

## Cub Pack      Adult Leadership Open Positions

**Cub Master** – Time required – 4 hours per month. Conduct monthly Pack Nights (with assistance from pack Committee and Assistant Cub Masters), attend monthly Committee Meetings.

Assistant CM \_\_\_\_\_ Phone \_\_\_\_\_

**Assistant Cub Master** – Time required – 3 hours per month. Provide assistance in planning and conducting monthly Pack Nights, attend monthly Committee Meetings. Potential Candidate for becoming Cubmaster.

Assistant CM \_\_\_\_\_ Phone \_\_\_\_\_

**Committee Chairperson** – Time required - 6 hours per month

Oversee Pack Committee and provide direction and leadership in planning of Pack program. Also insure Pack compliance with BSA protocols (training, advancement, youth protection, advancement documentation, trip planning, program planning, management of pack funds, maintenance of Pack Charter, manage relationship with Chartered Organization and CO representatives, participation in district and council level events, etc.). This is done with the assistance of the various members of the pack committee as listed below. The Committee Chairperson also approves the appointment of all other Pack leadership positions and Committee positions.

Treasurer \_\_\_\_\_ Phone \_\_\_\_\_

**Pack Treasurer** – Time required 2 hours per month

Help pack committee establishing a financial program for the pack. Maintain bank account, do banking, approve all budget expenditures against budget, pay bills, and prepare budget for next year. Report on financial status to Pack Committee as appropriate and advise Pack Committee of variations from budget.

Treasurer \_\_\_\_\_ Phone \_\_\_\_\_

**Blue & Gold Committee** – Time required 10 hours in February/March

Plan the Blue & Gold Dinner. Coordinate requirements for food, food service, table settings, & decorations. Attend January, February & March Committee meetings to discuss plans and present budget. Coordinate volunteers help from other parents.

Chairperson \_\_\_\_\_ Phone \_\_\_\_\_

Assistant \_\_\_\_\_ Phone \_\_\_\_\_

Assistant \_\_\_\_\_ Phone \_\_\_\_\_

**Pinewood Derby Committee** – Time required 8 hours in January/February

Plan the Pinewood Derby, scheduled for February, with the help of the Pack Committee and parents. Attend January & February pack Committee meetings to discuss plans and present budget. Coordinate parents, set-up, weigh-in night, & Pinewood Café. Enlist and coordinate volunteers as appropriate.

Chairperson \_\_\_\_\_ Phone \_\_\_\_\_

Assistant \_\_\_\_\_ Phone \_\_\_\_\_

Assistant \_\_\_\_\_ Phone \_\_\_\_\_

**Training Coordinator** – Time required 1 hour per month. Distribute information to Den Leaders and Committee Personnel about training dates and times. Assist Leaders with registration for training. Keep track of who is and is not trained and report periodically to Pack Committee.

Training Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

**Fund Raising Coordinator** – Time required 3 hours, 2 X per year.

Coordinate fund raising activities for the pack. Coordinate candy sale in the fall (pick up candy, distribute to families, track payments, advise Pack Committee on delinquent payments, coordinate deposits of profit and payment to candy company with Treasurer). Organize one other fundraiser in the Spring

Fund Raiser \_\_\_\_\_ Phone \_\_\_\_\_

**Trip & Activities Coordinator** – Time required 2 hours per month.

Coordinate Pack Level Trips and Activities, make reservations, research info, collect money, distribute tickets & permission slips where required, file documentation with Scout Council for trips that require such. Enlist & coordinate parent volunteers for activities that require such (i.e. Yearly family camping trip, summer picnics, etc).

Trip Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

**Pack Secretary** – Time required 2 hours per month

Attend monthly committee meetings. Handle Pack paperwork and correspondence as required by Pack Committee. Assist other Pack volunteers with publishing of flyers, handouts, and other correspondence where appropriate.

Pack Secretary \_\_\_\_\_ Phone \_\_\_\_\_

**Pack Advancement Coordinator** – Time required 2 hours per month.

Attend monthly pack committee meetings, gather info prior to pack meetings on advancements and awards to be presented at next pack meeting, go to Scout Shop and purchase pins and patches, file paperwork with council on boys advancements. Keep accurate pack records regarding boys' ranks and advancements.

Advancement Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

**Web Site & Newsletter Coordinator** – Time required 1 hour per month

Collect info regarding all pack events and advancements and publish monthly newsletter to be distributed during pack meetings. Also post relevant info on pack website (inactive this year).

Web Site/Newsletter \_\_\_\_\_ Phone \_\_\_\_\_

**Religious Award Coordinator** – Time required 2 hours in September, 2 hours in February, 2 hours in June.

Coordinate the Religious Award Program for all Cub Scouts in Pack \_\_\_\_\_.

NOTE: For positions that require attendance at **monthly committee meetings**, these usually occur 1 day per month as agreed by the Committee and last 1 to 1-1/2 hours. A calendar is published and distributed in September listing all the committee meetings and pack meetings for the year. All parents are invited to attend these meetings whether you are a volunteer or not. We need your opinions and input. For Pack Committee Volunteers, please do not be intimidated by the prospect of attending yet another meeting! We are flexible and will try to work with you if you have a conflict, but we cannot run the pack without your help.

**PACK \_\_\_\_ IS YOUR PACK! ITS OPERATION IS SOLELY DEPENDENT ON THE WILLINGNESS AND EFFORT OF ITS VOLUNTEERS. THE PACK'S SUCCESS IS A MEASURE OF THE PACK'S PARENTS' DESIRE TO BE PART OF A SUCCESSFUL PACK. THIS IS YOUR OPPORTUNITY TO MAKE A DIFFERENCE AND INFLUENCE THE SUCCESS OF THE PACK. PLEASE HELP US TO HELP YOUR CHILDREN!**