

CS102

The Pack Committee: Who Does What?

Ed Goff

Many Waters District

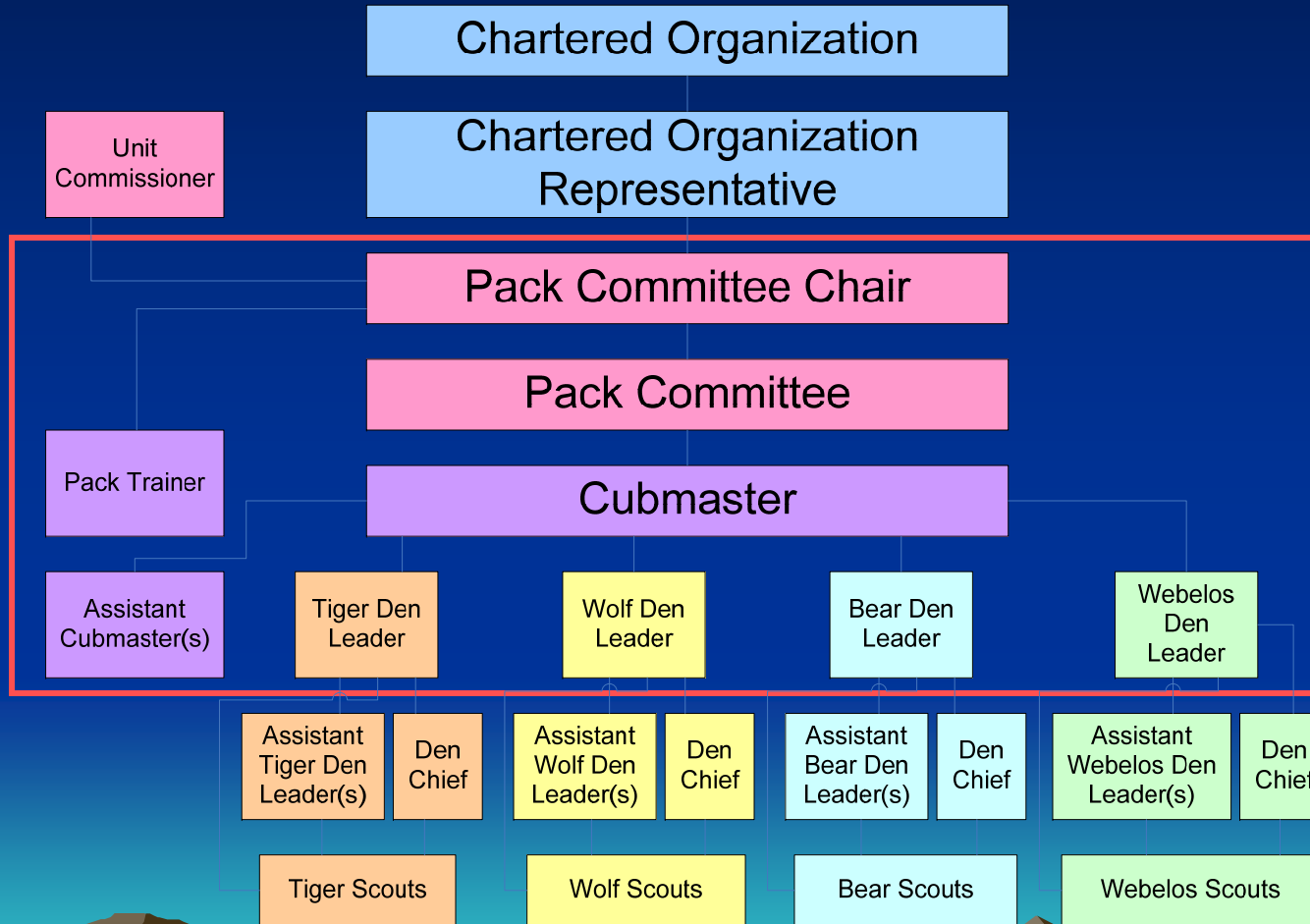


Class Objectives

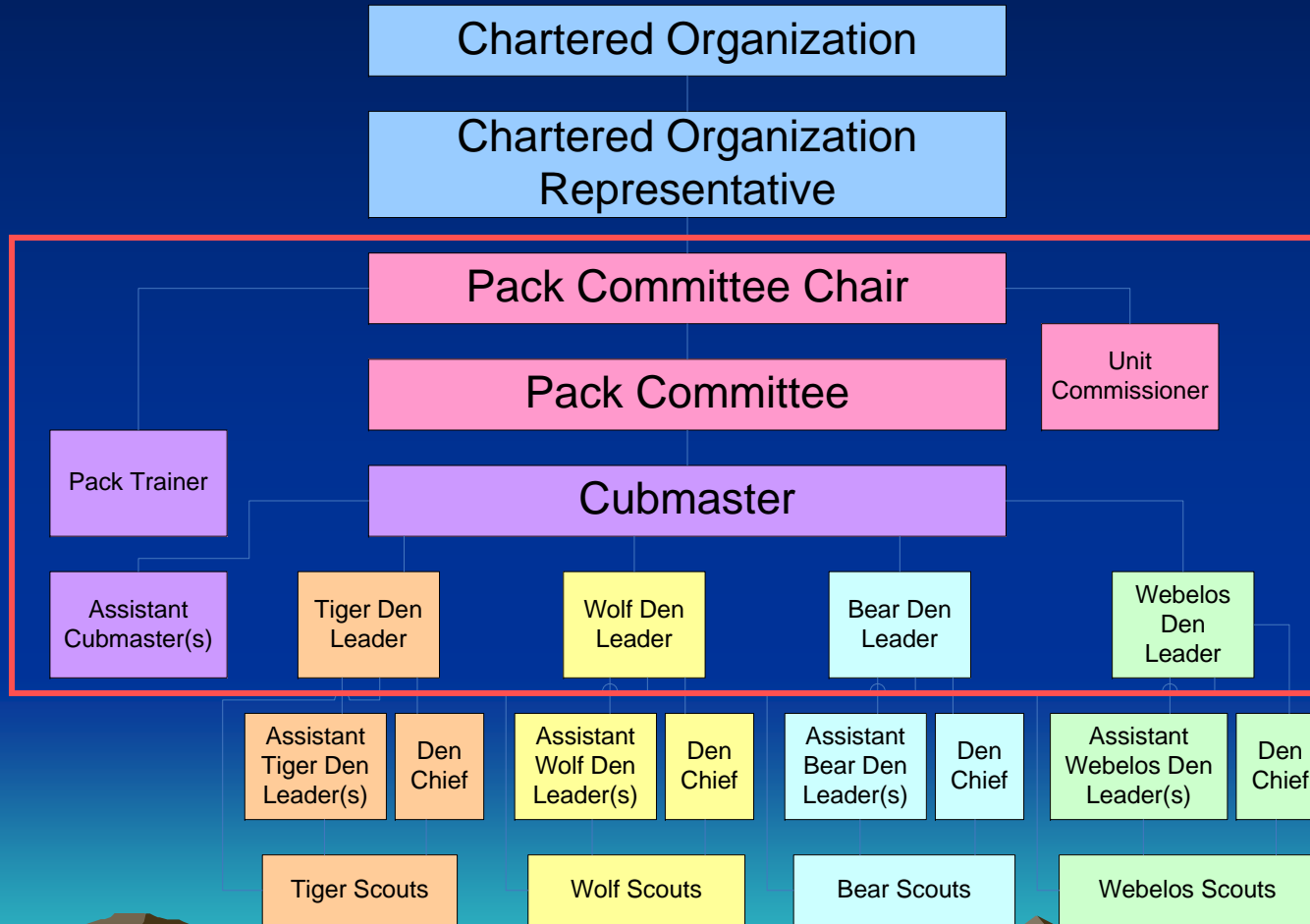
- Introductions
 - Me
 - You
 - How Long have you been in Scouting? What Positions?
 - What do you want to learn, what objectives do you have for this class?
- My Objectives:
 - Answer any questions to the best of my ability
 - Explain what is a Pack Committee and how it could / should work



