

# Somers BSA Troop 376

# Volunteer Handbook

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## Troop Positions:

## Roles & Responsibilities

2022 - 2023

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## A Word About Volunteering

At the troop level in BSA, **all adult leaders are unpaid volunteers**. This includes the Scoutmaster, Assistant Scoutmasters, Troop Committee Chair, Committee Members, and every other role in the troop. People offer their time in these roles because they believe in the ideals of Scouting and know that the program offers something of great value to the youths who participate in it.

You probably already know that the program offers leadership development, teaches citizenship and responsibility, and embeds many useful skills, including some that can save lives - including the Scout's own. Just as important, it offers an opportunity for youth to have **fun** and participate in exciting activities they may not otherwise have the opportunity to experience.

What many people *don't* consider is that adult volunteers can enjoy and learn from the experience, too. So much so, that "96% of volunteers say they would recommend volunteering for the BSA to other adults".<sup>1</sup>

When parents/guardians actively engage in the program together with their Scout, the experience is dramatically improved for everyone. The more a parent/guardian is involved, the more likely it is that their Scout will remain active and get the most out of the program. It also serves as a common interest that can deepen and strengthen the bond between the Scout and their parent/guardian.

### There are two critical roles adults play in the Scouting program:

**Firstly**, on an individual level, each parent/guardian can assist their own Scout by:

- Attending all troop and committee meetings
- Reading their Scout's handbook and understanding the purpose and methods of Scouting
- Being aware of the troop program and annual calendar; most troop activities are discussed at the meetings and a troop calendar is provided on the website
- Actively following their Scout's progress (or lack thereof) and offering encouragement and a gentle "push" when needed
- Showing support for your Scout and the Troop by attending every Court of Honor

**Secondly**, at the troop level, there are plenty of ways to get involved, *many of which do not require a large time commitment* but are of vital importance to successfully operating the troop. The more adults who participate, the lighter the load for everyone.

This document outlines the roles and responsibilities of the various adult volunteer troop positions. Ideally, a different adult will hold each position, though in some cases, it may be possible for one adult to hold several at once (note, this does **not** apply for Scoutmaster, Assistant Scoutmaster, Troop Committee Chair, or any Committee positions which must be held by separate individuals). In addition to these named positions, there are often opportunities to help on an ad-hoc basis, so please be on the lookout for these chances to lend a hand.

If you are interested in volunteering or learning more about these positions, please contact the current Troop Committee Chair. **EVERY adult's help is both necessary and greatly appreciated.**

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<sup>1</sup> Source: <https://www.scouting.org/about/volunteer/>

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## Table of Contents

<b>Troop Committee &amp; Program Leadership Positions</b> .....	<b>3</b>
Chartered Organization Representative (COR) .....	5
Troop Committee Chair (TCC) .....	5
Scoutmaster (SM) .....	6
Assistant Scoutmaster (ASM) .....	7
Secretary .....	7
Treasurer .....	8
Equipment Chair .....	8
Advancement Chair .....	9
Merit Badge Chair .....	10
<b>Troop Support Positions</b> .....	<b>11</b>
Awards Coordinator .....	11
Chaplain .....	12
Friends of Scouting Coordinator .....	12
Fundraising Coordinator .....	13
Life-to-Eagle Scout Coordinator .....	13
Medical Coordinator .....	14
Membership Coordinator .....	14
Recruiting Coordinator(s) .....	15
Social Media Coordinator .....	15
Summer Camp Coordinator .....	16
Training Coordinator .....	17
Transportation Coordinator .....	17
Troop Meals Coordinator .....	18
Website & Communications Coordinator .....	18

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# Troop Committee & Program Leadership Positions

There are two general categories of adult leadership in the troop:

## The Troop Committee

The Troop Committee is a cross between a board of directors and a parent support group. It sets troop policies and handles administrative functions, allowing the Scoutmaster and Assistant Scoutmasters to focus on working directly with the Scouts. It is also where Scout parents can turn when they have questions, concerns, or ideas about how to improve the troop.

