p>Ron Domescek</p>
<p>COMMITTEE CHAIR Must be a Parishioner of St. Margaret Mary Church.</p>	<ul style="list-style-type: none"> • Prepare Troop Committee meeting agendas and conduct monthly Meetings. • Organize the committee to see that all functions are delegated, Coordinated, and completed. • Conduct the troop resource survey • Recruit committee members and the scoutmaster as needed. • Provide a systematic recruiting plan for new members and see that they are promptly registered. (This is a direct responsibility of the membership chair for new scouts.) • Maintain a close relationship with the chartered organization Representative and the scoutmaster. • Ensure troop representation at monthly roundtables. • Conduct any special meetings that may be called. • Interpret national and local policies to the troop. • Conduct periodic parents' sessions to share the program. • Arrange for charter review and Recharter annually. Plan the Charter presentation. 	<p>Peter Hosbein</p>

<p>COMMUNITY SERVICE To help foster a sense of personal Responsibility and citizenship, Scouts are required to participate in a service project approved by their Scoutmaster for the ranks of Second Class, Star, Life, and Eagle. The time of service must be a minimum of one hour for Second Class and six hours for Star and Life ranks. Service Projects fall into the categories of Community Service and Conservation Projects.</p>	<ul style="list-style-type: none"> • With input from the PLC identify potential service projects. • As part of the annual planning process identify dates and time slots for service projects. Troop service projects are limited to one per quarter. • Get approval from the recipient of the project and the Troop Committee. • Plan and coordinate the service project. 	<p>Shay Foley</p>
<p>EQUIPMENT</p>	<ul style="list-style-type: none"> • 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 troops in the safe use of all outdoor equipment. • Report to the Troop Committee at each meeting. 	<p>Jim Balaschak</p>
<p>FINANCE</p>	<ul style="list-style-type: none"> • Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee. • Maintain checking and savings accounts. • Keep adequate records using <u>Troopledger</u> Software. • Maintain troop records for scout earnings from fundraising. • Maintain records for scout/family payments for summer Program. • Lead in the preparation of the annual troop budget. • Report to the troop committee at each meeting. 	<p>Administration Elizabeth Allport</p> <p>Oversite John Jennings</p>
<p>FUNDRAISING Limited to two primary fundraisers per year. Additional "one time" fundraising is done as appropriate.</p>	<ul style="list-style-type: none"> • Lead the friends of scouting campaign. • Take responsibility for Christmas Tree, Christmas Parade, and Pig-in-the-park fundraisers. • Identify "one time" fundraisers (tree sale) for scouts to earn Extra money. • Report to the Troop Committee as appropriate. 	<p>Popcorn Chris Damiano Discount Cards Dennis Lasley Christmas Tree deliveries. Christmas Tree sales - Mark Bailey.</p>

HEALTH & SAFETY	<ul style="list-style-type: none"> • Maintain the proper troop medical forms and provide them to the web master to place on the troop web site. • Make sure scouts submit completed medical forms before they are allowed to participate in the outdoor program. • Prepare the emergency medical forms for outdoor program activities. • Work with the summer program coordinators to maintain proper medical records for their activity. 	Gary Barker
MEMBERSHIP The flow of new Scouts is an essential element of a healthy Scout Troop. Boys joining a Troop bring fresh enthusiasm and energy to the entire program. Membership should be a shared concern of all parents, but someone should have the specific responsibility of steady new boy recruitment.	<ul style="list-style-type: none"> • Assist other troop leaders in meetings with scout families visiting the troop. • Maintain new scout application materials and keep current versions posted on the troop web site. • Collect new scout applications and money from new scout families. • Distribute troop t-shirt, neckerchief and other materials to newly registered scouts. • Make sure new scout records are input to Troopmaster software and delivered to the council office. • Work to help develop a troop/pack Webelos-to-scout plan. 	Connie Stine
OUTDOOR	<ul style="list-style-type: none"> • With input from the PLC identify potential outdoor activities. • As part of the annual planning process identify dates potential • Events (filling vs canoeing vs rock climbing) for outings. • Serve as transportation coordinator. • Ensure a monthly outdoor program. • Promote the national camping award. • Secure tour permits as needed for troop activities. • Report to the troop committee at each meeting. • Work with slimmer program directors to secure tour permits. 	John McCabe
PUBLICITY/HISTORIAN	<ul style="list-style-type: none"> • Handle publicity for the Troop. • Prepare press release for significant troop events such as Summer program and Philmont. Distribute to local press. • Prepare church bulletin announcements for significant Troop events such as summer program and Philmont. Distribute to churches attended by Troop members. • Prepare press release and church bulletin announcement for all Religious medals and eagles. • Work with the historian to maintain troop historical records to be published on the troop web site. 	OPEN
REFRESHMENTS	<ul style="list-style-type: none"> • Coordinate Refreshments For Courts Of Honor. 	Patricia Ilagan