Pack Committee



Pack Committee



Chartered Organization Representative

- Help recruit the right leadership.
- Encourage unit leaders and committee members to take training.
- Promote well-planned unit programs.
- Serve as liaison between your units and your organization.
- Organize enough units.
- Promote the recruiting of new members.
- See that boys graduate from unit to unit.
- Assist with unit rechartering.
- Suggest Good Turns to your organization.
- Encourage unit committee meetings.
- Emphasize unit advancement & recognition.
- Bring district help and promote its use.
- Emphasize unit advancement and recognition.
- Use approved unit finance policies.
- Encourage recognition of leaders.
- Cultivate resources to support your organization's units.
- Represent the organization on the Council and Districts Committee.
- Support the policies of the Boy Scouts of America.
- Accept district committee assignments.



Chartered Organization Representative

- In Summary
 - Signs all Adult forms and change of position forms
 - Signs Rechartering form
 - Connection between Chartered Organization and the Pack
 - Contact for meeting rooms and other resources



Unit Commissioner

- Connection between Pack and the District
- Represents the BSA
- Intercedes if issues arise
- Active to Passive – all different styles
- ***A valuable resource!***



Committee Chair

- Maintain a close relationship with the Chartered Organization Representative, keeping this key person informed of the needs of the pack which must be brought to the attention of the district and council.
- Report to the chartered organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by:
 - Calling and presiding at pack leaders' mtgs.
 - Assigning duties to and training committee members.
 - Planning for pack charter review, roundup and reregistration.
 - Approving bills before payment by treasurer.
- Conduct the annual pack program planning conference and the monthly pack leader's meeting.
- Complete Pack Committee Fast Start and Cub Scout Leaders Basic Training.
- Ask committee to assist with recommendations for Cubmaster, Asst. Cubmaster, Webelos Den Leaders, Den Leader Coaches and Den Leaders, as needed.
- See that new dens are formed when needed and be alert to the need for more Webelos dens.
- Work with Chartered Organization Representative to provide adequate and safe facilities for pack meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack can have money for material and equipment.
- Control finances through adequate finance records.
- Maintain adequate pack records and take care of pack property.
- Assume active direction of the pack, if the Cubmaster is unable to serve, until a successor is recruited and commissioned.
- Provide a parent training program.
- Develop and maintain strong pack/troop relationships, sharing with the troop committee the need for graduations into the troop.
- Work closely with the unit commissioner and pack and troop leaders in effecting a smooth transition of Webelos Scouts into the troop.
- Help bring families together at joint Webelos den/troop activities.
- Support the policies of the Boy Scouts of America.

Committee Chair

- Plans meeting with agenda
- Runs Committee meeting
- Oversees all non-program events
 - Fundraising
 - Purchases
 - Finances
- Secures meeting facilities



Committee Meeting Agenda

January Committee Meeting 2007

1. Secretary's Report from December meeting.
 - a) Changes to the report or corrections.
 - b) What needs to go in the Newsletter this month?
 - c) e-mail all call
2. Treasurer's Report:- Rebecca Marshall
 - a) Any new expenses to be paid?
 - b) Payment for down payment on Summer camps is \$4,208.00
3. Pack Trainer's Report:
 - a) What Training is available?
 - b) Who still needs the next training? Den Leader, Webelos, OLS
4. Advancement Report:
 - a) Scout Track use. Awards to Sue By Jan. 14th.
 - b) A request has been made to have Sue help with or have a person hand out awards to leaders.
5. FOS Presentation will be at Jan. Pack meeting by Paul at beginning of meeting.
6. Camping Report:
 - a) Polar Camp Feb. 3rd. we have 13 Cub Scouts, 10 Webelos, & 18 Adults
 - b) We still need our Camping Positions filled.
 - c) Summer Camps sign-ups at the Pack meeting. I need someone to do sign-ups and track boys.
I will have to leave the meeting early to go to the District award dinner
7. CubMaster Report: Jan. Pack meeting - "Poles Apart"
 - a) Make sure that Peggy has all ceremonies/announcements to be added to her agenda.
 - b) Collection Food Shelf at School- Mr. Scholberg
 - c) Flags and skits - See List made by Peggy.
 - d) All other items. Rank advancements, Pins, arrow points, Dazzling Dozen.
8. Wreath Sales Report:
 - a) Final Numbers and Awards.
9. Den Reports:
 - a) **Webelos Sr.**
 - 1) Blue and Gold Report-
 - a1) **Webelos Jr.** -
 - b) **Bear Dens:**
 - c) **Wolf Dens:**
 - d) **TigerDens:**
10. Activities Report:
 - a) Pinewood Derby
 - b) Sliding at Alimagnet hill Jan 15th.
 - c) Skateville in April.
11. Other New or Missed Items not already Discussed:
 - a) Unit Leader Recognition Dinner, Jan. 18th, our Pack Night.
 - b) We could have a Uniform inspection and patch for those passing the inspection.
 - c) Announcement from Paul

