



# *Central Baptist Church* *Boy Scouts of America Troop 47 Committee*

*Al Robertson, Committee Chairperson*

*Members: Gary Lawrence, Robert Johnston, Jennifer Underwood*

## **THE PURPOSE OF THE BOY SCOUTS OF AMERICA**

It is the purpose of Central Baptist Church Boy Scouts of America Troop 47 to provide for boys an effective program designed to build desirable qualities of character, to train them in the responsibilities of participating citizenship, and to develop in them personal fitness, thus to help in the development of American citizens who:

- Are physically, mentally and emotionally fit.
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness.
- Have personal and stable values firmly based on religious concept.
- Understand the principles of the American social, economic, and governmental systems.
- Are knowledgeable about and take pride in their American heritage, and understand American's role in the world.
- Have a keen respect for the basic rights of all people.
- Are prepared to fill the varied responsibilities of participating in and giving leadership to American society and in the forums of the world.

## **THE KEY TO A SUCCESSFUL TROOP PROGRAM**

Success in any voluntary effort depends on finding the right people to do the right job at the right time under the right kind of leadership. In Scouting, that means an active troop committee, giving support to the Scoutmaster and the Patrol Leaders' Council. You are one of the right people. To obtain a charter to use the Scout

program, your sponsoring organization recruits a committee that will do the following:

- Recruit a Scoutmaster and one or more Assistant Scoutmasters and see that they get adequate training for their position.
- Provide adequate meeting facilities.
- Coordinate the troop program with Central Baptist Church, Newnan, GA.
- Conduct troop activities in accordance with the policies of the Boy Scouts of America and Central Baptist Church, Newnan, GA.
- Be responsible for the finances of the troop and approval for scholarships presented per request by Scout/Scout families.
- Maintain troop property and all Troop equipment.
- Provide adequate leadership in the absence of the regular troop leaders.
- Interpret the financial needs of the Flint River Council to the parents of Scouts and invite their support through the Sustaining Membership Enrollment (Friends of Scouting) presentation at May Court of Honor.
- Provide adequate camping outdoor programs (minimum of 10 days and nights) throughout the year.
- Re-register the troop 15 days prior to its charter expiration.

**Youth Protection training** is required for all BSA registered volunteers, regardless of their position. New leaders are *required* to take **Youth Protection** training *before* they submit an application for registration. The certificate of completion for this training must be submitted at the time application is made and before volunteer service with youth begins.

## **INDIVIDUAL DUTIES**

For a troop committee and its sponsoring organization to fulfill the “**Purpose of the Boy Scouts of America**” to the boys in the troop many people must be involved. Successful troops have active committees, which involve as many parents and other adults as possible. This also divides the whole job, making each person’s job easier. Each re-registering unit must contain the following positions: chartered organization representative, committee chair, two (2) members of the committee – not including the committee chair, and the Scoutmaster. For two-deep leadership, one or more assistant Scoutmasters are needed.

### • **CHARTERED ORGANIZATION REPRESENTATIVE**

Name: **Steve Mapel**

1. Is a member of the chartered organization.
2. Serves as head of “Scouting department” in the organization.
3. Secures a troop committee chair and encourages training.
4. Maintains a close liaison with the troop committee chair.
5. Helps recruit other adult leaders.
6. Serves as liaison between your troop and your organization.
7. Assists with unit rechartering.
8. Encourages service to the organization.
9. Is an active and involved member of the district committee.

- **SECRETARY**

Name: **Jennifer Underwood**

1. Keep minutes of meetings and send out committee meeting notices.
2. Handle publicity.
3. Prepare a family newsletter of troop events and activities.
4. Conduct the troop resource survey.
5. Plan for family night programs and family activities.
6. At each meeting, report the minutes of the previous meeting.

- **OUTDOOR/ACTIVITIES COORDINATOR**

Name: **Robert Johnston**

1. Help in securing permission to use camping sites.
2. Serve as transportation coordinator.
3. Ensure a monthly outdoor program.
4. Promote the National Camping Award.
5. Promote, through family meetings, attendance at troop campouts, camp-o-rees, and summer camp to reach the goal of an outing per month.
6. Secures tour permits for all troop activities.
7. Report to the troop committee at each meeting.

