

# Pack 680 Position Description Document

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Last update: August 2020

**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, the committee chair fills an important role in the function of the pack. The committee chair serves as the liaison between the parents, the parish, and the pack as well as 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 recharter.
  - approving bills for payment by the treasurer.
3. Work with the COR to obtain facilities for pack and den meetings.
4. Maintain a close relationship with the chartered organization representative.
5. Maintain a close relationship with the Boy Scout troop and ensure 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. Appoint someone to be responsible for Youth Protection Training.

Position: Committee Chair

**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 boys 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 sees that they receive the required training.
8. Organizes and encourages graduation into Scouts BSA troops.
9. Maintains good relationships with parents and guardians and includes them in activities.
10. Ensures the responsibilities specified for the assistant Cubmaster are carried out.
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.

Position: Cubmaster

16. Encourages high advancements standards from all Cub Scouts.
17. Helps bring families together at joint activities for Webelos dens (or packs) and Scouts BSA troops.
18. Supports the policies of the BSA.
19. 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.
20. Plans the den and pack programs with the help of other leaders.
21. 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.
22. Shares ideas and experiences to provide the best possible program for the boys.
23. Attends the monthly pack committee meetings conducted by the pack committee chair with den leaders and leads the planning regarding the next pack meeting.
24. Coordinates the Cub Scouting program in the pack, so the Cub Scouting program works as designed.
25. Attends monthly roundtables.
26. Conducts regular uniform inspections.

**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, verification of unusual transactions, authorized account users, and legal reporting requirements (high volume cash transactions can trigger them).

**Position:** Secretary

**Time Commitment:** approximately 1.5 hours each month

**Duties:**

1. Attend all committee meetings.
2. Record the attendance and minutes for all pack committee meetings.

This can be by any means, but the minutes need to be distributed in Microsoft Word format. Usually it's easiest to bring a laptop to the meeting.

3. Include all issues discussed and a detailed account of all decisions made.
4. Send the minutes to all committee members via email within a week of the meeting.

**Position:** Advancement Chair

**Time Commitment:** approximately 1 trip per month to the Scout Shop plus various online orders.

**Duties:**

The advancement chair is responsible for purchasing all pack advancement items. The Northern Virginia Scout Shop is 5234 Port Royal Road, Springfield, VA 22151, (703) 321-4836.

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, neckerchiefs, slides, pins, and cards, plus Webelos colors for rising bears).
  - The Arrow of Light den leaders purchase of the Arrow of Light awards on their own.
  - You must purchase Arrow of Light pins, cards, and commemorative (8.5”x11”) certificates.
5. Purchase derby kits. This includes pinewood derby and raingutter regatta (trimaran) kits.
6. Purchase derby medals, ribbons, and trophies.
  - Pinewood derby: 3 large trophies for pack speed award with engraved plates, 15 pin-on ribbons (colored metal cars, five for each place) for den speed award, 10 pedestal awards for style categories with engraved plates, one patch for each boy.
  - Raingutter regatta: 15 pin-on ribbons (colored metal boats, five for each place), one patch for each boy.
  - Rocket derby: 6 medallions that hang around the neck (two for each place), one patch for each boy.
  - Cubmobiles: 18 rectangular ribbons (six for each place)
7. Purchase 50-mile hiking award hiking sticks as needed. We get the nice \$30 chestnut sticks with the leather strap.
8. Purchase other awards:
  - Summertime pack award patches and pins.
  - Shooting sports patches and pins.
  - Others as requested.
9. Organize and label awards for presentation at pack meetings.

**Position:** Derby Chair

**Time Commitment:** 4-6 hours during derby months (October, January, April, March, and May).

**Duties:**

The derby chair is responsible for orchestrating the pack's four derbies and build the crossover bridge. It is the derby chair's responsibility to recruit additional volunteers needed to handle derby equipment. The derby chair also is responsible for equipment maintenance and derby supplies.

Tips and pointers for each derby

1. Rocket Derby

Preparation

- Maintain enough materiel stock for 40 rockets (manila envelopes or cardstock for the pieces and 14"x22" poster board for the body).
- Replenish decoration supplies, markers, stickers, tape, and scissors, all as needed.
- Maintain compressor machinery, pneumatic tubing, and fittings.
- Ensure rocket launcher stands are complete, water-tight, and functioning. Lubricate the O-rings with silicone lubricant. Order new Aquapod launchers if needed.
- Locate additional equipment: tube molds, stopwatches, and water funnels.
- Prepare a roster/time sheet, judging ballots (1 per den), and pre-printed style category award certificates (on white or cream card stock).