Committee Meeting Agenda



Pack 89 Committee Meeting Agenda

7:00 PM, April 13, 2006
St. Andrew's Room 204

Next Meeting is May 11th

- 1) Welcome – Stephen C.
 - a) March Meeting Notes are attached
- 2) Finance – Pat M. (Ed G.)
 - a) Status Update
- 3) Friends of Scouting (FOS) – Mark S.
 - a) We submitted \$4,180 in pledges - which exceeds our growth goal of \$3,300. THANKS!!!
- 4) Activities – Stephen C.
 - a) March Pack Meeting. How did it go?
 - b) Memorial Tree for Eric – Progressing slowly. Randy seeking some help.
 - \$\$\$
 - What to do? Decision on concrete.
 - Volunteers
 - c) Scouting for Food – April 29 – Dawn Schoenstedt is the official Pack 89 Scouting for Food coordinator.
- 1) Upcoming Pack Meetings – Stephen C.
 - a) **April 18th Pack Meeting** – Off-site Pack Meeting at Raptor Center. Status of the e-vite (Enclosed)
Payment procedure need some one at the door – Ed G.
 - b) **May 19th Pack Meeting** – Camp fire ceremony and over night at Fred C. Anderson in Houlton, WI. We have two cabins reserved for the weekend. Dinner? Snacks (S'mores)? Smorgasbord?
- 5) Camping – Randy T
 - a) Status Update
- 6) Other business – Stephen C.
 - a) Pack Service Project – Date? Ideas? Clean-up parks or roadway?
 - b) Training – How did it go? Pack Trainer status?
 - c) Pack Planning Meeting – Date? Where?
 - d) Spring Recruiting – Council/District has recruiting drive in the spring – should we do something?
 - e) Cubmaster Vacancy
 - f) Mahtomedi's 75th anniversary celebration – August 5, 2006 (parade, ice cream social, historical play, tours and other neat activities) Should the Pack volunteer to participate and do something?
 - g) Memorial Day Parade
 - h) Planning for Summer: Baseball Game, Splash Party, and Swim day?
- 10) Closing / Adjournment – Stephen C.

Cubmaster

- Conduct pack program according to the policies of the Boy Scouts of America.
- Complete Cubmaster Fast Start and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Plan and help carry out the Cub Scout program in the pack. This includes leading the monthly pack meeting.
- Know about and use literature of the program including Boys' Life and Scouting magazines and Cub Scout and Webelos Scout Program Helps.
- See that the pack program, leaders, and Cub Scouts reflect positively the interests and objectives of the chartered organization and the Boy Scouts of America.
- Work with the pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support den leaders; see that they receive the required training for their positions
- Recruit den leader coaches as needed.
- Help organize Webelos den(s) and encourage graduation in to a Boy Scout troop.
- Help establish and maintain good relationships with Boy Scout troops.
- Maintain good relationships with parents--seek their support and include them in activities. Involve male relatives such as grandfathers and uncles, so Cub Scouts will have additional male role models.
- See that Cub Scouts and Webelos Scouts receive a quality, year-round program that is filled with fun and activities and qualifies the dens and pack for the National Summertime Pack & Den Awards.
- Guide Cub Scouts in goodwill conservation projects.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Assist the pack committee chairman in conducting the annual planning conference and the monthly pack leader's meeting
- Take part in charter review and annual charter presentation ceremony.



