

Pack 353 Committee Handbook

Spring 2020 Edition

*Cub Scout Pack 353
Burnt Hickory Baptist Church
5145 Due West Road
Powder Springs, GA 30127*

Pack 353 Key 3 Leadership:

John Lyon, Chartered Organization Representative
Chip Phillips, Cubmaster
Vicky Baldrige, Committee Chair
Scott Nowak, Committee Chair

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The Pack Committee

Cub Scout Pack 353 is administered by a committee of adult volunteers. Members are selected by the chartered organization, and are registered as adult leaders of Scouts BSA. One of these members is designated as pack committee chair.

QUALIFICATIONS

All committee members and adult leaders must have the following:

- Is at least 21 years old and agrees to abide by the Scout Oath or Promise and the Scout Law.
- Has completed and is current with Youth Protection Training
- Must complete position-specific training through the Scouts BSA Training program
- Agrees and consents to an enhanced background check as administered through Scouts BSA.
- Possesses the emotional qualities that Scouts BSA deems necessary to afford positive leadership to youth.

RESPONSIBILITIES

Regardless of the size of the pack committee, these responsibilities must be performed by committee members:

- Make recommendations to the chartered organization for final approval of pack leadership.
- Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.
- Coordinate with the chartered organization to provide adequate and safe facilities for pack meetings.
- Coordinate the pack's program and the chartered organization's program through the chartered organization representative.
- Help with pack charter renewal.
- Help stimulate the interest of adult family members through proper programming.
- Supervise finances and equipment.
- Work closely with the Cubmaster.
- Ensure that all Scouts, regardless of rank, receive a year-round, quality program.
- Maintain and keep current all training requirements for the position.
- Conduct, with the help of the Cubmaster, periodic training for parents and guardians.
- Cooperate with other Scouting units in the District and be available for roundtable meetings when appropriate.

Position-specific responsibilities:

Pack Committee Chair

- Maintain a close relationship with the chartered organization representative, keeping this key person informed of the needs of the pack that must be brought to the attention of the organization or the district.
- Report to the chartered organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by
 1. Calling and presiding (if necessary) at pack leaders' meetings.
 2. Assigning duties to committee members.
 3. Planning for pack charter review, roundup, and reregistration.
 4. Approving bills before payment by the pack treasurer.
- Conduct the annual pack program planning conference and pack leaders' meetings.
- Complete and maintain Position Specific Training for the position.
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, and Den Leaders, as needed.
- Recognize the need for more dens, and see that new dens are formed as needed.
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack
 - can earn money for materials and equipment.
- Work with the Treasurer to manage finances through adequate financial records.
- Maintain adequate pack records and take care of pack property.
- If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
- In the absence of a Training Coordinator on the pack Committee, appoint a committee member or other registered adult to be responsible for Youth Protection training, as well as provide a training program for adult family members.
- Develop and maintain strong pack-troop relationships, sharing with area troop committees the need for graduations into local troops.
- Support the policies of Scouts BSA.

Secretary

- Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders by telling them what resources are available.
- Acquaint den leaders with Scoutbook and its use by the pack to record advancement.
- Maintain up-to-date information on membership, leadership, attendance, and advancement in Scoutbook.
- Maintain an inventory of pack property.
- Handle official correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Maintain and keep current the pack353.net pack website. Work with the outreach chair to ensure current information is available.
- Keep notes on business conducted at pack leaders' meetings. Record only key items such as things needing follow-up or action items for future meetings/initiatives.
- Notify leaders of pack leaders' meetings and other activities.
- Assist den leaders with recording den-specific information

Treasurer

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Work with the Cubmaster and Committee Chair to define annual membership dues, and maintain a breakdown of costs from dues.
- Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the Cubmaster, pack committee chair, secretary, or treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- Collect dues from den leaders at the pack leaders' meeting. Give receipts for these funds where appropriate, and deposit the money in the bank account.
- Keep up-to-date financial records.
- Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they agree. Give leadership in developing a coordinated record-keeping system in the pack.
- Be responsible for thrift training within the pack: Encourage each den leader to explain the pack financial plan to each Scout and their family so that Scouts will accept responsibility for paying dues and family members will be alert to opportunities for their Scout to earn dues money and develop habits of thrift.
- Periodically report on the pack's financial condition at the pack leaders' meetings. Make regular monthly reports to the pack committee at the pack leaders' meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
- Provide petty cash needed by leaders strictly on an as-needed basis. Keep a record of expenditures.
- Guide the pack in conducting council-approved pack money-earning projects.