Execution

- Pair scouts into teams, assign a team number, and record their names.
- Recruit parents to judge the style categories.
- Recruit launch team: two timers, a compressor operator, a recorder, and a fuel boss.

2. Pinewood Derby

Preparation

- Prepare registration sign-in sheets and labels for each den.
- Prepare judging slips for style category judging.
- Locate equipment: official scale, measuring box, screen, and laptop w/ PWD software.
- Recruit 2-3 parents to help with track setup, track teardown, car handling, and operating the track software.



## Execution

- Conduct check-in, including registration, labeling each car, and judging cars for compliance with race rules.
  - Set up track, projection screen, projector, electrical connections, and awards table.
  - Photograph each car after all cars are registered.
  - Recruit parents to judge the style categories.
  - Conduct the pinewood derby races, with showmanship.
  - Tear-down everything and return the track and equipment to the shed.
3. Crossover
- Recruit 5-11 adults to help with bridge setup and teardown.
  - Locate the pack's five ratchet sets.
  - Lead the effort to build up and take down the crossover bridge.
  - During bridge construction, note bridge segments that require maintenance.
4. Cubmobiles!
- Ensure each cubmobile kit has an instruction sheet and a complete set of hardware
  - Locate the pack's five ratchet sets.
  - Ensure there are 10-15 complete sets of elbow, wrist, and kneepads. Procure additional sets as necessary.
  - Coordinate cubmobile kit transport to the pack meeting location.
  - During cubmobile construction, note any kits that require maintenance.
5. Raingutter Regatta
- Locate stopwatches, water buckets, and raingutter track. Ensure you have a way to transport the raingutter assembly to the pack meeting location.
  - Prepare a boat registration and time record sheet, or use a laptop.

**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 Colonial District membership chair.
  - Collect dues and opt-out fees and record payments in Scoutbook.
3. Support annual pack recharter:
  - Assist the committee chair in completing recharter roster.
  - Collect dues and opt-out fees and record payments in Scoutbook.
  - 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.
  - Create and distribute flyers to advertise scheduled Join Scouting Nights.
  - Maintain a recruiting materials kit (brochures, application forms, blank sign-in sheet, displays, and youth activities) and bring it to JSNs.
  - Assist the cubmaster in conducting recruiting events.
6. Coordinate the sale and distribution of Class B uniforms.
7. Maintain used uniform bank for new families to use.

**Position:** Outings Chair

**Time Commitment:** approximately 30 minutes each month

**Duties:**

The outings chair (or outdoor activities coordinator) is responsible for coordinating reservations for off-site pack meetings, including making reservations at local campgrounds. The Pack typically hosts a spring and fall campout during the Scouting year as well as other outings. Except for Christmas Caroling at Manor Care, locations vary. The outings chair coordinates with the pack committee to be aware of how far in advance reservations need to be made.

1. Schedule Cub Scout visit to Manor Care assisted living facility (December pack meeting).
2. Reserve campsite for spring campout (May pack meeting).
3. Schedule bowling trip at the end of the school year.
4. Schedule picnic site for August family picnic.
5. Schedule campsite for fall campout (September pack meeting).

Camping at the Coast Guard base on Telegraph road involves several rounds of communication with the point of contact and is generally more time-consuming than reserving other locations.

**Position:** Religious Activities Coordinator

**Time Commitment:** 1 hour per month plus 4 hours in February.

**Duties:**

The religious activities coordinator chair is responsible for running the religious emblem program within the pack as well as a handful of religious activities throughout the year.

1. Serve as an informational point of contact for Catholic and non-Catholic scouts to obtain and complete religious emblem activity books.
2. Promote awareness of the Catholic religious emblems available to Cub Scouts.
3. Establish and publicize a schedule for purchase, completion, and collection of religious activity books, driven by the diocesan emblem review board schedule (currently November and April).
4. Collect completed Catholic religious emblem books and coordinate sign-off by the Cubmaster and Saint Louis pastor. Perform equivalent activities for non-Catholic scouts.
5. Coordinate book turn-in to the diocese Catholic Committee on Scouting and purchase of emblems from the diocese once approved.
6. Plan the annual Scout Sunday mass along with the Scouts BSA and Girl Scout troops. This includes:
  - Scheduling the event with the pastor on Scout Sunday (the Sunday before February 8)
  - Recruiting scouts to serve at mass (precession, readers, and gifts)
  - Listing awardee names in the program
  - Purchase of Scout Sunday patches
  - Logistics of having scouts line up in the gym and precess into/out of mass
  - Logistics to have the awards blessed and presented during mass
  - Purchase and service of refreshments (donuts and juice)
  - Distribution of Scout Sunday patches
7. As needed, plan additional emblem award events (a mass or similar religious ceremony).
8. Maintain a master historical list of emblem awardees, including name, emblem type, and date.
9. Conduct annual Catholic Journey to Excellence scoring, and conduct event planning in furtherance of CJTE-listed activities.
10. (optional) Promote and coordinate additional religious activities sponsored by the Arlington Diocese Catholic Committee on Scouting.