Cubmaster

- Master of Ceremonies
 - Meetings
 - Outings
- Delivers cub scout program to the boys
 - Oversee the Dens
 - Additional resource if needed
- Pack level resource
 - Answer questions from anyone about scouting or your pack



Treasurer

- Help the pack committee and Cubmaster in establishing a sound financial program for the pack with a pack budget plan.
- Open a bank account in the name of the pack and arrange for all transactions to be signed by any two: Cubmaster, Chairman, Secretary or Treasurer.
- Approve budget expenditures.
- Collect dues from Den and Webelos Leaders at the monthly pack leaders' meeting.
- Keep up-to date records. Enter all income and expenditures under the proper budget item in the finance section of the pack record book.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his parent.
- Make periodic reports on the pack's financial condition.
- Provide petty cash needs by leaders. Keep record of expenditures.
- Guide pack in conducting council-approved pack money-earning projects.



Treasurer

- Checkbook master
 - 3 signatories are a good suggestion:
Treasurer, Committee Chair, Cubmaster
- Plans a budget every year
- “State of the Pack” – how is the pack doing financially
- At least annual audits of the checkbook should be done by the Committee Chair



Scout Accounts

- Percentage of fundraising goes into scout accounts
- Funds can be used for “Scouting purposes”
- Promote the usage of scout dollars
- Rules are similar
 - Can roll into Boy Scouts
 - Siblings can share
 - Can be used for any Pack fees



Den Leaders

- Necessary at the Pack Level
 - Provide communication to the dens
 - Help out with tasks
 - Take on other tasks
- Front line feedback!
 - What do people think about an idea?



Fundraising Chair

- Short term responsibility
- Reports and works closely with the Committee Chair and Treasurer
- Bottom line: There is enough work for one (or more) people



Advancement Chair

- Someone to purchase the awards for the Pack Meeting
- This person could keep records for the pack too, but not necessary
- Someone who is good with details
- Keeps Good Records
- Bottom Line: Paying someone to go shopping?
 - SOMEONE should be found to do this... :)



Activities/Camping Chair

- Depending on your involvement, this could be broken into two positions
- Take names
- Collect money
- Make reservations
- Keep records of Health forms!
- A good job for an organized person



Pinewood Derby Chair

- There are many details to having a successful derby
 - Trophies
 - Track
 - Software
 - Refreshments
 - RULES
- Good to have someone take on this major event



Blue and Gold Chair

- Lots of details
 - Food
 - Room
 - Entertainment
 - Decorations
 - Pyrotechnics
- The pack committee can run the B&G, but the Committee Chair ends up being the B&G Chair



Other Positions

- FOS Chair
 - Good to have one person take this role
 - Multi-year commitment would be good
- Pack Secretary
 - Keep lists and minutes of meetings
- Membership Chair
 - Work on recruitment and retention
 - Webelos Transition
 - Pack Records



Other Positions

- Pack Trainer
 - Keep training records for the Pack
 - Can train adult leadership
 - Usually coupled with other positions
- Public Relations
 - Someone to publicize scouts and your Pack

