

Monroe District Job Descriptions

Date: November 15, 2020

Submitted by: Dawn Phillips

Boy Scouts of America
Minsi Trails Council

District Position Descriptions

The following pages reflect the district positions as planned for the Monroe District. The job descriptions reflect the job responsibilities as required by the district. Most positions allow for delegation of duties to additional volunteers that report the responsible position chair but may not be specified between revisions of this document.

Tenure for each position is for two years. At the end of the term, both the volunteer and the District Key 3 will evaluate and decide if the volunteer will continue in the position.

Title: **Activities Chair**

Reports to: District Chair

Direct Reports:

- Cub Scout Activities Chair
- Scouts BSA Activities Chair
- Scouting for Food Chair (if established)

Primary Duties:

- Member of Council Activities Committee
- Responsible to develop and implement a plan for activities and civic service projects in the district.
- Ensure that activities remain in accordance with national policy.
- Recruit and orient people for the committee functions.
- Support and strengthen units by assuring program visibility and a well-balanced schedule of activities.
- Promote and conduct displays and skill events such as booth shows, camporees, first-aid contests, swim meets, and shopping mall shows.
- Encourage service project ideas through units' participation in community projects and civic service activities.

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings

Title: **Advancement Chair**

Reports to: District Chair

Direct Reports:

- Cub Scout Advancement Chair
- Eagle Scout Chair
- Awards Chair (if established)
- Merit Badge Counselor Chair (if established)
- Scouts BSA Advancement Chair (if established)
- Scoutbook Mentors (if established)

Primary Duties:

- Member of the Council Advancement Committee
- Responsible to Stimulate advancement and recognition of Cub Scouts, Scouts BSA, Exploring, and Venturers.
- Ensure units establish and maintain proper advancement procedures in accordance with national policies.
- Recruit and orient people to assist in various aspects of the committee function.
- Establish district advancement goals, develop a plan to achieve them, and track their attainment.
- Assist packs, troops, teams, ships and crews with advancement needs and evaluate their progress as needed.
- Monitor rank advancements throughout the year and provide assistance to units with little or no advancement

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings

Title: **Assistant District Commissioner**

Reports to: District Commissioner

Direct Reports: As assigned

Primary Duties:

- Member of District commissioner staff
- Become familiar with the vision the district commissioner has created and understand your role in fulfilling the vision.
- As an ADC for unit commissioners
 - Recruit enough unit commissioners to serve their assigned units and area.
 - Conduct personal coaching and orientation sessions for unit commissioners.
 - Maintain regular contact with their unit commissioners to provide guidance in unit service needs.
 - Meet with their team of unit commissioners at the monthly district commissioner meeting to plan specific actions to help units be more successful.
 - Serve units with no assigned unit commissioner.
 - Help unit commissioners evaluate and improve their unit service performance.
 - Assist unit commissioners in using *Commissioner Tools*, including adding entries for commissioners who are unable to add their own.
 - Track charter renewal status of all their units.
 - Use *Commissioner Tools* to review the health of the units; review commissioner activity in recording contacts and creating unit service plans; and monitor roundtable attendance.
 - Be sure to recognize the accomplishments of the commissioners in your charge.
- As an ADC for Roundtable Commissioners
 - Recruit and train a staff of Assistant Roundtable commissioners to put on quality roundtables for unit personnel.
 - Plan and conduct monthly roundtable programs using the National roundtable guidelines.
 - Make arrangements for roundtables, including meeting places, equipment and supplies.
 - Conduct regular critiques to determine how roundtables can be improved.
 - Use *Commissioner Tools* to enter roundtable attendance.

