

Troop 349 Parent Committee Positions

Committee Chair: Organizes the committee to see that all functions are delegated, coordinated, and completed; maintains a close relationship with the Chartered Organization Representative and the Scoutmaster; prepares Parent Committee meeting agendas; presides over monthly Parent Committee meetings; and ensures the troop program is supportable from a fiscal and logistical standpoint.

Assistant Committee Chair: Assists Committee Chair with above duties; is the Committee Chair Elect.

Treasurer: Handles all troop funds; pays bills on the recommendation of the Scoutmaster and with authorization of the Parent Committee; maintains checking and savings accounts; supervises the "Scout Bucks" program; works with Committee Chair in the preparation of the annual troop budget; and reports to the Parent Committee at each meeting.

Secretary: Keeps minutes of meetings; collects and sends out Weekly Announcements; maintains troop list serve e-mail addresses; at each Parent Committee meeting, reports the minutes of the previous meeting.

Membership Coordinator: Makes sure all adult and youth applications are filled out correctly and collects initial dues from applicants; turns into Council; tracks that all Scouts and Scouters have updated physicals on file with the Troop; and provides all data with regard to membership and medical to Troopmaster Coordinator.

Parent Coordinator: Serves as the point of contact for all parents wishing to volunteer; recruits parent volunteers to fill vacant positions; and welcomes new families to the troop and provides them with introductory materials (including Troop Handbook).

Training Coordinator: Explains online Leader Training to adults who wish to register with the troop; ensures that troop leaders and committee members have undergone required online training, including BSA Youth Protection Training; and provides all training information to Troopmaster Coordinator.

Activities Coordinator: Collects payment and permission slips for campouts and activities; serves as transportation coordinator; and provides all activities and participation information to Troopmaster Coordinator.

Chaplain: Provides a spiritual tone for troop meetings and activities; gives guidance to the chaplain aide; assists interested Scouts with religious emblems; and visits homes of Scouts in time of sickness or need.

Equipment Coordinator: Supervises and helps the troop procure camping equipment; works with the Assistant Scoutmaster responsible for inventory, maintenance and proper storage of all troop equipment; makes periodic safety checks on all troop camping gear; maintains the troop's trailer.

Website Coordinator: Maintains the Troop website in accordance with BSA guidelines; trains the troop Webmaster.

Fundraising Coordinator (may be an Assistant Scoutmaster): Coordinates all troop fundraising activities; works with Treasurer to determine needs.

Community Service Coordinator: Investigates potential community service opportunities for the troop; responsible for all logistics, including sign-up, scheduling and transportation, for community service events; and assists Scouts who need service hours in finding opportunities or ideas for community service.

Merit Badge Counselor Coordinator: Recruits, registers and maintains a list of all Merit Badge Counselors; ensures Merit Badge Counselors are current in Youth Protection Training – working with the training coordinator; schedules counselors to facilitate Merit Badge University; works with the troop librarian to build and maintain a troop library of merit badge pamphlets.

Troopmaster Coordinator: Responsible for keeping all information in Troopmaster database up to date; works with Scouts to have them report regularly on this information.

Internet Advancement Coordinator: Responsible for procuring the necessary rank advancement and merit badge patches to be awarded at the Court of Honor.

Court of Honor Coordinator: Works with Senior Patrol Leader and Scoutmaster to help with COH preparation; coordinates refreshments and presentations at COH.

Board of Review Coordinator: Arranges a Board of Review for the third Tuesday of every month. Each Board shall consist of a minimum of three volunteer Parent Committee members (registered adults).

Life-to-Eagle Coordinator (may be an Assistant Scoutmaster): Works with all Life Scouts in the troop on the Life-to-Eagle Program; helps Scout understand the framework of the notebook (NESA); helps Scout set objectives and goals to make Eagle; provides Project review at the troop Level; supports program and Parent Committee with evaluation and recommendations to the Scout on his Eagle Book submission.

Eagle Project Advisor:

Recruitment Coordinator: