

Troop 350 Committee Smartbook – **V2 (22 Feb 2025)**

Purpose: Provide a Decomposition of Committee Roles, Responsibilities, Functions and Tasks

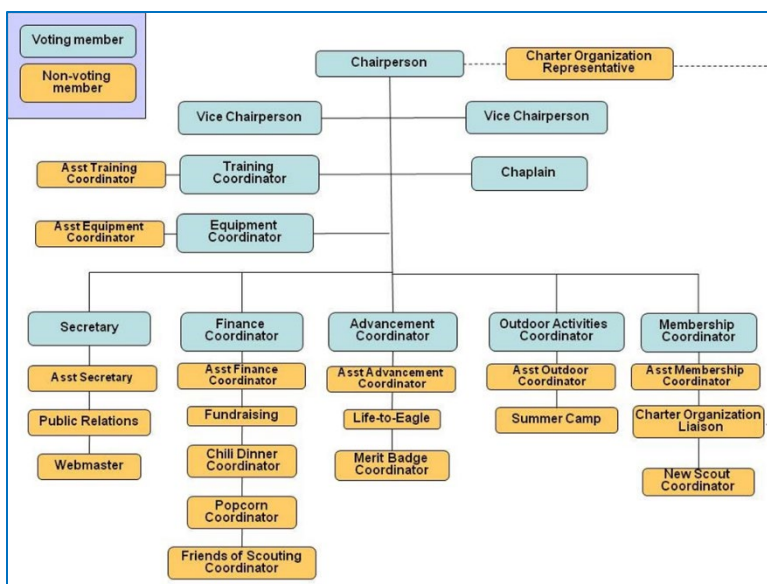
Title → Summary (Functions) → [Details \(Tasks\)](#)

Committee (List with link to summary of Functions):

Chairperson	
Charter Organization Representative (COR)	Eagle Coordinator
Secretary	Summer Camp Coordinator
Finance Coordinator (Treasurer)	Chili Dinner Coordinator
Membership Coordinator	Popcorn Coordinator
Advancement Coordinator	Chaplain
Outdoor Activities Coordinator	Vice-Chairperson
Equipment Coordinator (Adult Quartermaster)	Fundraising Coordinator
Training Coordinator	Friends of Scouting Coordinator
Merit Badge Coordinator	Charter Organization Liaison (Deleted role & merged duties with COR above)
Webmaster	Public Relations Coordinator (Deleted role & merged duties with Secretary above)
<i>Reference Troop 350 Policies and Guidelines</i>	

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Appendix A

Troop Committee Duties and Responsibilities

A-1 Duties of the Chairperson (Voting Member)

- Organize the committee to see that all functions are delegated, coordinated, and completed
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster
- Interpret national and local policies to the troop
- Prepare troop committee meeting agendas
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called
- Ensure troop representation at monthly roundtables
- Secure top-notch, trained individuals for troop leadership positions
- Sign awards for adult leaders as appropriate
- Ensure charter review and Troop re-chartering is conducted annually
- Serve on boards of review and courts of honor
- [Detailed Tasks of the Chairperson \(Voting Member\)](#)
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A-2 Duties of the Charter Organization Representative

- Represent the Charter Organization
- Sign Adult Leader Applications for the Charter Organization
- Be the primary link between the Troop and the Charter Organization

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- Coordinate scheduling of facilities as required
- Provide Troop committee feedback from Charter Organization
- Serve on boards of review and courts of honor
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A-3 Duties of the Vice-Chairperson (Voting Member)

- Assume the role of Chairperson in the absence of the Chair.
- Assist the Chairperson to ensure all required tasks are accomplished in accordance with existing policy.
- Maintain a close relationship with the chartered organization's representative and the Scoutmaster
- Assist in securing top-notch, trained individuals for positions on the Committee
- Coordinate for adequate meeting facilities
- Research national and local policies to advise the Troop Leadership as required and to carry out the policies and regulations of the Scouting America
- Recommend awards for adult leaders as appropriate
- Promote attendance at monthly troop committee meetings and any special meetings that may be called
- Serve on boards of review and courts of honor
- Assist in preparing troop committee meeting agendas
- Ensure troop representation at monthly roundtables
- Ensure charter review and re-chartering annually
- Sign Scouting America forms in Chairpersons absence
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A-4 Duties of the Secretary (Voting Member)

- Keep meeting minutes and send out committee meeting notices
- Coordinate publicity and announcements with Public Relations and/or Webmaster positions
- Prepare a periodic family newsletter of troop events and activities
- Conduct the troop resource survey
- Assist in planning family night programs and family activities
- Serve on boards of review and courts of honor
- At each committee meeting, report the minutes of the previous meeting
- Assist / Coordinate with the Public Relations committee member
- Assist / Coordinate with the Webmaster
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A-5 Duties of the Chaplain (Voting Member)

- 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
- Encourage Scouting America to earn their appropriate religious emblems
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
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A-6 Duties of the Membership Coordinator (Voting Member)

- Maintain list (database) of active Troop membership (youth and adult) (e.g. My.Scouting.Org)
- Lead Troop re-chartering activities and ensure paperwork is timely and complete
- Identify recruitment needs within Adult Leadership and Committee positions
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
- Assist / Coordinate with the New Scout Coordinator
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A-7 Duties of the Finance Coordinator (Voting Member)

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings accounts
- ~~Supervise any camp savings plans~~ Maintain all Scout/Family accounts
- Lead in the preparation of the annual troop budget and track budget execution
- Keep detailed records of expenses
- Coordinate with ASMs / Campmasters to manage & complete accounting for all campouts and High Adventure Trips
- Oversee BSA Store and Registration Accounts
- Re-register the Troop trailers annually
- ~~Assist / Coordinate with~~ Support the Friends of Scouting campaign coordinator
- ~~Assist / Coordinate with~~ Support the Chili Dinner coordinator
- ~~Assist / Coordinate with~~ Support the Popcorn coordinator
- ~~Assist in coordinating~~ Support any other fund-raising events
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
- [Detailed Tasks of the Finance Coordinator \(Treasurer\)](#)
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A-8 Duties of the Advancement Coordinator (Voting Member)

- Maintain all Scout advancement records (e.g. Scoutbook online)
- Arrange boards of review and courts of honor
- Assist / Coordinate with Merit Badge Coordinator
- Assist / Coordinate with Life-to-Eagle coordinator
- Make a prompt report to the council service center when a troop board of review is held. Secure badges and certificates
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
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A-9 Duties of the Training Coordinator (Voting Member)

- Maintain all Training records and enter into current tracking program
- Identify required training shortfalls and opportunities to obtain training
- Coordinate / publicize training opportunities
- Arrange adult annual refresher training during troop meetings.
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
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A-10 Duties of the Equipment Coordinator (Voting Member)

- Supervise and help the troop procure camping equipment
- Work with the Scout Quartermaster on inventory and proper storage and maintenance of all troop equipment
- Make periodic safety checks on all troop camping gear, and encourage safe and proper use of all outdoor equipment
- Advise Committee and Finance Coordinator of anticipated equipment requirements in preparation of the annual budget
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
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A-11 Duties of the Outdoor Activities Coordinator (Voting Member)

- Assist in securing top-notch, trained individuals for positions as Campmasters for outdoor program
- Help in securing permission to use camping sites
- Serve as transportation coordinator (or delegate)

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- Assist in developing / planning the annual Troop outdoor program
- Ensure execution of the monthly outdoor program
- Work with camp masters in use of the Guide to Safe Scouting as it applies to each activity
- Promote the National Camping Award
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
- Detailed Tasks of the Outdoor Activities Chair
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It is strongly encouraged, each of the functional committee members (Secretary, Finance, Advancement, Outdoor Activities, Membership, Training, and Equipment Coordinators) will be supported by an Assistant Coordinator.

The duties of the Assistant Coordinator(s) are:

- Assist the Primary Coordinator in carrying out responsibilities
- Attend Committee Meetings as a voting member if the Primary Coordinator is absent

Special Committee Requirements and Duties. The Troop Committee Chairperson, with the approval of the committee, shall appoint at his/her discretion special non-voting committee members as required to fulfill the needs of the Troop. These committee members are not required to attend each committee meeting and will not be counted in determining a quorum.

A-12 Duties of the Summer Camp Coordinator

- Primarily responsibility for summer camp
- Assist / Coordinate with the Outdoor Activities Coordinator
- Research summer camp opportunities available
- Coordinate / assign tasks to adult leaders assisting in summer camp efforts
- Coordinate with Finance Coordinator for summer camp fund handling
- Ensure paperwork required for camp is submitted on time
- Serve on boards of review and courts of honor
- Report to the troop committee as required
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A-13 Duties of the Chili Dinner Coordinator

- Responsible for planning and executing Chili Dinner
- Assist / Coordinate with the Finance Coordinator
- Coordinate / assign tasks to adult leaders assisting in Chili Dinner efforts
- Coordinate with Chartering Organization for facilities
- ~~Serve on boards of review and courts of honor~~
- Report to the troop committee as required
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A-14 Duties of the Popcorn Coordinator

- Responsible for planning and executing Annual Popcorn sale
- Assist / Coordinate with the Finance Coordinator
- Coordinate / assign tasks to adult leaders assisting in Popcorn sale efforts
- Attend District meetings as required

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- Pick-up and turn in forms / popcorn at District
- Coordinate with Chartering Organization for facilities
- ~~Serve on boards of review and courts of honor~~
- Report to the troop committee as required
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A-15 Duties of the Webmaster

- Maintaining the Troop Website or mentor Scout Webmaster; if this Scout leadership position is filled
- Assist / Coordinate with the Committee Secretary
- Maintain mailing lists
- Coordinate posting publicity, calendar, and announcements with Public Relations and/or Secretary positions
- Screen photos posted to troop website
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
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A-16 Duties of the Public Relations Coordinator

- Publicize and promote Troop activities and youth achievement
- Assist / Coordinate with the Committee Secretary
- Help identify Service Project needs within the community
- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting

A-17 Duties of the Charter Organization Liaison (Merged with A-2 above)

- Be the primary link between the Troop and the Charter Organization
- Screen Adult applications prior to signature by Charter Organization Representative
- Coordinate scheduling of faculties as required.
- Provide Troop committee feedback from Charter Organization
- Serve on boards of review and courts of honor

A-18 Duties of the Fundraising Coordinator

- Lead all Troop fundraising efforts and identify fundraising opportunities
- Recruit and identify lead Chili Dinner Coordinator
- Recruit and identify lead Popcorn Coordinator
- Coordinate with Finance Coordinator and Committee on budgets and needs

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- Serve on boards of review and courts of honor
- Report to the troop committee at each meeting
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A-19 Duties of the Friends of Scouting Coordinator

- Responsible for coordinating and executing the Friends of Scouting campaign within the troop
- Present a Program overview to Troop parents
- Coordinate with publicity coordinator as required
- Attend District meetings as required
- Pick-up and turn in forms to District
- Coordinate with Finance Coordinator for handling funds
- Serve on boards of review and courts of honor
- Report to the troop committee as required
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A-20 Duties of the Merit Badge Coordinator

- Develop and maintain a merit badge counselor list (e.g. Scoutbook online)
- Assist / Coordinate with the Advancement Coordinator
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets
- Encourage counselors to offer needed Merit Badge courses
- Identify Merit Badge College or other course opportunities
- Serve on boards of review and courts of honor
- Report to the troop committee as required
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A-21 Duties of the Eagle Coordinator

- Track progress of Life scouts toward the Eagle rank
- Assist / Coordinate with the Advancement Coordinator
- Ensure timely and proper Eagle Scout paperwork is submitted
- Make a prompt report to the council service center when an Eagle board of review is held.
- Secure badges and certificates for Eagle Court of Honor
- Serve on boards of review and courts of honor
- Report to the troop committee as required
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Committee Task Details

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-- Job Aids are included below to outline each responsibility and provide a starting point for the execution of each function and subordinate tasks

A-1 Detailed Tasks of the Chairperson (Voting Member)

- Organize the committee to see that all functions are delegated, coordinated, and completed
 - Review Committee Membership (monthly)
 - Encourage succession plan; each Chair has a Vice-Chair, deputy or understudy
 - Consistent feedback and encouragement
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster
 - Discussions during or after Troop Meetings and Committee Meetings
 - Email, call or text messages with questions, concerns or urgent issues (personal communications choice and style)
 - Quarterly / Monthly / Weekly discussion with Chartered Org Rep (most frequent during renewal & recharter)
- Interpret national and local policies to the troop
 - Consult District Commissioner and Roundtable for news & policy updates
- Prepare troop committee meeting agendas
 - Review previous minutes and add noteworthy agenda items with Secretary
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called
 - Encourage Secretary to send out Agenda one week before Committee Meeting for updates from each Committee Member
 - Remind Committee 1-2 days before Meeting
 - Consider offering option to join meeting remotely: teleconference, video conference (e.g. Zoom)
 - Promote Mentor – Protégé ASM and Campmaster relationships at Annual Planning Campout & throughout the year (emails, verbal, one-on-one)
 - Invite seasoned ASMs and Campmasters to attend the Planning Campout
 - Promote Planning Campout w/ Mentor – Protégé emphasis
- Ensure troop representation at monthly roundtables
 - Announce at meetings for attendance the following month (First Thursday for Talakto District)
 - Strongly consider attending as Committee Chair
- Secure top-notch, trained individuals for troop leadership positions

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- Encourage each Member to have a Vice-Chair, Deputy or Understudy
- Discuss succession plans during Committee Meetings
- Identify upcoming departures to allow for hand-off time (ideal)
- Encourage training for each Committee Member or new Committee Member as soon as possible; consult Training Coordinator
- Sign awards for adult leaders as appropriate
 - Draft, review, revise or delegate Adult Leader awards annually
 - Consult District Awards Program through Commissioner or Roundtable (fall through December annually)
- Ensure charter review and Troop re-chartering is conducted annually
 - Coordinate with Membership Coordinator, frequently checking status
- Serve on boards of review and courts of honor
 - Speaking Roles in Courts of Honor
(consider adding LINKS to Script and Eagle Script)
 - Consider Troop Court of Honor topics:
 - Thank You, Thank You, Thank You...
 - Recognize ASMs,
 - Recognize NEW ASMs & Committee
 - Recognize Merit Badge Counselors
 - Recognize other volunteers: Medical Forms, t-shirts, popcorn, chili...
 - Call for Volunteers, Vice-Chairs, Understudies...

