

## **Membership Chariman Position Description**

The duties of this position are as follows:

### **Membership Chairman**

- Develop a plan for year-round membership flow into the Troop.
- Coordinate general recruiting efforts (*e.g.*, Council/District-sponsored events, “Bring a Friend”). Plan and conduct regular Troop recruiting efforts, including “Open House” meetings.
- Maintain contact with local Cub Packs. Coordinate assignment of Den Chiefs to Cub Packs.
- Train and provide guidance to Den Chiefs.
- Works with Cub Scout Pack Leadership to plan Webelos visits and Crossover planning.
- Promote and encourage Scouts to recruit new members.
- Report inactive Scouts to the Scoutmaster so he can encourage them to become active. Provide orientation to new Scouting parents.
- Conduct Troop Resource Survey.
- Collect and maintain membership information records on all Scouts and Adult Leaders.
- Maintain Records Archive of membership information.
- Provide guidance to the Troop Scribe in the keeping of accurate / regular attendance at Troop Meetings and activities.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.
- Additional responsibilities (can be additional positions):
  - **Training Coordinator**
    - Ensure Troop Leaders and Committee Members have opportunities for training.
    - Keep track of training opportunities at the District and Council level and report opportunities to registered adults. Post training opportunities to the Troop calendar.
    - Maintain an inventory of up-to-date training materials, DVD’s, and other training resources.
    - Encourage new Leaders to take Fast Start training.
    - Encourage new Leaders and Adult volunteers to take BSA Youth Protection training.
    - Encourage Adult Leaders to attend on-going training, such as Wood Badge, HALT, Round-table, Youth Protection, First Aid, Outdoor Skills training, etc.
    - Encourage periodic Junior Leader training within the Troop and at the Council and National levels.
    - Keep track of Training completed by registered adults, and dates for renewal.
    - Report to the Troop Committee at each meeting. If not in attendance, submit written report.
  - **Re-Charter Coordinator**
    - Execute activities for Charter Review, Annual Re-Charter, and Charter presentation.
    - Review membership rolls to determine active Scouts & Scouters.

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- Notify Adults of Annual Dues to pay for renewing membership in the troop.
- Collect dues from Adults renewing membership, and submit to Treasurer.
- Prepare Re-Charter documentation and submit to Council in accordance with current procedures.
- Report to Committee on status of Re-Charter efforts.