Estimated Time Commitment:

- Monthly District Committee meetings
- Occasional Council commissioner Meetings (as assigned)
- If an ADC for Roundtable:
 - Periodic District roundtable committee meetings

Title: **Awards Chair**

Reports to: Membership Chair

Direct Reports: none

Primary Duties:

- Coordinates District and Council Level Awards for district members
- Organizes award ceremonies
- Promote awards through the district

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings

Title: **Cub Scout Activities Chair**

Reports to: Activities Chair

Direct Reports: none

Primary Duties:

- Member of the District Activities committee
- Responsible to develop and implement a plan for activities and civic service projects in the district geared toward the Cub Scout aged scout.
- Ensure that activities remain in accordance with national policy.
- Recruit units to help provide activities for the district such as the district pinewood derby.
- Support and strengthen units by assuring program visibility and a well-balanced schedule of activities.
- Encourage service project ideas through units' participation in community projects and civic service activities.
- Develop activities for use at the unit and district levels.
- Promote the idea of performing civic service throughout the district's territory.
- Work with all units to ensure they are entering their service project man-hours into the Journey to Excellence Web link.
- Conduct an annual survey of unit leaders to determine unit needs and wishes for district activities.
- Plan, promote and conduct Scouting Anniversary Week activities.

Estimated Time Commitment:

- Monthly District Committee meetings

Title: **Cub Scout Advancement Chair**

Reports to: Advancement Chair

Direct Reports: none

Primary Duties:

- Member of the District Advancement Committee
- Responsible for stimulating advancement and recognition of Cub Scouts.
- Ensure packs establish and maintain proper advancement procedures in accordance with national policies.
- Assist in tracking attainment and achieving district advancement goals for Cub Scouts.
- Monitor rank advancements throughout the year and provide assistance to units with little or no advancement

Estimated Time Commitment:

- Monthly District Committee meetings

Title: **Cub Scout Day Camp Chair**

Reports to: Outdoor Programs Chair

Direct Reports: none

Primary Duties:

- Member of Outdoor Programs committee
- Promote Cub Scout Day Camp offerings to the units

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings (quarterly-evening)

Title: **Cub Scout Membership Chair**

Reports to: Membership Chair

Direct Reports: none

Primary Duties:

- Member of district Membership committee
- Support the district membership chair in their duties to include
- Support the plan to achieve the annual membership goals, including new-unit organization, Tiger Cub graduation, Webelos transition, fall roundup, spring and fall School Night for Scouting programs, and other membership programs as needed.
- Monitor achievement on a monthly basis; be alert to deviations or trends that demand a response; strive to maintain monthly balanced growth and improved membership retention in all programs.
- Attend district committee meetings, reporting in the field of responsibility, while lending expertise to the decision-making process.
- Gather annual school enrollment statistics in order to determine market penetration as an aid for determining new-unit organization needs.
- Give attention to youth with special needs, those in rural areas, those in low-income areas, etc.
- Develop and expand relationships between chartered organizations and the district.
- Cultivate community organizations, groups, and associations that might become chartered organizations or support Scouting in other ways.
- Conduct, as needed, relationships conferences and chartered organization representative training.
- Support the religious emblems program of chartered organizations.
- Help develop and achieve the goals in the membership area to help the district improve in the Journey to Excellence membership criteria annually

Estimated Time Commitment:

- Monthly District Committee meetings

Title: **Cub Scout Resident Camp Chair**

Reports to: Outdoor Programs Chair

Direct Reports: none

Primary Duties:

- Member of Outdoor Programs committee
- Promote Cub Scout Resident camp to the units in the district

Estimated Time Commitment:

- Monthly District Committee meetings

Title: **Cub Scout Roundtable Commissioner**

Reports to: District Commissioner and/or ADC for Roundtable

Direct Reports: Assistant roundtable commissioners

Primary Duties:

- Member of district roundtable commissioner staff
- Recruit and train a staff of Assistant Roundtable commissioners to put on quality roundtables for unit personnel.
- Plan and conduct monthly roundtable programs using the National roundtable guidelines.
- Make arrangements for roundtables, including meeting places, equipment and supplies.
- Conduct regular critiques to determine how roundtables can be improved.
- Use *Commissioner Tools* to enter roundtable attendance.

