



Pack 4480 Adult Volunteer Guide

All positions listed in this guide require online training at my.scouting.org. Please create an account for yourself and complete the appropriate Position Specific Training (PST). Youth Protection Training (YPT) is also required for all adult volunteers.

As needed, responsibilities of the positions listed below may be combined due to volunteer availability.

Positions:

- Committee Chair
- Cubmaster
- Den Leader
- Treasurer
- Membership Chair
- Advancement Chair
- Web Coordinator

Last Update - December 2021

Position: Committee Chair

Time Commitment: 2 hours per month plus duties as required

Duties:

The committee chair is a Key 3 position for the Cub Scout pack. Along with the Cubmaster and Chartered Organization Representative (COR), the committee chair fills an important role in the function of the pack. The committee chair serves as the liaison between the parents, the Charter Organization, and the pack. The committee chair runs the monthly committee meetings.

1. Support the policies of the BSA.
2. Supervise the pack committee by:
 - Calling and presiding at committee meetings.
 - Assigning duties to committee members.
 - Planning for annual re-charter.
 - Approving bills for payment by the treasurer.
3. Work with the COR to obtain facilities for pack and den meetings.
4. Maintain a working relationship with the COR.
5. Maintain a working relationship with the BSA Scout Troop and ensure a smooth Webelos transition.
6. Conduct the annual pack planning meeting.
7. Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
8. Cooperate with the Cubmaster on council-approved money earning projects.
9. Assume active direction of the pack if the Cubmaster is unable to serve.
10. Work with the committee to assist with recommendations for Cubmaster, unit leaders, and other positions as needed.
11. Recognize the need for more dens and see that they form, as needed.
12. Be responsible for or appoint someone to be responsible for Youth Protection Training.

Position: Cubmaster

Time Commitment: 6-10 hours per month

Duties:

1. Complete Cubmaster position-specific training.
2. Plans and carries out the Cub Scouting program in the pack according to the policies of the BSA. This includes leading the monthly pack meeting with the help of other leaders.
3. Develops and executes with the pack committee a year-round recruitment plan for recruiting children into Cub Scouting.
4. Uses appropriate and available literature, including the den leader guides.
5. Ensures the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the Chartered Organization and the BSA.
6. Works with the pack committee on developing program ideas, selecting and recruiting adult leaders, and establishing a budget plan.
7. Guides and supports den leaders through programs and see that they receive the required training.
8. Organizes and encourages graduation into Scouts BSA troops.
9. Maintains working relationships with parents and guardians and includes them in activities.
10. Delegates appropriate responsibilities for the Assistant Cubmaster.
11. Helps the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.
12. Works as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.
13. Takes part in the charter review meeting and annual charter presentation ceremony.
14. Requests den chiefs for all Cub Scout dens, sees that they are trained, and recognizes them at pack meetings.

15. Meets with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Scouts BSA.
16. Encourages high advancements standards from all Cub Scouts.
17. Works directly with the pack trainer, all den leaders, den chiefs, pack committee members, and the pack committee chair to make sure all dens function well.
18. Serves as the lead in annual planning of pack-wide activities, such as derbies, camping, or service projects, in conjunction with all the pack leaders.
19. Shares ideas and experiences to provide the best possible program for the boys.
20. Attends the monthly pack committee meetings conducted by the pack committee chair with den leaders and leads the planning regarding the next pack meeting.
21. Attends monthly roundtables.

Position: Den Leader

Time Commitment: 3-4 hours per month

Duties:

Den Leaders are the most consequential volunteer role in Cub Scouts. We cannot run the Cub Scout program without Den Leaders. Sometimes two parents will share duties as Co-Leaders which can reduce the work load. Pack 4480 has resources and guidance to support our Den Leaders, all you need is a willing attitude!