## Program Leadership

The Scoutmaster and Assistant Scoutmasters are focused on coaching and enabling the youth leaders to successfully run the Scouting program. They ensure that the Scouts are learning skills – and teaching them to others – properly. They ensure that all safety precautions, as well as the rules of the BSA and the chartered organization, are being followed. They serve as mentors and positive role models for the Scouts to emulate.

These leadership roles require a fair measure of time and effort – but they are also among the most rewarding experiences in Scouting. When you serve on the Committee or as a Program Leader, you are *directly* and *significantly* enabling a potentially transformative experience for the Scouts. It can also be a fantastic learning experience for the adult.

If you are interested in learning more or volunteering for any of these roles, please contact the Troop Committee Chair.

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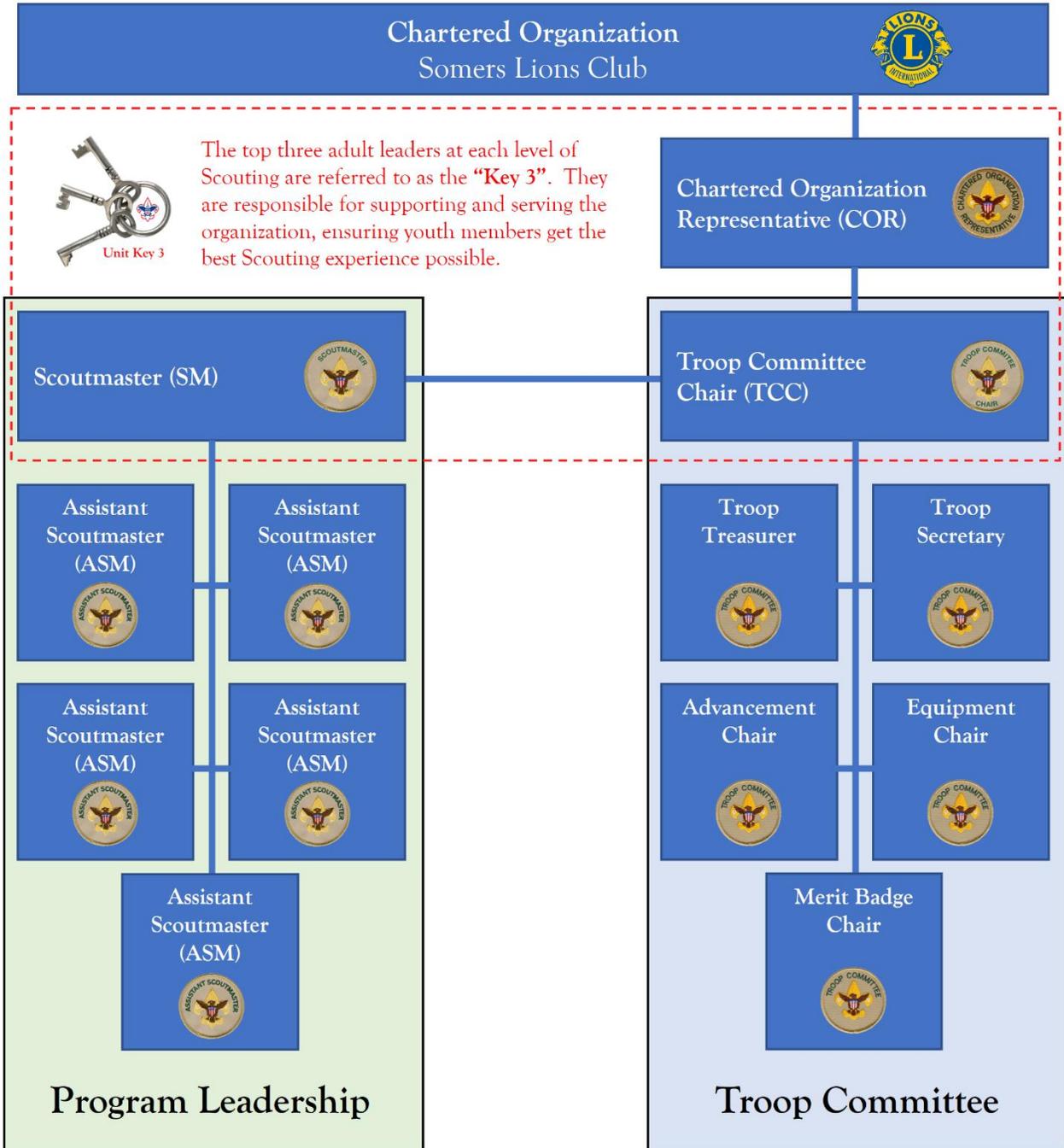
## Adult Leader Organizational Chart

### The Troop Program Leadership:

- Guides youth leaders in the operation of the troop
- Ensures the rules of the BSA and chartered organization are followed

### The Troop Committee ensures:

- A quality program under capable leadership
- That the troop achieves the purposes of the chartered organization and the BSA



## Chartered Organization Representative (COR)



Accountable To: Chartered Organization, BSA District/Council

The Chartered Organization Representative (COR) is the direct contact between the unit and the Chartered Organization. This individual is also the organization's contact with the District Committee and the Local Council. The chartered organization representative may become a member of the district committee and is a voting member of the council. If the chartered organization has more than one unit, one representative serves them all. The Chartered Organization Representative appoints the Troop Committee Chair.

## Troop Committee Chair (TCC)



Accountable To: Chartered Organization Representative (COR)

The Troop Committee Chair is appointed by the chartered organization to see that all committee functions are carried out. The Troop Committee Chair appoints and supervises the troop committee and program leaders, and ensures that all committee responsibilities are delegated, coordinated, and completed. The Troop Committee Chair:

- Maintains close relationship with chartered organization representative and Scoutmaster
- Interprets national and local policies, as they apply to the troop
- Prepares troop committee meeting agendas
- Calls, presides over, and promotes attendance at monthly troop committee meetings and any special meetings that may be called
- Ensures troop representation at monthly roundtables
- Secures the best possible individuals for adult leadership positions and ensures key roles are filled
- Arranges for charter review and annual rechartering, including Quality Unit application
- Plans the charter presentation with the unit commissioner and charter organization representative



## Scoutmaster (SM)



Accountable To: Troop Committee Chair (TCC)

The Scoutmaster is the adult responsible for working directly with the Scouts, providing direction, coaching, and support.

The Scoutmaster has three basic roles:

1. Providing the youth leaders with the tools and skills necessary to run the troop
2. Making sure the rules of the BSA and chartered organization are followed
3. Being a good mentor and positive role model

In addition, the Scoutmaster is responsible for managing, training, and supporting Assistant Scoutmasters (ASMs) who assist the Scoutmaster in fulfilling the three basic roles above.

Regular duties of the Scoutmaster include the following:

- Conduct the program according to the policies of the BSA
- Train youth leaders by conducting, at least yearly, an introduction to leadership and a team-building workshop
- Conduct an annual conference to assist youth leaders in planning the troop program
- Conduct a monthly patrol leaders' council (PLC) meeting to plan weekly troop meetings and conduct troop business
- Conduct, through the PLC, weekly troop meetings
- Provide a minimum of 10 days and nights of camping yearly, including participation in a local council resident camp
- Assist in selecting and recruiting assistant Scoutmasters to work with the new-Scout patrol and the Venture patrol for older Scouts
- Work with the troop committee chair in developing a monthly meeting agenda that will address the needs of the troop

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## Assistant Scoutmaster (ASM)



Accountable To: Scoutmaster (SM)

An Assistant Scoutmaster (ASM) is an actively engaged adult leader over the age of 18 who helps the Scoutmaster deliver the promise of Scouting. A troop typically has several ASMs, each assigned and responsible for specific program duties, e.g.:

1. Guiding a particular patrol to which they've been assigned
2. Advising certain Scouts who have assumed a specific position in the troop (e.g., quartermaster, OA representative, etc.)
3. Filling in as necessary (including as a substitute for the Scoutmaster in his/her absence) to ensure the junior leaders have what they need to run the program

ASMs are often a critical part of ensuring “two-deep leadership” - one of BSA’s requirements for youth protection, which states that “*two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings*”.<sup>2</sup>

Though they are not voting members, ASM’s are expected to attend Troop Committee meetings to share their valuable insight and remain informed about Committee business and/or decisions.