Estimated Time Commitment:

- Monthly District Commissioner meetings
- Monthly District Roundtable meetings as feasible

Title: **Cub Scout Training Chair**

Reports to: Training Chair

Direct Reports: none

Primary Duties:

- Member of Training Committee
- Support the Training chair in their duties, to include
 - Plan, coordinate, and schedule effective, year-round leadership training programs using the most current training materials of the Boy Scouts of America.
 - Promote and support out-of-council training events, such as Philmont, area, and regional conferences.
 - Meet (as needed) with the district training chair to plan and coordinate training courses and monitor achievement of council and district goals.
 - Promote all on-line training through the Online Learning Center.
 - Give special assistance in the training of new unit leaders.
 - Work to ensure improvement in the Journey to Excellence training criterion.

Estimated Time Commitment:

- Monthly District Committee meetings

Title: **District Chair**

Reports to: Council Chair

Direct Reports:

- Executive Board Liaison
- District Vice Chair - Admin
 - Technology Chair
 - Safety Chair
 - Finance Chair
 - Membership Chair
- District Vice Chair - Operations
 - Outdoor Program Chair
 - Activities Chair
 - Advancement Chair
 - Training Chair
 - OA Chapter Advisor
- Chaplain/Religious Programs Chair (if established)

Primary Duties:

- As a member of the Key 3, coordinate the work of the district to ensure the success of the units in the district.
- Identify and recruit enough of the right people as operating committee chairs.
- Plan and preside at district committee meetings.
- Responsible for all communication between the council and the district.
- Help to secure support for Scouting from top community leaders.
- Annually, appoint a district Nominating committee to select nominees for district officers and members at large.
- As a member of the Key 3, ensure that the district shows improvement in Journey to Excellence.

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Executive Board Meetings
- Periodic Council meetings

Title: **District Commissioner**

Reports to: Council Commissioner

Direct Reports:

- Asst District Commissioner (if established)
- Cub Scout Roundtable Commissioner
- Scouts BSA Roundtable Commissioner
- Unit Commissioners

Primary Duties:

- Member of District Key 3
- Envision what effective unit service in the district will look like and what goals must be accomplished during the term of office to fulfill that vision
- Represent volunteers and Scouts to the district committee and district professionals
- Recruit assistant district commissioners and an adequate number of roundtable and unit commissioners to provide effective unit service
- Retain commissioners and units
- Enable commissioners to be successful, including
 - ensuring commissioners complete onboarding
 - ensure commissioners complete training
 - are given assignments that are a good match for their passion
 - are provided with a clear definition of success
 - are recognized for their achievements

Estimated Time Commitment:

- Monthly District Committee meetings
- Monthly Council Commissioner Meetings

Title: **District Executive**

Reports to: Council Executive

Direct Reports: none

Primary Duties:

- Member of District Key 3
- A professional Scouter who works under the direction of the Scout executive and is responsible for providing direct service to one or more districts

Default Duties specific to Monroe District (not complete but derived based on district leadership responsibilities):

- Review and Approve Money Earning applications from district units

Title: **District Vice Chair**

Reports to: District Chair

Direct Reports:

- For District Vice Chair for Admin
 - Technology Chair
 - Safety Chair
 - Finance Chair
 - Membership Chair
- For District Vice Chair for Operations
 - Outdoor Program Chair
 - Activities Chair
 - Advancement Chair
 - Training Chair
 - OA Chapter Advisor

Primary Duties:

- Provide guidance and advice to the administrative function of the district
- Ensure all administrative and/or operations committees have a chair
- Assist in the recruitment of committee member for all administrative and/or operations committees

Estimated Time Commitment:

- Monthly District Committee meetings

Title: **District Member (at Large)**

Reports to: District Chair

Direct Reports: none

Primary Duties:

- Member of District Committee
- Be available for service as a chairperson for one of the committees in the district
- Help recruit needed district leadership
- Help meet the district goals

Estimated Time Commitment:

- Monthly District Committee meetings

Title: **Eagle Scout Chair**

Reports to: Advancement Chair

Direct Reports: none

Primary Duties:

- Member of District Advancement Committee
- Responsible for conducting boards of review of Eagle Scout Service Projects and Eagle Scout Advancements
- Promote preparation for Eagle Scout advancement guidelines and suggestions

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings (quarterly-evening)

Title: **Executive Board Liaison**

Reports to: District Chair

Direct Reports: none

Primary Duties:

- Member of Council Executive Board
- Provide information flow to and from the council executive board.
- Assist the district in strategic plan implementation & process.