**Position:** STEM Coordinator

**Time Commitment:** 2-4 hours in November, minimal time year round

**Duties:**

1. Plan one pack meeting per year (November STEM night) to include 5-6 hands-on STEM activities for the boys
2. Seek opportunities to inject STEM into other pack activities
3. Manage inventory of STEM equipment (including all prior experiments, a telescope, and a microscope) for den use and future pack meetings.
4. (optional) Develop opportunities for scouts to earn the BSA STEM awards.

**Position:** Popcorn Kernel (1 or 2 people)

**Time Commitment:** approximately 20 hours/month from August to December

**Duties:**

The Popcorn Kernel is responsible for coordinating the pack's annual popcorn fundraiser. The position requires strong organizational skills. During the popcorn sales period, the Popcorn Kernel is required to keep accurate spreadsheets tracking each boy's sales, the popcorn inventory, and money changing hands. The Popcorn Kernel also should have access to a storage space (like a garage) and large vehicle to transport cases of popcorn, but we can assemble a team of people who have these things if the Kernel does not.

Because the pack also receives additional commission money if the Popcorn Kernel attends certain Council-sponsored training events and follows certain procedures outlined at those events, the pack requires the Popcorn Kernel to attend those events. The Popcorn Kernel must also attend pack Committee meetings during this time to keep the Committee informed of progress on the sales.

General responsibilities are as follows:

1. July

- Attend popcorn sale training and kickoff session (pack receives additional commission).
- Coordinate with pack committee to set sales goal and pack incentives.
- Obtain budget authority to purchase items needed for booth sales kit (as needed).
- Obtain from the Membership Chair and/or Cubmaster the current list of boys registered with the pack who have not opted-out of selling popcorn.
- Using the registration information, past pre-order information, and current costs and incentive discount/delivery information, calculate an initial delivery order to cover approximately 60% of the pack sales target. The initial order should also include additional inventory that could be distributed to new recruits and/or sellers that request more than their initial allotment.
- (Late July) Place the initial order and coordinate delivery of the order to your house with the District and Council Popcorn Kernels.

2. August

- Generate booth sale schedule.
  - Coordinate with the district kernel to reserve sales slots at council-controlled locations.
  - Contact other local area businesses (which are not controlled by the council) to arrange for group sales in September and/or October.
  - Coordinate with the committee chair about contacting St. Louis Parish to confirm that the Cub Scouts may sell popcorn after masses (target two consecutive weekends in October).
- Create a sign-up genius for each sale date and provide the links to the Cubmaster.
- Establish rules and times for families to visit your house to pick up and drop off popcorn.

Position: Popcorn Kernel (1 or 2 people)

- Establish a system for tracking inventory check-in and check-out.
  - Set up Square sales platform.
  - Prepare booth sales kit (table, signs, money box, etc.).
  - Have popcorn available at August family picnic for families to take.
  - Prepare and deliver popcorn kick-off presentation at August family picnic.
  - Place end-of-August order for remaining 20-40% of target sales goal.
3. September
- Obtain from the Membership Chair information on new Scouts that have joined the pack and contact new families to ensure they understand their fundraising obligations, general information about selling, and procedures for obtaining inventory, scheduling booths, etc.
  - Circulate an e-mail to all scouts asking whether additional popcorn is needed, upcoming booth sales dates, and reminding them about incentives. Obtain updated pack email list from the Cubmaster.
  - Place end-of-September order for remaining percentage of target goal plus order requests.
4. October
- Obtain membership update from Membership Chair. Contact any new families about fundraising (families who join after October 7 are encouraged but not required to sell).
  - Circulate an e-mail to all scouts asking whether additional popcorn is needed, upcoming booth sales dates, and reminding them about incentives. Obtain updated pack email list from the Cubmaster.
  - Place October order as necessary.
  - Request that money and unsold inventory be turned in.
5. November
- Request that all money and inventory be turned in.
  - Begin completing prize order paperwork.
  - Turn in any money that has been received and recorded in your tracking system to the pack Treasurer for deposit.
6. December
- Provide final invoice to the pack treasurer. Arrange for the treasurer to write and mail the invoice payment check to the council.
  - Report final sales information to the pack committee to determine whether any fees need to be assessed for insufficient sales.
  - Finalize prize order.
7. January
- Distribute prizes to Den Leaders for further distribution to boys.
  - Provide after action report to the pack committee.