Advancement Chair

- Have a working knowledge of the advancement plans for each Cub Scout rank.
- Help plan and conduct induction and crossover ceremonies.
- Train parents, guardians, and pack committee members in ways to stimulate advancement.
- Arrange for Arrow of Light crossover ceremonies with the Cubmaster, Webelos den leader, and Scoutmaster(s), where applicable.
- Promote the use of Scoutbook to record advancement and maintain advancement records.
- Generate monthly Pack Advancement Reports and coordinate with den leaders to ensure that they are current. Coordinate the ordering of badges and insignia from the local council service center.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.

Pack Trainer

- Remain current with training material and program updates
- Assist the Cubmaster and Committee Chair in identifying suitable adults for leadership positions.
- Conduct orientation of new families.
- Ensure that new leaders complete position-specific training.
- Encourage pack leaders to attend or complete, as appropriate:
 - a) Cub Scout Leader position-specific training
 - b) Youth Protection Training
 - c) Roundtable
 - d) University of Scouting
 - e) BALOO
 - f) Outdoor Leader Skills for Webelos Leaders
 - g) Wood Badge
- Maintain pack training records

Outreach Chair

- Stimulate pack service projects in the chartered organization, school, and community.
- Promote family participation in all pack events, such as blue and gold banquets, pack picnics, and other special events.
- Urge pack participation in appropriate programs of the chartered organization. Suggest ways of showing interest in the chartered organization's overall program.
- Circulate Cub Scout recruiting fliers and leaflets to invite Scouts to join. Work with the pack committee to promote new membership. Attend start of school year open houses in area as a representative of Pack 353 to drum up interest in the unit.
- Use communications media such as social media to maintain communications with the pack families. Work with the pack secretary to ensure up-to-date communications of pack activities on the Pack 353 Facebook account.