Estimated Time Commitment:

- Monthly District Committee meetings
- Six Executive Board meetings (annually-daytime)

Title: **Finance Chair**

Reports to: District Chair

Direct Reports:

- Family Friends of Scouting Chair
- Popcorn Chair
- Community FOS Chair (if established)
- Project Sales Chair (if established)

Primary Duties:

- Inform units of unit financing policies.
- Accept the responsibility to ensure that the district meets its fundraising needs.
- Assist the council president and Scout executive in maintaining the best possible relationships with all United Way partners.
- Responsible for the administration of the district finance strategy:
- Conduct finance committee meetings
- Assist in the recruiting and support of subcommittee chairs: FOS, special events, popcorn, project sales, etc.
- Provide coaching and guidance to subcommittee chairs
- Conduct regular report meetings of your volunteer committee.
- Give leadership to monthly reviews and recommendations in regard to the district's fundraising performance.
- Periodically review department performance as measured against budget and history.
- Maintain and interpret to the district the finance policies of the Boy Scouts of America.
- Help develop and achieve the goals in the Finance area to help the district improve in the Journey to Excellence finance criteria annually.

Estimated Time Commitment:

- Monthly District Committee meetings
- Fund Development committee meetings (as needed)

Title: **Family Friends of Scouting Chair**

Reports to: Finance Chair

Direct Reports: none

Primary Duties:

- Member of Finance Committee
- Recruit district campaign workers to support unit presentations.
- Assist in the training (as needed) of all district campaign workers.
- Chair and plan the district campaign kickoff, report, and victory meetings to maintain campaign discipline.
- Keep the district's campaigns on schedule through open communication.

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings (quarterly-evening)

Title: **Marketing Chair**

Reports to: Membership Chair

Direct Reports: marketing and social media support personnel as required

Primary Duties:

- Member of District Membership Committee
- Member of Council Marketing Committee
- Assist in offering marketing and positive public awareness programs for youth and adults.
- Promote national and local marketing awareness programs to unit leaders.
- Assist in the efforts of membership recruitment year-round.
- Serve as the point person in the district for social media and positive public relations

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings (quarterly-evening)

Title: **Membership Chair**

Reports to: District Chair

Direct Reports:

- Marketing Chair
- Cub Scout Membership Chair
- Awards Chair
- Exploring Chair (if established)
- New Unit Chair (if established)
- Scoutreach Chair (if established)
- Scouts BSA Membership Chair (if established)
- Alumni Chair (if established)
- NESAs Coordinator (if established)

Primary Duties:

- Develop a plan to achieve the annual membership goals, including new-unit organization, Tiger Cub graduation, Webelos transition, fall roundup, spring and fall School Night for Scouting programs, and other membership programs as needed.
- Monitor achievement on a monthly basis; be alert to deviations or trends that demand a response; strive to maintain monthly balanced growth and improved membership retention in all programs.
- Attend district committee meetings, reporting in the field of responsibility, while lending expertise to the decision-making process.
- Gather annual school enrollment statistics in order to determine market penetration as an aid for determining new-unit organization needs.
- Give attention to youth with special needs, those in rural areas, those in low-income areas, etc.
- Develop and expand relationships between chartered organizations and the district.
- Cultivate community organizations, groups, and associations that might become chartered organizations or support Scouting in other ways.
- Conduct, as needed, relationships conferences and chartered organization representative training.
- Support the religious emblems program of chartered organizations.