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A-7 Detailed Tasks of the Finance Coordinator (Treasurer)

- Maintain checking and savings accounts
 - Serve as the primary POC to Regions Bank
 - Balance the Regions accounts monthly
 - Request additional checks for the Troop as necessary
- Handle all troop funds
 - Serve as the Checking account primary user; maintain the checks and the check ledger (the Committee Chair is the secondary user)
 - Pay bills on the recommendation of the Scoutmaster & authorization of the troop committee
 - Deposit all Troop income into the Troop's Region Bank account
- Maintain all Family Scout accounts
 - Maintain a running balance for each family scout account
 - Credit scout accounts, when appropriate, for reimbursement (ex. Grubmaster reimbursement for a campout)
 - Debit scout accounts, when appropriate for costs incurred (ex. Fee deduction for scout attending a campout)

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- Provide updated account balances upon request to families
- Lead in the preparation of the annual troop budget and track budget execution
 - Prepare and brief a draft “next” year budget in October to the Committee
 - Get approval from the Committee Chair for “next” year budget no later December committee meeting
 - Track income and expenses paid throughout the year by income & expense category (example expense categories are Advancements or Equipment costs; example income categories are Troop Annual Fees, Fundraising)
 - Closeout the budget each year in December
- Keep detailed record of expenses
 - Maintain a running tracker of expenses made throughout the year
 - Track who made the expense and for what purpose to support budget tracking
- Coordinate with ASMs/Campmasters to manage & complete accounting for all campouts and High Adventure Trips
 - Provide a “pouch” with a receipt book to ASMs when they begin collecting money for an upcoming campout
 - Provide ASMs guidance on accounting for expenses / income /receipts / utilization of scout accounts and the accounting closeout process upon completion of the campout
 - Be prepared to pay campout downpayments from the Troop account as required
 - Keep a running accounting log of income and expenses before, during and after the campout
 - Coordinate a time to meet with the ASM/Campmaster after the campout to receive all income (for deposit into Regions Bank), and review all expenses and reimbursements required
 - Once all the income, expenses and reimbursement accounting is agreed upon and accounted for, provide reimbursements as necessary and notify the ASM/Campmaster the campout accounting is closed out
- Oversee BSA Store and Registration Accounts
 - Maintain oversight on the balances the Troop has in the BSA accounts
 - Ensure sufficient funds are available in the BSA Store account for BSA Store purchases (ex. Patches, neckerchiefs, Courts of Honor)
 - Ensure sufficient funds are available in the BSA Registration account for BSA registration/membership charges (ex. BSA Recharter fees)
 - Make deposits to each of the accounts (by writing a check to BSA at the Huntsville BSA Office) as required
- Support Friends of Scouting Campaign Coordinator
 - Be prepared to support Friends of Scouting as required or directed by the Committee Chair
- Support Troop Fundraising Event Coordinators (ie. Popcorn, Chili Dinner)

- Contact the volunteer running the fundraising event so they know who to contact if they have Troop Finance Coordinator questions
- Provide guidance on maintaining receipts for any expenses they incur to be reimbursed by the treasurer at the completion of the fundraiser
- Meet with the event coordinator at the completion of the event to finalize accounting and be prepared to update scout accounts (if Popcorn sales) or deposit income into Regions Banks (if Chili fundraiser)
- Serve on Boards of Review & Courts of Honor
 - Be prepared to support the Advancement Chair with Boards of Review at the weekly Scout meeting as available; & support the Troop's Court of Honor preparation as required

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All- Detailed Tasks of the Outdoor Activities Coordinator

- Enter camping nights, hiking miles into Scoutbook; throughout the year
- Verify camping nights entered into Scout and Adult Records in Scoutbook; Jan-Mar
- Print list of Order of the Arrow (OA) eligible Scouts and Adults, and request OA election from the OA chapter; March
- Seek persons to be Campmasters for upcoming camping weekends; throughout the year
- Inform committee of Campmaster needs and Activity status; Monthly
- Setup location and dates for Annual Planning campout; May-Jun
- Act as Campmaster for Annual Planning campout; December
 - Scoutmaster conducts Intro to Leadership Skills for Troops (ILST) training
 - Outdoor Activities Chair conducts Annual Planning portion
- Update the master activities list in Google drive after planning campout; December
- Follow up with Campmasters to secure sign-in sheets and store in Google drive; throughout the year

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