

## **Troop Committee Chairman Position Description**

The duties of this position are as follows:

### **Troop Committee Chairperson**

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster.
- Interpret National and Local policies to the Troop.
- Ensure that the Troop adheres to the policies of the Chartered Organization.
- Prepare Troop Committee meeting agendas.
- Call, preside over, and promote attendance at monthly Troop Committee meetings and any special meetings that may be called.
- Ensure Troop representation at monthly Round-Tables.
- Recruit individuals for Adult Leadership positions (Scoutmaster, Troop Committee positions), working with the Chartered Organization Representative to promptly register new leaders and check all references. Encourage Adult Leaders to get trained.
- Ensure that new youth members are promptly registered with the Council Service center, and that new Scout families receive the Troop's new member information packet.
- Arrange for Charter Review, Re-charter annually and plan the Charter presentation.