- Conduct a community organization survey, listing all community organizations with interests within the district territory, surveying their needs and desires regarding young people and their ability to organize one or more units.
- Meet with the council membership chair at the council's coordinated committee meetings to plan, share ideas, and for training.
- Help develop and achieve the goals in the membership area to help the district improve in the Journey to Excellence membership criteria annually

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings (quarterly-evening)

Title: **Nominating Chair**

Reports to: District Vice Chair

Direct Reports: none

Primary Duties:

- Chair all meetings of the nominating committee.
- Build a committee of four to eight top-caliber individuals who represent the district.
- With the help of the district chair and district executive, evaluate the effectiveness of all district committee members and suggest changes necessary to achieve the district's mission.
- Solicit the ideas of existing members and community leaders for potential new members.
- Be familiar with the job descriptions and responsibilities of the functional positions in the district.
- Present the slate of new members at the district's annual meeting.

Estimated Time Commitment:

- Monthly District Committee meetings

Title: **Order of the Arrow (OA) Chapter Advisor**

Reports to: District Chair

Direct Reports: none

Primary Duties:

- The Chapter Advisor works in the background, so the youth Chapter Officers are the face of the OA to the Scouts in the district.
- Provide communications between the Chapter and the district committee

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic OA Lodge meetings

Title: **Outdoor Programs Chair**

Reports to: District Chair

Direct Reports:

- Cub Scout Resident Camp Chair
- Day Camp Chair
- Camp Promotion Chair (if established)
- Scouts BSA Resident Camp Chair (if established)
- Aquatics Chair (if established)
- COPE Chair (if established)
- National/World Jamboree Coordinator (if established)
- Shooting Sports Chair (if established)

Primary Duties:

- Responsible to the district chair for recruiting and building an organization of volunteers to strengthen and enrich district outdoor program by overseeing the district's outdoor program function and supporting the work of the district program volunteers.
- Recruit, train/orient, inspire, and motivate volunteers to carry out the committee functions.
- Attend district committee meetings, reporting in the field of responsibility, while lending expertise to the decision-making process.
- Participate actively in building the program portion for the district in the council's strategic plan.
- Help develop and achieve the goals in the outdoor program area to help the district improve in the Journey to Excellence program criteria annually.

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings (quarterly-evening)

Title: **Popcorn Chair**

Reports to: Finance Chair

Direct Reports: none

Primary Duties:

- Accept the responsibility for achieving the district's popcorn sale goal.
- Meet regularly with the popcorn committee during the year to plan the sale.
- Work with the district committee, fund development chair, and district executive to develop a list of popcorn sale committee members and unit kernels.
- Promote popcorn at other district and council (non-popcorn) events.
- Keep the sale on schedule through open communications with each of the units.

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings (quarterly-evening)

Title: **Religious Programs Chair**

Reports to: District Chair

Direct Reports:

- Catholic Committee on Scouting (if established)
- PRAY & Religious Emblems Chair (if established)

Primary Duties:

- Promote religious programs in the district

Estimated Time Commitment:

- Monthly District Committee meetings



Title: **Safety Chair**

Reports to: District Chair

Direct Reports:

- Youth Protection Chair
- Membership Standards Coordination – Optional

Primary Duties:

- Member of Council Enterprise Risk Management Committee.
- Provide a Safety Moment as part of the District Committee Meeting opening each month.
- Organize efforts to ensure safety inspections of sites prior to activities/events being held.
- Educate top unit leaders on the resources they have available to run safe programs.
- Share local and national safety programs with local volunteers.

Estimated Time Commitment:

- Monthly District Committee meetings
- Quarterly Council Enterprise Management Committee meetings

Title: **Scouts BSA Activities Chair**

Reports to: Activities Chair

Direct Reports: none

Primary Duties:

- Member of the District Activities committee
- Responsible to develop and implement a plan for activities and civic service projects in the district geared toward the Scouts BSA aged scout.
- Ensure that activities remain in accordance with national policy.
- Recruit units to help provide activities for the district.
- Support and strengthen units by assuring program visibility and a well-balanced schedule of activities.
- Encourage service project ideas through units' participation in community projects and civic service activities.
- Develop activities for use at the unit and district levels.
- Promote the idea of performing civic service throughout the district's territory.
- Work with all units to ensure they are entering their service project man-hours into the Journey to Excellence Web link.
- Conduct an annual survey of unit leaders to determine unit needs and wishes for district activities.
- Plan, promote and conduct Scouting Anniversary Week activities.

