

## **Outings / Activities Chariman Position Description**

The duties of this position are as follows:

### **Outdoor / Activities Chairman**

- Primary responsibility is to ensure a quality monthly outdoor program.
- Work with the Scouts and Scoutmaster to create a series of outings, events, camps, and community service for each program year.
- Work with the ASPL-Outings to present the Outings program to Committee for their review and approval.
- Develop and maintain a calendared program schedule.
- Provide long-term program planning for summer camps, high-adventure outings, and other long-lead events.
- Be a resource of knowledge and guidance to insure Sponsors and Adult Leaders have information needed to help them plan / lead outings and events.
- Promote a safe, organized and well-executed event.
- Document standard practices and methods relating to the outdoor program.
- Recruit Scouters to act as Sponsors, Adult Leaders, etc., for each outing or event.
- Promote High Adventure Awards, National Camping Award and the Wilderness Pledge.
- Work with event Sponsors to secure funding approval from the Troop Committee (if required).
- Promote attendance at Troop campouts, camporees, and summer camp, to reach the goal of at least one outing per month.
- Oversee securing of appropriate BSA Tour Permits and camping permits for all Troop activities.
- Give guidance to the ASPL of Outings.
  
- Work with Troop Web Master to post the program calendar and any other supporting information on the Troop's website.
- Collect and maintain a records archive of all Outings and Event information.
- Report event attendance to the Troop Scribe, Records Archive, Advancement Chair, Patch Coordinator, Membership Chair, and Scoutmaster.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.
- Other Responsibilities (can be additional positions):
  - **Transportation Coordinator:**
    - Coordinate transportation for outings and events.
    - Coordinate the gathering and maintaining of Driver information:
      - Name
      - Drivers License Number
      - Vehicle Model
      - License Plate Number
      - # of seat belts in the vehicle
      - Car Insurance coverage
  - **Community Service Coordinator:**
    - Coordinate and promote community service events to the Scouts.
    - Coordinate the gathering and maintaining of community service information and contacts.

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- Work with the Outdoor Chair to include service events in the overall calendar of activities.
- Coordinate workdays with Rancho Bernardo Community Presbyterian Church
- Coordinate quarterly (at a minimum) community service projects.
- Promote “Scouting for Food” participation and report results to the District.
- Prepare annual community service report for Quality Unit application.
- Identify/coordinate community service projects for Scouts rank advancement requirements. Report Scout attendance on service projects to the Troop Scribe.
- **Records Archive Coordinator:**
  - Maintain archive of Trip Reports, Logs, etc., for all Troop Outings.
  - Report pertinent data (nights camped, miles hiked, service hours, etc., to Advancements Chair for inclusion in TroopMaster SW.
  - Report pertinent data (nights camped, miles hiked, service hours, etc., to Annual Awards Coordinator for computation of related Annual Awards.