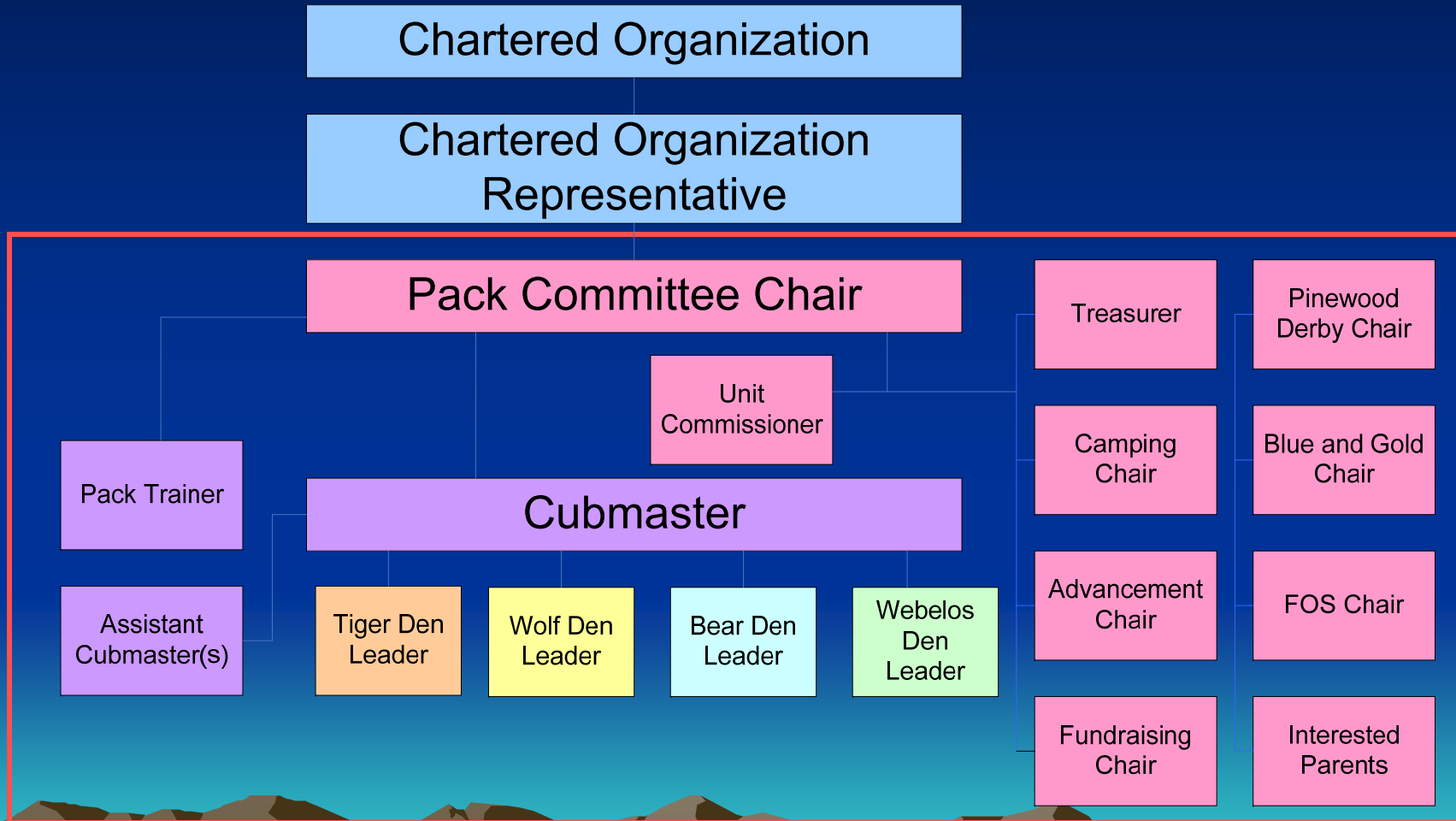


Parents

- Available Resource!
- Careers can help at den or pack level
 - Law enforcement
 - Engineer
 - Scientist
 - Finance
 - Others
- Don't hesitate to ask for help!



The Pack Committee




Voting Members

- Official Voting Member of Pack Committee
 - Chartered Organization Representative
 - Pack Committee Chair
 - Secretary
 - Treasurer
 - Advancement
 - Public Relations
 - Membership and Registration
 - Sustaining Membership Enrollment Chairperson (a.k.a. Friends of Scouting)
 - Cubmaster (non voting member)
 - Den Leaders (non voting members)
- If you have an issue where deciding who can vote is an issue, please contact your Unit or District Commissioner!