<sup>2</sup> [BSA Youth Protection and Adult Leadership Policies](#)

## Secretary



Accountable To: Troop Committee Chair (TCC)

The Secretary is the primary record-keeper for the troop. Duties include the following:

- Keep minutes of committee meetings and publish meeting notices
- Maintain all parent/leader contact information and ensure availability as appropriate
- Work with Website & Communications, Social Media, and Medical Coordinators, to ensure proper standards are maintained for record keeping and external info publication
- At each committee meeting, report the minutes of the previous meetings.

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## Treasurer



Accountable To: Troop Committee Chair (TCC)

The troop Treasurer oversees all financial matters for the troop. Duties include the following:

- Handle all troop funds; Pay bills as recommended/approved by the SM and Committee
- Maintain troop checking, savings, and app-based accounts (e.g., Venmo, PayPal, etc.)
- Supervise fundraising projects in coordination with Fundraising Coordinator; Ensure proper authorization is secured prior to the initiation of such projects
- Supervise the camp savings plan
- Lead the preparation of the annual troop budget
- Supervise the Friends of Scouting campaign in coordination with the FoS Coordinator
- Ensure NESA membership applications are submitted to the National BSA Office
- Prepare final checks to support the annual rechartering process
- Report the status of the troop's finances at each troop committee meeting

## Equipment Chair



Accountable To: Troop Committee Chair (TCC)

The Equipment Chair is responsible for all troop equipment. Duties include the following:

- Work with the troop and patrol quartermasters to maintain the troop's equipment, including:
  - maintaining up-to-date inventory of all troop equipment
  - periodically cleaning/organizing the troop trailer
  - periodically performing safety checks on all troop equipment
- Recommend the procurement of new/replacement equipment to the Troop Committee as needed
- Work closely with Scoutmaster, Senior Patrol Leader, and Quartermaster to ensure proper equipment is available for each troop event/outing
- Provide updates at each committee meeting

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## Advancement Chair



Accountable To: Troop Committee Chair (TCC)

The Advancement Chair oversees all aspects of Scout rank advancement as well as the maintenance of all advancement progress – including merit badges – in the Scoutbook system. Duties include the following:

- Encourage Scouts to advance in rank
- Work with the troop scribe to maintain all Scout advancement records
- Arrange troop Boards of Review as needed to support Scout advancement
- Arrange quarterly troop Courts of Honor; Coordinate the program, awards, and ceremonies with the Scoutmaster and troop committee
- Work with the troop Merit Badge Coordinator to maintain a current list of all troop and district merit badge counselors
- Promptly submit reports to the council service center after Boards of Review
- Work with the Awards Coordinator to purchase and maintain stock of awards and recognitions as required to support the troop advancement program
- Work with the Life-to-Eagle Coordinator to ensure Life Scout records are in order to support their advancement to Eagle Scout
- Report on the status of troop advancement at each committee meeting

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## Merit Badge Chair



Accountable To: Troop Committee Chair (TCC)

Merit Badges are a core element of the Scouting program. Some are required for advancement, but many are elective badges that span a wide range of interests including sports, crafts, science, trades, business, and future careers. With over 135 badges to choose from, there is something for everyone. The Merit Badge Chair is one of the more consistently active roles in the troop, driving a regular cadence of merit badge offerings throughout the Scouting year. The Merit Badge Chair may also request additional help from others to balance the load as needed. As the Merit Badge Chair, you will:

- Maintain a current list of qualified troop and district merit badge counselors
- Ensure the counselor list is always available to the Advancement Chair and Scoutmaster
- Work with the Scoutmaster, Patrol Leader's Council, and Troop Committee to offer and coordinate *at least one* merit badge program monthly
- Ensure that proper registration paperwork is submitted to the district and council offices for all merit badge counselors
- Work with the troop librarian to ensure an adequate supply of merit badge books; especially those which are required for advancement and/or are most frequently pursued by Scouts
- Provide updates at each committee meeting

### All Troop Committee Members & Program Leaders are expected to:

- Make every effort to attend Troop Committee meetings and weekly troop meetings
- Serve as needed on Boards of Review and support Courts of Honor
- Support the Scoutmaster as needed to manage Scout behavior problems or other issues that may affect the overall troop program
- Fulfill their own role and assist each other as needed to ensure program continuity
- Provide for the special needs and assistance that some boys may require
- Respect the opinions of others, keep all dialogue constructive, and ultimately support the resulting decisions once they are made.

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# Troop Support Positions

Aside from the Troop Committee and Program Leadership roles, there are numerous other positions in the troop that must be filled for the troop to operate effectively. Many of these positions do not require a heavy time commitment, but each is vitally important.

Ideally, each of these roles will be filled by a different adult, minimizing the burden for any one individual. As the old saying goes, “many hands make light work”.

To help set proper expectations, we have provided an estimate of the time you can expect to invest in each role. Please note, *this is just an estimate* – the actual time spent can vary, depending on the individual and the program needs in a particular year. You will note that many roles range from “0 hours per week”; this indicates that the position may be seasonal or periodic as needed, rather than a role that requires near-constant activity.

If you are interested in learning more or volunteering for any of these roles, please contact your Troop Committee Chair.

<b>Awards Coordinator</b>	Est. Hrs/Wk <b>0 - 4</b>
<b>Accountable To:</b> Advancement Chair	
<p>Whether it’s a new rank patch, new merit badge, religious emblem, or other recognition of the work a Scout has put in, awards are a powerful motivator. The Awards Coordinator assists with the procurement and preparation of these awards. As Awards Coordinator, you will:</p> <ul style="list-style-type: none"> <li>• Purchase all awards, certificates, and recognitions as requested by the Advancement Chair</li> <li>• Assist the Scoutmaster, Troop Committee Chair, and Advancement Chair as needed with planning quarterly troop Courts of Honor</li> <li>• Prepare program handouts for Courts of Honor</li> <li>• Coordinate with Eagle Scout candidates the program for their ceremony</li> <li>• Report monthly to the Advancement Chair or to the Troop Committee directly</li> </ul>	



<b>Chaplain</b>	Est. Hrs/Wk <b>0 - 2</b>
<b>Accountable To:</b> Troop Committee Chair	
<p>Scouting complements the youth programs of many religious organizations, schools, and community and civic groups. Scouting's principle of "duty to God" offers an opportunity for the Chaplain to be a friend to Scouts and leaders, to contribute to their spiritual welfare and growth, and to encourage the boys in their Scouting work and other aspects of their total lives. As Chaplain, you will:</p> <ul style="list-style-type: none"> <li>• Provide a spiritual tone for troop meetings and activities</li> <li>• Provide guidance to the Chaplain Aide</li> <li>• Promote regular participation of each member with the religious organization of their choice</li> <li>• Visit homes of Scouts in time of sickness or need</li> <li>• Give spiritual counseling service when needed or requested</li> <li>• Encourage Scouts to earn their appropriate religious emblems; coordinate with local places of worship and Scouts in their religious training program</li> <li>• Assist in the development of the annual Scout Sunday program</li> <li>• Report to the Troop Committee at each meeting or as needed</li> </ul>	

