PACK 151
GEORGETOWN, TX

ORGANIZATIONAL CHART

The purposes of the pack committee are to ensure that:

- The pack has a quality program, under capable leadership.
- The pack achieves the purposes of the chartered organization and Scouting America.



Responsibilities of the Cub Scout Pack Committee

There must be a minimum of three adults on the committee and all members must agree to the principles of Scouting America.

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

- Recruit new adult leaders, including the Cubmaster and one or more assistant Cubmasters.
- Provide a place for the Pack to meet.
- Serve as a link between the Pack and the chartered organization, making sure the Pack functions within the mission of Scouting America and within the mission of the chartered organization.
- Make sure the Pack charter is renewed on time annually.
- Work with the Cubmaster to deliver a quality program to the youth and their families.
- Maintain a Pack treasury.
- Encourage all adults in the Pack to obtain the appropriate training for their positions.
- Work with local Boy Scout troops, especially any troop under the same chartered organization, to provide a smooth transition for youth crossing from Cub Scouts to Boy Scouts.

COMMITTEE CHAIR

Qualifications:

- Be a U.S. citizen at least 21 years of age, registered as an adult leader of the BSA.
- A person of good character, familiar with organization procedures, with a deep concern for the pack's success.
- Someone respected in the community, who shows the willingness and ability to be the Cubmaster's chief adviser.
- Completes and maintains up-to-date BSA training, including Pack Committee Fast Start Training and Cub Scout Leader Basic Training and BSA Safeguarding Youth Training.

Responsibilities:

- 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.
- Confer with the Cubmaster on policy matters relating to the Cub Scout program and the chartered organization.
- Call and preside at pack leaders' meetings Assigning duties to, and training, committee members
- Planning for pack charter review, roundup, and re-registration
- Approving bills before payment by the pack treasurer
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- Work with the Cubmaster on fundraisers so the pack can earn money for materials and equipment.
- 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.
- Appoint a committee member or other registered adult to be responsible for Youth Protection training.
- Develop and maintain strong pack-troop relationships, sharing with the troop committee the need for graduations into the troop.

CUBMASTER

Qualifications:

- Be a U.S. citizen at least 21 years of age, registered as an adult leader of the BSA.
- A person of good character, familiar with organization procedures, with a deep concern for the pack's success.
- Someone respected in the community, who shows the willingness and ability to be the Cubmaster's chief adviser.
- Completes and maintains up-to-date BSA training, including Pack Committee Fast Start Training and Cub Scout Leader Basic Training and BSA Safeguarding Youth Training.

Responsibilities:

- Deliver a quality, fun, year-round program to the Cub Pack.
- Conduct the program according to BSA policies.
- Receive the appropriate training, including Cubmaster specific training.
- Receive information about district and council policies and programs.
- Carry out the Pack program with the support of the Pack Committee, including leading monthly pack meetings.
- Carry out the goals of the chartering organization within the Pack program.
- Work with the Pack Committee to recruit adult leadership.
- Work with the Pack Committee to develop the Pack budget.
- Support the Pack Den Leaders and encourage them to get the appropriate training.
- Encourage the Pack Den Leaders to work toward Cub Scout Leader awards.
- Encourage AOL's to cross over to a Scouts BSA Troop.
- Communicate with parents about the Pack program and help to educate them about the Cub Scout program.
- Encourage family participation in the Cub Scout program.
- Encourage the Pack to participate in service projects.
- Work with the Assistant Cubmasters, delegating as necessary.
- Attend and participate in Pack Committee planning meetings.
- Recruit Den Chiefs to assist the Pack Den Leaders.
- Incorporate traditional Scouting elements, such as flag ceremonies, skits, and songs, into the Pack program.
- Encourage advancement and recognize Cub Scouts when they advance.

ASSIST. CUBMASTER

Qualifications:

- Be a U.S. citizen at least 21 years of age, registered as an adult leader of the BSA.
- A person of good character, familiar with organization procedures, with a deep concern for the pack's success.
- Someone respected in the community, who shows the willingness and ability to be the Cubmaster's chief adviser.
- Completes and maintains up-to-date BSA training, including Pack Committee Fast Start Training and Cub Scout Leader Basic Training and BSA Safeguarding Youth Training.

Responsibilities:

- Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
- Complete Cubmaster Fast Start Training and position-specific Basic Leader Training.
- Participate in pack meetings.
- Supervise den chiefs and see that they are trained.
- Help inform pack leaders of training opportunities and arrange for them to attend training sessions.
- Work with the pack committee to develop and promote an ongoing plan for recruiting new scouts.
- Work with the Cubmaster and pack committee on pack reregistration.
- Help with pack activities, such as campouts, derbies, crossovers, service projects, etc.
- Support the policies of the BSA.

SECRETARY

Qualifications:

- Be a U.S. citizen at least 21 years of age, registered as an adult leader of the BSA.
- A person of good character, familiar with organization procedures, with a deep concern for the pack's success.
- Completes and maintains up-to-date position specific training and Safeguarding Youth Training.

Responsibilities:

- Keep minutes for Pack Committee meetings and distribute them to the Pack Committee in a timely manner.
- Send out notices to the Pack (either via mail or email) for upcoming Pack events and Committee meetings.
- Keep a current copy of the Pack roster and keep attendance for meetings.
- Keep a list of required BSA forms and materials on hand.
- Maintains an inventory of Pack-owned equipment.
- Let the Cubmaster, Den Leaders, and other adults involved in the Pack know what forms and printed resources are available.
- Provide Den Leaders with forms to keep track of their dens advancement.
- Write thank you notes to anyone who provides help to the Pack and take care of other correspondence.