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings (quarterly-evening)

Title: **Scouts BSA Roundtable Commissioner**

Reports to: District Commissioner

Direct Reports: Assistant roundtable commissioners

Primary Duties:

- Member of district roundtable commissioner staff
- Responsible to plan and execute monthly roundtable educational discussions to support Scouts BSA unit operations

Estimated Time Commitment:

- Monthly District Commissioner meetings
- Monthly District Roundtable meetings
- Periodic roundtable planning meetings at the district and council level

Title: **Scouts BSA Training Chair**

Reports to: Training Chair

Direct Reports: none

Primary Duties:

- Member of District Training Committee
- Support the Training chair in their duties, to include
 - Plan, coordinate, and schedule effective, year-round leadership training programs using the most current training materials of the Boy Scouts of America.
 - Promote and support out-of-council training events, such as Philmont, area, and regional conferences.
 - Meet (as needed) with the district training chair to plan and coordinate training courses and monitor achievement of council and district goals.
 - Promote all on-line training through the Online Learning Center.
 - Give special assistance in the training of new unit leaders.
 - Work to ensure improvement in the Journey to Excellence training criterion.

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings (quarterly-evening)

Title: **Technology Chair**

Reports to: District Chair

Direct Reports:

- Social Media Coordinator (if established)

Primary Duties:

- Maintain social media presence of the district operations and activities
- Support and promote use of technology tools across the district committees

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings (quarterly-evening)

Title: **Training Chair**

Reports to: District Chair

Direct Reports:

- Cub Scout Training Chair
- Scouts BSA Training Chair
- COR Training Chair
- NYLT Chair
- University of Scouting Chair

Primary Duties:

- Member of District Committee
- Encourage and assist in planning and implementing a total leadership growth and development plan for all leaders, regardless of position.
- Select, recruit, and train trainers for district training events.
- Plan, coordinate, and schedule effective, year-round leadership training programs using the most current training materials of the Boy Scouts of America.
- Help conduct or coordinate council training events, which might include Wood Badge, Boy Scout Leader Outdoor session, Webelos Leader Outdoor Training, National Youth Leader Training, and Chartered Organization Representative Training.
- Approve applications for training recognition and service awards.
- Develop procedures for evaluating the effectiveness of the district's leadership training program.
- Promote and support out-of-council training events, such as Philmont, area, and regional conferences.
- Ensure that backup training records are maintained in the local council service center.
- Coordinate the completion of unit training inventories.
- Complete and maintain an inventory of training supplies and materials.
- Meet (as needed) with the council training chair at the council's coordinated meetings to plan and coordinate training courses and monitor achievement of council and district goals.
- Promote all on-line training through the Online Learning Center.
- Give special assistance in the training of new unit leaders.
- Work to ensure improvement in the Journey to Excellence training criterion.

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Meetings (quarterly-evening)

Title: **Unit Commissioner**

Reports to: District Commissioner

Direct Reports: none

Primary Duties:

- Member of district commissioner staff
- Supporting unit growth and retention through the journey to excellence.
- Contacting units and capturing in commissioner tools their strengths, needs, and a unit service plan that enables continuing improvement.
- Linking unit needs to a district operating committee and other resources.
- Supporting timely unit, district, and council charter renewals.
- Supporting unit leaders by collecting and distributing information, enabling program training, and providing networking opportunities.

Estimated Time Commitment:

- Monthly District Commissioner meetings
- Annual Council Commissioner Conference

Title: **Youth Protection Chair**

Reports to: Safety Chair

Direct Reports: none

Primary Duties:

- Promote youth protection training and activities at district events
- Ensure all volunteers in our district are current in youth protection
- Assist the Safety Chair in presenting “Safety Moments” during
- Assist in the promotion and education of reporting injuries and near misses that happen at the unit and district level.

Estimated Time Commitment:

- Monthly District Committee meetings
- Periodic Council Youth Protection Committee Meetings