<b>Friends of Scouting Coordinator</b>	Est. Hrs/Wk <b>0 - 2</b>
<b>Accountable To:</b> Treasurer	
<p>The GHV Council's annual Friends of Scouting (FOS) campaign provides Scouters, parents, alumni, businesses, and community members an opportunity to support local Scouting. FOS provides funds for local programs, camp scholarships, administrative costs associated with the Scout Service Center and staffing, insurance to protect both youth and adult members, and leadership training for young people and adult volunteers. As the Friends of Scouting Coordinator, you will:</p> <ul style="list-style-type: none"> <li>• Attend district/council Friends of Scouting training</li> <li>• Develop a goal for the troop's Friends of Scouting campaign</li> <li>• Recruit and train additional adults to help in the campaign</li> <li>• Turn in monies collected according to the scheduled district collection schedule</li> <li>• Report the progress of the campaign to the Troop Committee and troop at large</li> </ul>	

<b>Fundraising Coordinator</b>	Est. Hrs/Wk <b>0 - 4</b>
<b>Accountable To:</b> Treasurer	
<p>Fundraising is the lifeblood of a non-profit organization like BSA. Without fundraising, we would not have the money to procure and maintain equipment, purchase awards, hold popular events like our annual Dutch Oven Cook-off or year-end BBQ, feed Scouts on campouts, or many of the other things required to run a high-quality Scouting program. As the Fundraising Coordinator, you will:</p> <ul style="list-style-type: none"> <li>• Identify, with support of the Troop Committee and PLC, appropriate fundraising campaigns</li> <li>• Secure the necessary approvals to proceed with fundraising campaigns</li> <li>• Develop and organize the various steps of the campaign and publish to those involved</li> <li>• Work with the Website &amp; Communications Coordinator to publicize campaigns</li> <li>• Report monthly to the Treasurer or to the Troop Committee directly</li> </ul>	

<b>Life-to-Eagle Scout Coordinator</b>	Est. Hrs/Wk <b>0 - 6</b>
<b>Accountable To:</b> Scoutmaster	
<p>The final step on the trail to Eagle is the most difficult. The Life-to-Eagle Scout Coordinator provides coaching and guidance to a Life Scout who aspires to reach Scouting's highest rank. As the Life-to-Eagle Scout Coordinator, you will:</p> <ul style="list-style-type: none"> <li>• Meet as needed with Eagle Scout candidates prior to the initiation of their Eagle Scout projects; this meeting should serve as an idea gathering/planning session to start the Scout working on his project</li> <li>• Publicize and encourage attendance by all Life Scouts to the district Life-to-Eagle Conference</li> <li>• Review Eagle Scout project proposals prior to presentation to the Troop Committee and District</li> <li>• Help Life Scouts plan their merit badge advancement to accomplish them on time</li> <li>• Review candidate's final package, including application and project write-up, prior to BoR submission</li> <li>• Prepare and request letters of recommendation for each Eagle Scout candidate</li> <li>• Work with candidate, their family, and Scoutmaster to plan and organize the Eagle Court of Honor</li> <li>• Work with the Committee Chair to ensure letters of recognition are requested and the treasurer to ensure the application for NESA membership is submitted</li> <li>• Report monthly to the Troop Committee</li> </ul>	

<b>Medical Coordinator</b>	Est. Hrs/Wk <b>0 - 2</b>
<b>Accountable To:</b> Secretary	
<p>First aid is one of the first skills Scouts learn, and for good reason. Put that together with the Scout Motto (“Be Prepared”) and the importance of ensuring preparedness for medical emergencies in Scouting becomes quite clear. There are also legal/regulatory reasons why we must maintain certain health records in the troop. As the Medical Coordinator, you will:</p> <ul style="list-style-type: none"> <li>• Collect and maintain medical forms as necessary for all active Scouts and adult leaders</li> <li>• Collect and furnish event leaders with any required medical forms for Scouts attending that activity</li> <li>• Ensure troop first aid kits are always stocked and organized</li> <li>• Maintain the troop medical log</li> <li>• Report as needed to the Troop Committee</li> </ul>	

