

TROOP COMMITTEE JOB DESCRIPTIONS

TREASURER

Deposits Troop funds into the banking account and performs normal banking functions. While the Treasurer is a signer on the Troop accounts, he does not write checks or disperse funds under normal situations. The Treasurer allocates the funds to individual accounts or reserve funds as is appropriate using the Troop Ledger software. The Treasurer provides month back up of Troop Ledger to the Scoutmaster and the Committee Chairman. Annually, the Treasurer submits the necessary data to the Audit Committee for review and approval.

AUDIT COMMITTEE

Once each year, the Audit Committee reviews the Troop financial records to ensure that we are following good financial practices and that all transactions are verified and appropriate.

TRANSPORTATION

This committee asks parents to sign up to drive to or from two camps per year. It coordinates the drivers to ensure that we can transport all scouts to each camp. This includes recruiting drivers when needed and reminding parents that they have committed to drive for a particular camp.

FUND RAISING

This very important committee plans, coordinates, and conducts fund raising efforts throughout the year to provide funds to operate the Troop. We support the Council by selling popcorn and we usually sell candy and conduct a Bowl-A-Thon. Recently this committee has been successful in coordinating Troop night with local restaurants where a portion of the proceeds for a given night are donated to the Troop. The committee is currently developing a major fundraiser in the hopes that one large effort can replace many smaller ones.

UNIFORM EXCHANGE

This committee maintains an exchange program for scout uniforms, hiking boots and backpacks. Items are provided at no cost to scouts. We only ask that items are cleaned and returned to the exchange as the scout outgrows them.

ADVANCEMENT COMMITTEE

This committee conducts boards of review for scouts who have completed the necessary requirements and have received a Scoutmaster conference. This committee also recruits, trains and coordinates the activities of merit badge counselors

EAGLE COURT OF HONOR COMMITTEE

On the occasion of an Eagle court of honor, this committee prints invitations, sends invitations to local dignitaries and former Eagle Scouts, publishes the program, requests letters of commendation, puts together a slide show and program music, and coordinates all activities.

EAGLE ADVISORY COMMITTEE

The committee works with prospective Eagle Scouts to ensure that they complete all of their requirements in a timely manner, plan and execute their projects, and complete and submit their applications in the proper order following Scouting guidelines.

HIGH ADVENTURE COMMITTEE

This committee evaluates all scouts in terms of their participation and performance in Scout activities , camps and programs. Based upon each scouts scores, the committee extends invitations to eligible scouts for high adventure camps. The members of the committee also participate with the adult leadership in planning future high adventure camps.

FOOD PURCHASING

This committee of parents supports the troop camping program by purchasing food and cooking related items for each camp. Each month this group purchases \$600-800 worth of food and usually fills several shopping carts.

REFRESHMENTS

This committee orders the cakes and coordinates the coffee, pop and cookies for the Eagle Courts of Honor that take place twice each year.

ACTIVITIES COMMITTEE

This committee plans and coordinates the planning and scheduling of merit badge programs that are offered to groups of scouts. The purpose is to introduce new and varied merit badge opportunities as well as to encourage scouts to earn merit badges.

COMMITTEE CHAIRMAN

The chairman coordinates the activities of the various committees and ensures that troop goals are met and all support functions are provided. The chairman conducts meeting of the entire committee several times per year as required. At these meetings topics of general concern are discussed. The Committee also serves as the parent's advisory board to the Troop adult leadership. The chairman functions as a member of the adult leadership and participates in leadership planning meetings. The chairman oversees all activities of the Troop and ensures compliance with Boy Scouts requirements. The chairman signs all Scout membership applications, Adult Member applications, Troop Tour Permits, Eagle Scout Applications, Eagle Project Applications and other required documents.