



# Cub Scout Pack Adult Leader Job Descriptions

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## Pack Committee Chair

Supervise pack committee operation by:

- Calling and presiding at pack leader's meetings.
- Assigning duties to members.
- Planning for rechartering, Join Scouting Night, and reregistration.
- Approving bills before payment.
- Conduct annual program planning conference.
- Complete training for position.
- Recruit new leaders as needed.
- Work with Charter Organization to insure facility and leadership needs.
- Ask the committee for recommendations for vacant positions
- Recognize the need for more dens and see that new dens are formed
- Cooperate with Cubmaster on council-approved money-earning projects so that pack can earn money for materials and programs.
- Manage finances through adequate financial records
- Maintain quality pack records
- If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and trained.
- Appoint a committee member or other registered adult to be responsible for Youth Protection training.

## **Pack Committee Secretary – VOLUNTEER NEEDED**

The secretary is responsible for:

- Keep informed of all Cub Scouting literature, materials, records and forms to help leaders function effectively.
  - Acquaint Den Leaders with proper record keeping.
  - Maintain up-to-date information on membership, training, leadership, attendance and advancement.
  - Maintain an inventory of pack supplies.
  - Handle correspondence for the pack.
  - Keep notes of all pack leader's meetings.
  - Notify leaders of pack leader's meetings and other activities.
  - Provide Den Leaders with records and forms for meetings.
  - Produce a yearly and monthly pack activities calendar and newsletter.
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## **Pack Committee Treasurer**

The treasurer is responsible for:

- Help the pack committee and Cubmaster establish and follow a sound financial program and pack budget plan.
- Open or maintain a pack bank account with all transactions to be signed by any two leaders: Cubmaster, Pack Committee Chair, Pack Secretary or Treasurer.
- Approve all budget expenditures. Pay all bills by check.
- Collect dues from den leaders at pack leader's meeting. Open all envelopes in presence of other leaders. Give receipts for all funds.
- Keep up-to-date financial records.
- Be responsible for thrift training within the pack. Encourage den leaders to explain the financial plan with parents of den members.
- Help counsel families that consistently do not pay dues or participate in fundraisers.
- Report at each pack leader's meeting on the financial condition of the pack.
- Provide petty cash needed by leaders.
- Guide the pack in conducting council-approved pack money-earning projects.

## **Pack Outings Chair**

The outings chair is responsible for:

- Help the Cubmaster plan and arrange outdoor activities.
  - Arrange for tour permits when needed.
  - Arrange for safe transportation as needed.
  - Plan for first aid at events.
  - Help Webelos Den Leaders plan Webelos overnight campouts.
  - Plan outings to help pack and dens earn summertime pack awards.
  - Keep families informed of all council camping opportunities including day camp, cub/parent weekends, family camps and webelos resident camps.
  - Insure that the pack has a BALOO trained leader for safe outings.
  - Be aware of BSA health and safety requirements.
  - Know and carry out BSA outdoor program policy related to Cub Scouting
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## **Pack Advancement Chair**

The advancement chair is responsible for: Have a working knowledge of Tiger Cub, Cub Scout, and Webelos advancement plans.

- Help plan and conduct all recognition ceremonies.
- Train parents and pack committee members in ways to stimulate Scout advancement.
- Promote the use of den advancement charts to record achievements.
- Promote the use of den doodles
- Collect den advancement reports at pack leader's meetings when ordering badges and insignia from local council office.
- Promote Boy's Life magazine subscriptions.
- Help build or obtain advancement equipment for use in ceremonies.
- Promote the wearing and proper use of uniform insignia.

## **Pack Membership Chair – VOLUNTEER NEEDED**

The membership chair is responsible for:

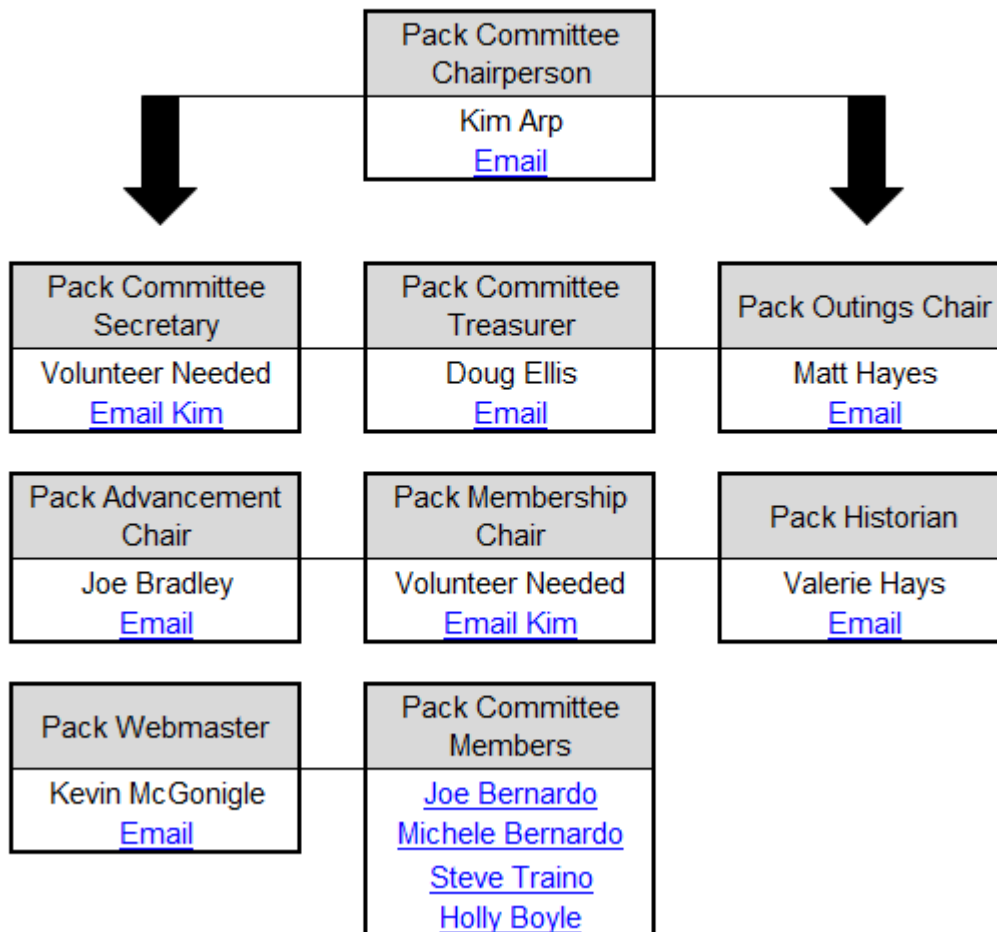
- Prepare reregistration papers for pack and charter organization.
  - Ask the chartered organization to submit a charter application.
  - Arrange for a membership inventory on a regular basis. Register all new Scouts for inventory.
  - Help Cubmaster and Chartered Organization Representative conduct a charter presentation.
  - Work with Cubmaster and Pack Committee Chair to plan and carry out a year-round recruitment program with emphasis on spring recruitment of Tiger Cubs and Fall Join Scouting Night.
  - Work with Cubmaster and Pack Committee Chair on all graduations of Scouts.
  - Follow-up on all Cub Scout dropouts to help them return to active membership.
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## **Pack Trainer**

The pack trainer is responsible for:

- Conducting orientation of new families and pack leaders
- Training for each new leader and pack committee member for his or her specific position.
- Conducting other training as designated by district/council.
- Encourage leaders to attend ongoing trainings.
- Remaining current with training material and program updates.
- Keeping track of pack training records

# PACK COMMITTEE



# **Cubmaster and Assistant Cubmaster**

The Cubmaster's responsibilities are:

- Conduct a pack program according to the policies of the Boy Scouts of America.
- Complete training for the position.
- Plan and help carry out the Cub Scout program in the pack.
- Attend all pack leader's meetings Know about and use the appropriate literature.
- Work with the pack committee on (1) program ideas, (2) selecting and recruiting leaders, (3) establishing a budget plan.

Guide and support den leaders. See that they receive training for their positions.

- Help establish and maintain good relationships with the unit commissioner, Boy Scout troops, professional and charter organization
- Maintain a good relationship with families. Seek their support.
- See that the Assistant Cubmasters carries their responsibilities.
- Help plan and conduct impressive ceremonies.
- Support the policies of the BSA.

## **Tiger Cub Den Leader – VOLUNTEER NEEDED**

The Tiger Cub Den Leader is responsible for:

- Leadership in carrying out the pack program in the den.
- Complete training for their specific position.
- Led the den in its participation at the pack meeting.
- Serve as den host for family members at pack meetings.
- Work in harmony with other den leaders of the pack.
- Help the pack recruit new members.
- Coordinate shared leadership among Tiger Cub adult partners in the den.
- Ensure that each Tiger Cub team has the opportunity to be the host team, planning and executing the den activities, rotating responsibilities each month.
- Keep accurate records of den dues, attendance and advancement.
- Encourage Tiger Cubs to earn advancements.
- Work with Tiger Cub parents in planning and executing the den activities.
- Take part in the pack leader's meetings and planning conferences.
- Set a good example for the Tiger Cubs and their families.
- Support the policies of the BSA.

# **Cub Scout Den Leaders and Assistant Den Leaders**

The Cub Scout Den Leader is responsible for:

- Leadership in carrying out the pack program in the den.
- Complete training for their specific position.
- Plan, prepare for, and conduct den meetings.
- Led the den in its participation at the pack meeting.
- Work in harmony with other den leaders of the pack.
- Help the pack recruit new members.
- Help train the den chief and guide him in working with the den.
- Provide meaningful jobs for the denner and assistant denner.
- Keep accurate records of den dues, attendance and advancement.
- Encourage Cub Scouts to earn advancements.
- Work with Cub Scout parents in helping plan and execute the den activities.
- Take part in the pack leader's meetings and planning conferences.
- Set a good example for the Cub Scouts and their families.
- Support the policies of the BSA.



## Cub Scout Pack 4 - Organization Chart