<b>Membership Coordinator</b>	Est. Hrs/Wk <b>0 - 2</b>
<b>Accountable To:</b> Troop Committee Chair	
<p>There is an administrative process to renew our troop charter each year. It is important that the details of the rechartering are correct and that any new scouts/leaders are included (and departing scouts/leaders removed) as there are financial implications involved. It is also important for the application process to be very clear to prospective/new Scouts to ensure their transition into the troop is a smooth one. As the Membership Coordinator, you will:</p> <ul style="list-style-type: none"> <li>• Plan, organize, and lead the annual troop rechartering process</li> <li>• Ensure Quality Unit Award paperwork is completed and submitted during the rechartering process</li> <li>• Work closely with the Recruiting Coordinator to ensure clear understanding and communication of the application process to prospective/new Scouts and parents</li> <li>• Handle the collection and processing of new Scout applications</li> <li>• Report as needed to the Troop Committee</li> </ul>	

## Recruiting Coordinator(s)

Est. Hrs/Wk  
2 - 6

Accountable To: Troop Committee Chair

Our troop will only continue for as long as there are Scouts willing to join it. Recruitment is a critical activity, and one which takes time, patience, and strong relationship-building skills. Cub Scout packs, schools, other community organizations, and friends/family of current scouts are all potential sources of new scouts. The Recruiting Coordinator(s) must understand the benefits of our troop and find the most effective ways to convey them to others. As the Recruiting Coordinator, you will:

- Work with area Cub Packs to keep them informed of the Troop's activities
- Organize joint activities between the troop and Webelos dens
- Recruit competent Scouts to serve as Den Chiefs for Webelos and Cub Scout dens
- Work with the Scoutmaster and Scouts to encourage Webelos to join our troop
- Organize troop representation at Webelos crossover ceremonies
- Coordinate troop Back-to-School participation in the Fall and troop open house in the Spring
- Serve as an envoy between the troop and the parents of new / visiting Scouts
- Alert Scoutmaster to new or visiting Scouts to ensure they are properly welcomed into the program
- Prepare new members packages and provide them to parents of new / visiting Scouts
- Work with Website & Communications Coordinator to publicize recruiting events/efforts/successes
- Report monthly to the Troop Committee

## Social Media Coordinator

Est. Hrs/Wk  
1 - 4

Accountable To: Secretary

Social Media is an important way we show the world what Troop 376 is all about. The Social Media Coordinator raises awareness about our activities and highlights the value of our program by actively posting relevant content on our social media accounts. As the Social Media Coordinator, you will:

- Collect photos, stories, etc. from leaders and scouts and assess relevance/appropriateness for sharing
- Work with the Website & Communications Coordinator to align on content to publish, ensuring consistency of messaging across platforms and adherence to posting guidelines/policies
- Report monthly to the Secretary or the Troop Committee directly

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## Summer Camp Coordinator

Est. Hrs/Wk  
0 - 4

Accountable To: Troop Committee Chair, Scoutmaster

As a one-week camping experience, BSA summer camp is a cornerstone of the Scouting experience. It is a prime opportunity to earn merit badges, live the Scouting life, and enjoy a bunch of fun, memorable experiences. It also requires a lot of planning and coordination. As the Summer Camp Coordinator, you will:

- Plan and present the annual summer camp proposal to the Patrol Leaders Council and Troop Committee
- Work with Troop Committee Chair and Scoutmaster to identify and confirm reservation of the preferred camp, site, etc. for the upcoming summer
- Work with Troop Committee Chair and Scoutmaster to identify and prepare adult leaders for camp
- Prepare publicity sheets for families containing information such as: camp start/end dates, name & address of camp, cost & payment schedule, and the date/time for summer camp info session
- Plan and coordinate at least one camp info session for all interested Scouts, parents, and leaders
- Obtain, distribute, and collect completed versions of all required camp forms; ensure forms are provided to the camp in accordance with camp deadlines/policies; work with the Troop Medical Coordinator as needed to obtain and/or archive medical forms
- Work with Equipment Chair to ensure the troop trailer is organized and stocked with necessary gear and/or to identify the gear that must be otherwise transported (if not towing the trailer to camp)
- Work with Transportation Coordinator to organize transportation of people and equipment based on needs
- Work with Treasurer to track summer camp payments
- Report monthly or as needed to the Troop Committee