Outings Coordinator

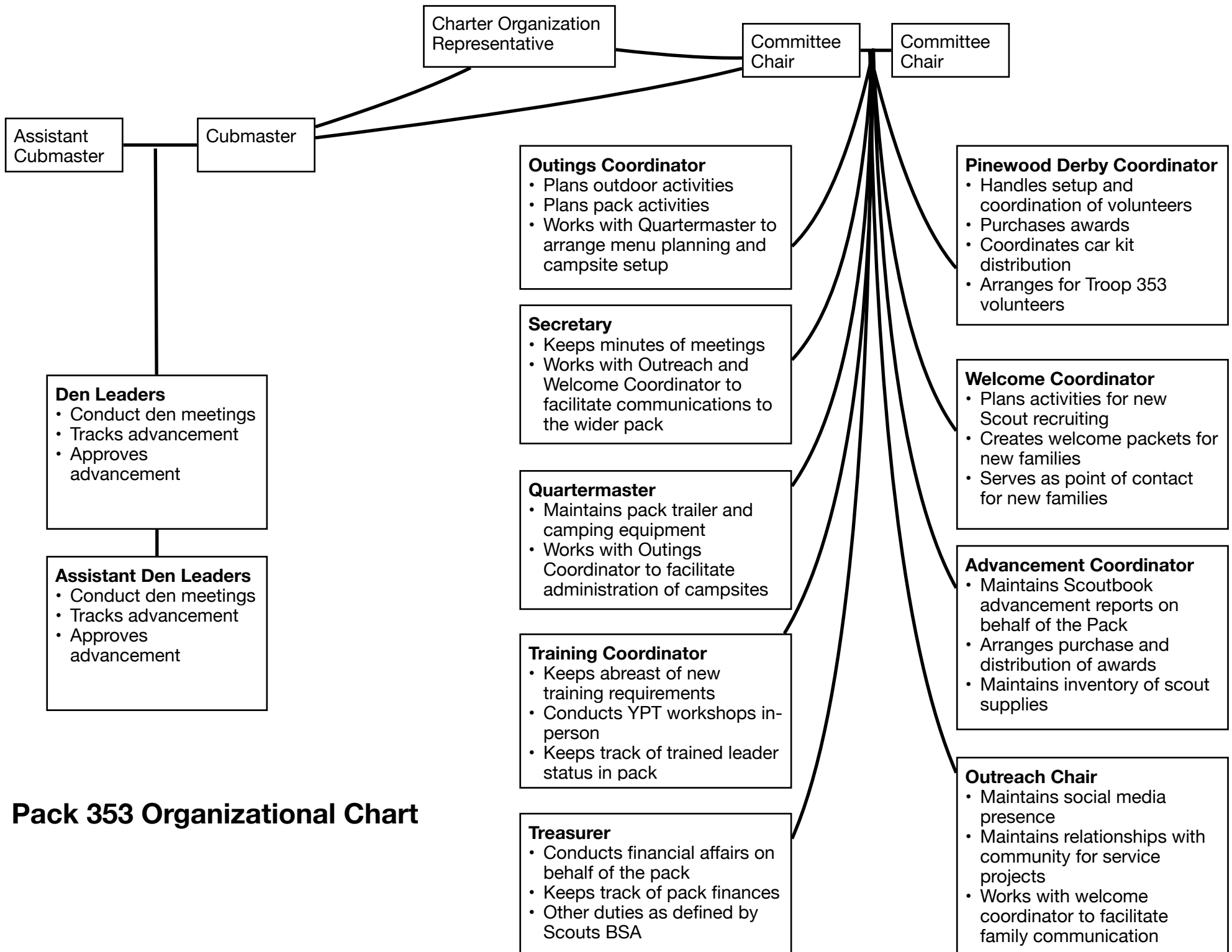
- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property and tour permits when required.
- Arrange for safe transportation when needed.
- Work with pack quartermaster as needed to secure and use equipment for outings.
- Plan first aid for emergencies.
- Complete Basic Adult Leader Outdoor Orientation (BALOO) training. Ensure that at least one additional adult leader has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
- Help Webelos den leaders plan Webelos overnight campouts.
- Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- Help inform parents and guardians about opportunities for family camping.
- Help promote day camp and resident camp opportunities.
- Be aware of BSA health and safety requirements and see that they are implemented.
- Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the Guide to Safe Scouting.

Quartermaster

- Periodically inventory and maintain pack equipment
- Inventory and maintain pack trailer and space in the pack closet. Recruit individuals to assist in this project annually.
- Plan first aid for emergencies
- Help Webelos den leaders plan Webelos overnight campouts
- Coordinate with Outings Coordinator(s) to plan events
- During overnight campouts, work with Outings Coordinator(s) to plan menus and secure foodstuffs for events.
- Setup, secure, and maintain outdoor cooking space, and keep ordered and neat as applicable.
- Assist pack in obtaining and securing additional equipment as necessary
- Coordinate transport of pack equipment trailer to outdoor activities, as necessary.

Pinewood Derby Coordinator

- Coordinate with Treasurer on number of cars to purchase and have cars ready for handout
- Discuss with Troop 353 about Boy Scouts helping run the derby and provide dates.
- Check track to ensure it is in working order.
- (Optional) Set up track for demonstration purposes to pack parents. Talk to new scouts about what to expect and provide tips on designing cars.
- Recruit 4-5 adult volunteers to assist with set up and cleanup of derby.
- Ensure at least one volunteer has a computer that can be used to run the races. Troop 353 Scouts normally check the cars in and run the races. Adults run the computer and supervise scouts.
- Coordinate with treasurer on trophy budget and purchase trophies and participation medals.
- Develop categories for pack-wide and den-specific awards.
- Coordinate with Webelos den leader to run concession stand
- Update Scoutbook calendar with event details and provide email to pack
- Oversee and help with setup and cleanup of Derby.
 1. Ensure all stations are properly covered (check-in/inspection station, computer, car runners, announcers...)
 2. Give pointers and tips to scouts and parents whose cars don't pass inspection
 3. Post-race, take notes on successes and areas of improvement for next year's derby
- Check district website calendar for details on district derby. Once posted pass information on to winners in pack.



Pack 353 Organizational Chart