Pack Transitions

- Is someone leaving? PLAN NOW
 - Key positions should have a transition plan:
 - Cubmaster
 - Committee Chair
 - Treasurer
 - Who can fill these roles? Look for candidates.
 - Better to plan than “Our CC has left, now what?”
- 

Recruiting Committee Members

- Start recruiting people now!
- Many different styles
 - Lock the Doors – we need a committee
 - Arm Twisting
 - Cards with positions – choose a card or hand them out
 - Time of Commitment
 - Description – Reduce to basics
 - Success



Cards

Volunteer Card

The position on this card is for one year.

Advancement Coordinator

This position is responsible for tracking badges, awards, belt loops and pins and will purchase them at the Scout Shop prior to each monthly Pack meeting.

Volunteer Card

The position on this card is for one year.

Pack Theme Coordinator

This position is responsible for coming up with a theme for each monthly Pack meeting and presenting your ideas to the committee. Then working with the Decorations Coordinator for each Pack Meeting.

Volunteer Card

The position on this card is for one year.

Pack Games Coordinator

This position is responsible for having 1 or 2 games to play at each monthly Pack meeting.

Volunteer Card

The position on this card is for one year.

Pack Food Coordinator

This position is responsible for coordinating food and sign-up sheets for each monthly Pack meeting.

Volunteer Card

The position on this card is for one year.

Pack Entertainment Coordinator

This position is responsible for finding entertainment for each monthly Pack meeting. This may be scout skits or hired entertainment. This person should attend monthly Roundtable meetings which are only 1 hour per month.

Volunteer Card

The position on this card is for one year.

Pack Decorations Coordinator

This position is responsible for coming up with creative ideas for each monthly Pack meeting working together with the Themes Coordinator on ideas.

Comments

- Need at least three people to have an official Pack committee
- Not all of these positions are necessary, but the more positions filled, the less the core people (the people who do most of the work) need to backfill the empty positions!
- Have the committee meeting be open to all parents! Get more people involved!



Comments

- **Spread the wealth!**
- If two people (or one) runs the pack this is bad for three reasons:
 - THE USUAL SUSPECTS – Always looking to the same people who have helped out in the past. Get some Diversity of thinking!
 - Scouter Burnout, and if that person leaves (and they will...) then you have lost all of that knowledge, procedures, and a lot of best practices!
 - The more people are involved and active, the better the program for the boys!



Closing

- Have I covered all of your questions?
- Are there any follow-up questions?
- <http://manywaters.nsbsa.org/Roundtable/CubScoutRoundtableReferences.aspx>
- Pack Administration Handouts



Helpful Internet Sites

http://www.macscouter.com/	EXCELLENT material!
http://www.scoutxing.com/	EXCELLENT material!
http://boyscouttrail.com/	EXCELLENT material!
http://www.scoutingresources.org.uk/	UK Scout ideas – Very Good material!
http://www.scouters.com/default.asp	Good site for Material
http://www.cubmaster.org/	Good site for Material
http://www.scoutorama.com/	Good Material
http://www.woodbadge.org/	Wood Badge Website
http://www.scouting.org/cubscouts/resources/34304/index.jsp	Online Program Helps!
http://www.scouting.org/cubscouts/resources/	Official Cub Scout Info
http://www.scoutingmagazine.org/	Scouting Magazine online
http://www.scctv.org/	Suburban Cable Channel (Tiger go-see it)
http://www.scouting.org/	BSA official website
http://www.trails-end.com/	Popcorn site
http://www.northernstarbsa.org/	Northern Star Council
http://www.scouting.org/forms/	Every BSA form!
http://www.nccs-bsa.org/	National Catholic Committee on Scouting
http://www.troopmaster.com/	Software for managing your pack
http://www.mninter.net/~blkeagle/insignia.htm	Best Insignia Site!
http://www.goscouting.org/	Camping for Northern Star Council
http://www.fastpine.com/	Pinewood Secrets
http://www.scoutstuff.org/	Official Scout catalog
http://trax.boy-scouts.net/	Spreadsheets for tracking progress for Dens

Thank you!
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