RECRUITING

Qualifications:

- Be a U.S. citizen at least 21 years of age, registered as an adult leader of the BSA.
- A person of good character, familiar with organization procedures, with a deep concern for the pack's success.
- Completes and maintains up-to-date position specific training and Safeguarding Youth Training.

Responsibilities:

- Develop a comprehensive recruiting plan targeting Kindergarten through 5th grade boys and girls.
- Leverage print and electronic media to deliver information on Pack 151 to families of scout aged children.
- Maintain our public Facebook page to ensure timely and up-to-date information is being provided to the public.
- Work with the Cubmaster to ensure fall recruiting events are part of the annual Pack program.
- Advertise recruiting events to the public, targeting local elementary schools (Purl Elementary, Mitchell Elementary and Williams Elementary).
- Develop flyers and other information media to distribute to prospective scout families.
- Place Pack 151 signs in the established public locations during the fall recruiting periods.
- Leverage volunteers from across the entire Pack family to spread the word about Cub Scouting and Pack 151.

PACK TRAINER

Qualifications:

- Be a U.S. citizen at least 21 years of age, registered as an adult leader of the BSA.
- A person of good character, familiar with organization procedures, with a deep concern for the pack's success.
- Completes and maintains up-to-date position specific training and Safeguarding Youth Training.

Responsibilities:

- Know the training requirements for Den Leaders, Cubmasters, and Pack Committee positions.
- Be familiar with BSA training materials and policies.
- Ensure that all adults registered with the Pack have met youth protection training requirements.
- Make sure that all adults are aware of online and district training events.
- Remind untrained adults to complete their training.
- Make adults aware of special training opportunities, such as Pow Wows and BALOO training.
- Assist the Cubmaster and Den Leaders with program planning.
- Make Cubmaster and Den Leaders aware of resources which are available to help them with their programs.
- Encourage Den Chiefs to attend Den Chief training.
- Keep Pack training records.

ACTIVITIES

Qualifications:

- Be a U.S. citizen at least 21 years of age, registered as an adult leader of the BSA.
- A person of good character, familiar with organization procedures, with a deep concern for the pack's success.
- Completes and maintains up-to-date position specific training and Safeguarding Youth Training.

Responsibilities:

- Help the Cubmaster and Assistant Cubmasters plan and arrange for outdoor activities.
- Supervise, promote and coordinate attendance at unit, district and council camps and events.
- Arrange leadership/chaperons, facility/camp reservations and first-aid for all outings. Approves all arrangements and documents.
- Locate new camping and event camping.
- Help arrange for equipment, as needed.
- Plan outings for the Fall, Winter and Spring.
- Help inform parents and guardians about opportunities for family camping. Ensure that at least two adults have completed Basic Adult Leader Outdoor Orientation (BALOO) training.
- Promote, through family meetings, attendance at pack campouts.
- Take advantage of all district and council events and activities.
- Be aware of BSA health and safety requirements and see that they are implemented.
- Know and carry out BSA outdoor program policy related to Boy Scouting.
- Report to the Pack Committee monthly.
- Review all activities to ensure that Pack leaders comply with BSA policies in the Guide to Safe Scouting.

MEMBERSHIP

Qualifications:

- Be a U.S. citizen at least 21 years of age, registered as an adult leader of the BSA.
- A person of good character, familiar with organization procedures, with a deep concern for the pack's success.
- Completes and maintains up-to-date position specific training and Safeguarding Youth Training.

Responsibilities:

- Provide information on the Cub Scout program and Pack 151 to new and prospective members.
- Assist new scout families with connecting with the den leader for their age group.
- Enroll new scouts in the Pack, including collecting applications and other required forms.
- Enter newly enrolled scouts into Scoutbook.
- Submit new youth and adult applications to the Capital Area Council offices to be recorded.
- Assist with the recharter process by providing up-to-date membership information on scouts and adult leaders to be rechartered for the next year.

ADVANCEMENT

Qualifications:

- Be a U.S. citizen at least 21 years of age, registered as an adult leader of the BSA.
- A person of good character, familiar with organization procedures, with a deep concern for the pack's success.
- Completes and maintains up-to-date position specific training and Safeguarding Youth Training.

Responsibilities:

- Accept den advancement reports from den leaders and prompt them to enter data
- Provide advancement reports to den leaders or scout families upon request.
- Enter advancements, awards and other data in Scoutbook.
- Purchase badges and other advancement items from the Scout Shop.
- Organize advancement items and awards and deliver them to the Cubmaster for presentation at monthly Pack Meet.

TREASURER

Qualifications:

- Be a U.S. citizen at least 21 years of age, registered as an adult leader of the BSA.
- A person of good character, familiar with organization procedures, with a deep concern for the pack's success.
- Completes and maintains up-to-date position specific training and Safeguarding Youth Training.

Responsibilities:

- Manage the funds of the Pack.
- Maintain the Pack bank account.
- Accept and track dues payments in Scoutbook.
- Deposit checks and other funds into the Pack accounts.
- Produce checks or other means of payment for Pack expenses.
- Maintain and produce financial report(s) for Committee meetings.

FUNDRAISING

Qualifications:

- Be a U.S. citizen at least 21 years of age, registered as an adult leader of the BSA.
- A person of good character, familiar with organization procedures, with a deep concern for the pack's success.
- Completes and maintains up-to-date position specific training and Safeguarding Youth Training.

Responsibilities:

- Be responsible for securing fundraising opportunities.
- Coordinate with the Committee Chair, Treasurer and Cubmaster to get fundraising approved.
- Be responsible for planning fundraising events (Enlisting the help of others).
- Transfers all monies to treasurer in a timely manner with appropriate receipts.
- Responsible to for all monetary collections at fundraisers.
- Attend committee meetings regularly; Report to the Committee Chair, as needed.