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<b>Training Coordinator</b>	Est. Hrs/Wk <b>0 - 2</b>
<b>Accountable To:</b> Troop Committee Chair	
<p>In an organization dealing with the education and welfare of youth, it is critically important to ensure the adults are properly trained. Some training is mandatory, some is optional, but all of it is beneficial in some way. It is the job of the Training Coordinator to ensure that our adult leaders are properly trained and prepared to do their jobs. As the Training Coordinator, you will:</p> <ul style="list-style-type: none"> <li>• Work with the district training team to ensure awareness and access to training for all troop leaders</li> <li>• Maintain an updated inventory of the unit's training status and keep an eye on potential future needs</li> <li>• Maintain an updated inventory of the awards leaders in the unit have earned, are working towards, and are eligible to receive</li> <li>• Ensure all adult leaders in the troop have completed BSA Youth Protection training and track YPT completion status of all Scout parents</li> <li>• Encourage semi-annual junior leader training within the troop and at the council and national levels.</li> <li>• Report monthly or as needed to the Troop Committee</li> </ul>	

<b>Transportation Coordinator</b>	Est. Hrs/Wk <b>0 - 4</b>
<b>Accountable To:</b> Troop Committee Chair	
<p>You can't get from here to there without transportation. Because Scouts can't drive themselves around (and because we like to "Be Prepared"), we must ensure adequate transportation exists to bring Scouts to our various events. As the Transportation Coordinator, you will:</p> <ul style="list-style-type: none"> <li>• Organize and maintain the troop transportation roster containing a current list of qualified adult drivers, vehicle and insurance information, number of seats with seat belts, and phone numbers</li> <li>• Maintain awareness of the troop program/schedule</li> <li>• Work in advance with the Scoutmaster, Assistant Scoutmasters, and the parents of scouts attending each event to ensure adequate transportation for both the Scouts and any troop equipment required</li> </ul>	

<b>Troop Meals Coordinator</b>	Est. Hrs/Wk <b>0 - 4</b>
<b>Accountable To:</b> Troop Committee Chair	
<p>Nothing drives up attendance like the promise of food. The Troop Meals Coordinator takes point on ensuring that all functions that require refreshments shall have them. You may choose to handle things yourself or draft additional volunteers to assist. As the Meals Coordinator, you will:</p> <ul style="list-style-type: none"> <li>• Organize and coordinate the annual troop dinner for Scouts, parents, families, and guests</li> <li>• Coordinate refreshments for Courts of Honor and other special functions</li> <li>• Report as needed to the Troop Committee</li> </ul>	

<b>Website &amp; Communications Coordinator</b>	Est. Hrs/Wk <b>1 - 4</b>
<b>Accountable To:</b> Secretary	
<p>Strong communication is at the heart of every good relationship and every successful organization. When information is accessible, relevant, timely, and clear, it paves the way for everything that follows. The Website &amp; Communications Coordinator, along with the troop Webmaster, shapes the view of our troop to the public eye. They raise awareness about our activities and highlight the value of our Scouting program. As the Website &amp; Communications Coordinator, you will:</p> <ul style="list-style-type: none"> <li>• Work with the troop Scribe &amp; Webmaster to maintain the troop website, keeping all information relevant and up to date</li> <li>• Ensure website functions properly across common devices and operating systems</li> <li>• In partnership with the troop Webmaster, manage the troop's social media presence (e.g., Facebook)</li> <li>• Work with the Troop Committee to publicize troop activities including Courts of Honor, open houses, fundraising projects, School Night for Scouting, and all other activities the troop participates in that its members or the community should know about</li> <li>• Train other troop leaders as needed on how to send troop emails, use event calendaring, etc.</li> <li>• Report monthly to the Secretary or the Troop Committee directly</li> </ul>	



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