<p>SCOUTMASTER The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the Troop. The Scoutmaster must be at least 21 years old. The Committee Chair and Chartered Organization Representative appoint the Scoutmaster after approval from the approval head of the chartered or an organization.</p>	<p>General</p> <ul style="list-style-type: none"> • Train and guide boy leaders. • Work with other responsible adults to bring scouting to boys. • Use the methods of scouting to achieve the aims of scouting. <p>Meetings</p> <ul style="list-style-type: none"> • Meet regularly with the patrol leaders' council for training and coordination in planning troop activities. • Attend all Troop meetings or, when necessary, arrange for a qualified adult substitute. • Attend troop committee meetings and encourage parent participation and cooperation. • Take part in regular membership inventories and uniform inspections. <p>Guidance</p> <ul style="list-style-type: none"> • Conduct scoutmaster conferences for senior rank advancements. • Delegate responsibility to other adults and groups (Assistants, Troop Committee) so that they have a real part in Troop operations. • Supervise troop elections for the order of the arrow and leadership. <p>Activities</p> <ul style="list-style-type: none"> • With the outdoor chair make it possible for each scout to experience at least 30 days and nights of camping each year. • Build a strong program by using proven methods presented in scouting literature- conduct all activities under qualified leadership, safe conditions, and the policies of the Chartered Organization and BSA. 	<p>Joe Howell</p>
<p>SCOUTMASTER ASSISTANTS Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by BSA. An Assistant Scoutmaster may be 18 years old but in order to serve in the Scoutmaster's absence, be 21 or older.</p>	<p>General</p> <ul style="list-style-type: none"> • Complete scoutmaster fundamentals, BSA fast start, and Youth Protection. • Work with other responsible adults to bring scouting to boys. Use the methods of scouting to achieve the aims of scouting. • Train and guide boy leaders. <p>Meetings</p> <ul style="list-style-type: none"> • Attend all troop meetings or, when necessary, arrange for a qualified adult substitute. • Assist the scoutmaster with running weekly meetings. • Work with assigned patrol/crew to assist with rank <p>Advancement.</p> <ul style="list-style-type: none"> • Attend or teach rank advancement through 1st Class. *Attend, with the patrol/crew, Merit Badge classes. • Attend Troop Committee Meetings and encourage parent Participation and cooperation. <p>Guidance</p> <ul style="list-style-type: none"> • Conduct Scoutmaster conferences for lower rank advancements. • Delegate responsibility to other adults and groups (assistants, Troop Committee) so that they have a real part in troop operations. 	<p>Patrol 1</p> <hr/> <p>Patrol 2</p> <hr/> <p>Patrol 3</p> <hr/> <p>Patrol 4</p> <hr/> <p>Patrol 5</p>

	<ul style="list-style-type: none"> • Supervise troop elections for the order of the arrow and leadership • Take part in regular membership inventories and uniform inspections. <p>Activities</p> <ul style="list-style-type: none"> • With the outdoor chair make it possible for each scout to experience at least 30 days and nights of camping each year. • On a regular basis be work with the outdoor chair to help Plan and supervise a troop outing. • Build a strong program by using proven methods presented in scouting literature- conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and BSA. 	Patrol 6
		Patrol 7
SECRETARY	<ul style="list-style-type: none"> • Keep minutes of meetings and send out committee meeting notices. • At each meeting, report the minutes of the previous meeting. • Work with the scribe to keep accurate attendance records. • Work with the scribe to keep the mail box system current. 	
SUMMER PROGRAM COORDINATOR	<ul style="list-style-type: none"> • Make reservations for summer program activities. • Coordinate transportation. • Identify attending advisors. • With the committee chair prepare a budget. • With the finance director prepare scout payment schedules. • Collect money and forward to the finance director. • Make sure payments are made timely. • Make sure class enrollment forms are completely timely. • Prepare a travel itinerary. • Obtain all necessary medical records from the Health and Safety director. • Distribute troop transportation policies to all attending advisors. 	Venture Crews - Amy Joe Felshaw Out of State High Adventure- Camp Daniel Boone –Sean Croup Camp La-No- Che-
TRAINING COORDINATOR	<ul style="list-style-type: none"> • 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 in scheduling 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. 	Todd Stine
WEB MASTER	<ul style="list-style-type: none"> • Maintain Troop web site. • Work with publicity and historian to keep troop activities pages current and accurate. • Identify opportunities to use Troop web site for community service. 	John McCabe