1. Run den meetings, see den leader guide for your rank
2. Track advancement, submit advancement report to Advancement Chair

Position: Treasurer

Time Commitment: 2 hours per month

Duties:

1. Participate in the annual budgeting planning meetings (June/August).
2. Write and distribute checks to reimburse validated expenses (according to procedures you establish and receipt documentation provided by pack adult volunteers).
3. Collect (according to procedures you establish) and deposit all revenue funds into the pack bank account.
4. Track pack finances against the annual budget plan. All funds received and spent must be assigned to a budget category.
5. Submit a monthly budget and expenditures report to the pack committee. The report should include the past month's activity (deposits and withdrawals), current balance, and a snapshot of expenditures to date (by category) for the current budget year (September to August) versus the amounts budgeted for each category.
6. Maintain the pack checkbook. This includes reconciling bank statements with pack financial records.
7. Maintain and follow pack financial control policies.
8. Apply and periodically review account security procedures. This requires discussion with the bank branch regarding account settings, protection against identity theft, unusual transaction verification, authorized account users, and legal reporting requirements.

Position: Membership Chair

Time Commitment: 3 hours in August, September, and May. Minimal commitment during other times throughout the year.

Duties:

The membership chair maintains membership records and coordinates membership and recruiting activities.

1. Maintain the pack membership roster.
 - Ensure Scoutbook and my.scouting.org rosters are accurate.
 - Annually update contact information in Scoutbook and my.scouting.org.
 - Provide roster reports upon request in support of pack activities.
2. Register new scouts:
 - Ensure families complete paperwork (application and medical forms).
 - Submit applications to the Cranberry Harbors District membership chair.
 - Collect Registration fees and record payments in Scoutbook.
3. Support annual pack re-charter:
 - Assist the committee chair in completing re-charter roster.
 - Coordinate the annual re-certification of all medical forms.
4. Maintain copies of all pack membership records, including:
 - Membership registration forms for scouts and adult leaders.
 - Annual medical forms for scouts.
 - Copies of youth medical insurance cards, if provided for camp.
5. Support biannual recruiting efforts.
 - Assist the Cubmaster in conducting recruiting events.
 - Maintain a recruiting materials kit (brochures, application forms, blank sign-in sheet, displays, and youth activities) and bring it to recruiting events.
6. Coordinate the sale and distribution of Class B uniforms.
7. Maintain used uniform bank for new families to use.

Position: Advancement Chair

Time Commitment: approximately bi-monthly trips to the Scout Shop plus various online orders.

Duties:

The advancement chair is responsible for purchasing all pack advancement items. Brenner's Children's Shop (Scout Shop) - 694 Washington St. Norwood, MA 22151, (781) 762-2276.

1. Manage inventory of extra patches, pins, kits, etc.
2. Manage "Needs Purchasing" and "Needs Awarding" reports in Scoutbook. Mark items as purchased and awarded as appropriate (or ensure they are marked).
3. Purchase scout adventure awards (belt loops and Webelos activity pins). Coordinate purchases with the den leaders.
4. Purchase rank advancement awards (patches, pins, and cards).
5. Purchase derby kits.
6. Purchase derby medals, ribbons, and trophies.
7. Organize and label awards for presentation at pack meetings.

Position: Web Coordinator

Time Commitment: 1 hour per month

Duties:

A familiarity with websites is desired, html coding is not required. The pack website is created with the drag and drop WordPress platform.

1. Maintain control of Pack website hosting and domain name registration.
 - Ensure that website hosting service is active.
 - Ensure domain name is re-registered as necessary.
 - Update WordPress and Plug-Ins to latest versions.

2. Update Website
 - Keep website up to date with events and information

3. Manage Google Workspace account.
 - Update Pack calendar.
 - Reassign pack email addresses as needed.
 - Maintain pack email lists.

4. Manage Pack Facebook page.
 - Keep page up to date with events and information.
 - Monitor posting activity.
 - Ensure Scout privacy by omitting last names and prohibit tagging.
 - Communicate to parents that sharing photos directly from the Pack page is not allowed. Parents are asked to download photos and post them to their own page as desired. This is to ensure the privacy and safety of all Scouts.