- **TROOP COMMITTEE CHAIR**

Name: **Al Robertson**

1. Organize the committee to see that all functions are delegated, coordinated, and completed.
2. Maintain a close relationship with the chartered organization representative and the Scoutmaster.
3. Interpret national and local policies to the troop.
4. Prepare troop committee meeting agendas.
5. Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
6. Ensure troop representation at monthly roundtables.
7. Secure top-notch, trained individuals for camp leadership.
8. Arrange for charter review and recharter annually.

- **ADVANCEMENT COORDINATOR**

Name: **Al Robertson**

1. Encourage Scouts to advance in rank.
2. Work with the troop scribe to maintain all Scout advancement records.
3. Arrange quarterly troop courts of honor and monthly boards of review.
4. Develop and maintain a merit badge counselor list.
5. Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
6. Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
7. Report to the troop committee at each meeting.

- **TREASURER (FINANCE/RECORDS)**

**Name: Jennifer Underwood**

1. Handle all troop funds. Pay bills on recommendation of the Troop Committee.
2. Maintain checking and savings accounts.
3. Train and supervise the troop scribe in record keeping.
4. Keep adequate records in the Troop/Team Record Book.
5. Supervise money-earning projects, including obtaining proper authorizations.
6. Supervise the camp savings plan.
7. Lead in the preparation of the annual troop budget.
8. Report to the troop committee at each meeting.

- **MEMBERSHIP COORDINATOR**

**Name: Gary Lawrence**

1. Develop a plan for year-round membership flow into the troop.
2. Work closely with the Cubmaster and Webelos den leader of neighboring Cub Scout packs to provide a smooth transition from pack to troop. Assist in developing and recruiting den chiefs, and assist in the crossover ceremony from Webelos Scouts to Boy Scouts.
3. Plan and coordinate a troop open house to invite non-Scouts into the troop.
4. Encourage Scouts to invite their friends to join the troop.
5. Keep track of Scouts who drop out of the troop, and develop a plan to encourage them to rejoin.

- **TRAINING COORDINATOR**

**Name: Gary Lawrence/Robert Johnston**

1. Ensure troop leaders and committee members have opportunities for training.
2. Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
3. Work with the district training team in scheduling Fast Start training for all new leaders.
4. Be responsible for BSA Youth Protection training within the troop.
5. Encourage periodic junior leader training within the troop and at the council and national levels.
6. Report to the troop committee at each meeting.

- **EQUIPMENT COORDINATOR**

**Name: Robert Johnston**

1. Supervise and help the troop procure camping equipment.
2. Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
3. Make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment.
4. Report to the troop committee at each meeting.

- **HEALTH AND SAFETY COORDINATOR**

**Name: Al Robertson/Jennifer Underwood**

1. Obtain current health histories and/or current Class 2 or 3 Medical Forms as appropriate for each Scout.
2. Insure that each adult leader be trained in “Scouting Safety . . . Begins With Leadership”.
3. Verify that each adult leader has the proper health and safety trainings required for each activity being conducted.
4. Schedule First Aid and CPR training for adult leaders without current certification.
5. Arrange for qualified supervision at every unit activity.
6. Develop and exercise unit discipline based on respect, understanding and leadership.
7. Maintain a troop first aid kit.
8. Report to the troop committee at each meeting.

- **SCOUTMASTER**

**Name: Curran Bowen**

1. Train, guide and support the boy leaders of the troop.
2. Work with and through responsible adults to give Scouting to boys.
3. Help boys to grow by encouraging them to learn for themselves.
4. Guide boys in planning the troop program.
5. Cooperate with the Senior Patrol Leader in working out the details of the troop and patrol program activities.

- **ASSISTANT SCOUTMASTERS**

**Name: Robert Johnston, Ben Paschal, Woody Tripp, Mitch Headley, Dale Wilkins**

1. Responsible for Scoutcraft instruction.
2. Liaison person with troop committee relative to boards of review and courts of honor.
3. Take charge of the troop meeting in the absence of the Scoutmaster.
4. Work with and report to the Scoutmaster.



**BOY SCOUTS OF AMERICA®**  
**FLINT RIVER COUNCIL**

District Chair	George Alexander
District Commissioner	Mike Bates
District Executive	Mickey Goodwin