

Cub Scout Pack 77

Committee and Volunteer Positions 2009-2010

As you know, Cub Scout Pack 77 is an entirely volunteer run organization. As such, there is a wide range of volunteer positions that need to be filled each year. We ask that every family participate in some way during the year at both the den level and the pack level. This document describing the positions should make it easier for your family to make the best choice of pack level job for which to volunteer.

Volunteer options are listed below, along with a description of the duties required, the amount of time involved in doing the job, and the time frame in which the duties are to be performed. Please look through the document and see what job(s) you and your family would like to do for next year.

Jobs fall into several categories:

- A. Committee positions with on-going responsibilities throughout the school year
- B. Committee positions responsible for planning or running one event
- C. Non-Committee "helper" positions that assist with one task or event
- D. Den leaders

A. Committee positions with on-going responsibilities

Those holding these positions are expected to attend the Pack 77 Committee Meetings, which are held monthly during the school year at the home of the Cubmaster or Committee Chairperson, or to send representation if they cannot attend. All except Treasurer and Tiger Cub Den Leaders are recommended to attend monthly pack meetings typically on the third Wednesday of the month.

Cubmaster

Duties: attend monthly District Roundtable meeting in Waldwick and convey information to pack; attend/lead monthly Committee meetings; conduct monthly pack meetings (with assistance from Assistant Cubmaster(s) and Committee for programs, games, etc.); oversee changes in den membership or leadership; work with Committee Chairperson to ensure jobs are filled and performed as needed; conduct program at Blue & Gold dinner with assistance from Blue & Gold Coordinator and Awards Coordinator.

Assistant Cubmaster(s)

Duties: attend monthly District Roundtable meetings in absence of Cubmaster; assist Cubmaster as needed; attend and assist with monthly pack meetings. Desirable to have multiple assistants; one Assistant typically takes over as Cubmaster the following year if Cubmaster is retiring. *Time:* 2-3 hours per month.

Committee Chairperson

Duties: attend/lead monthly Committee meetings; work with Committee for program/game planning for pack meetings; book dates for using school in spring of preceding year; oversee role of Training Coordinator for adult leaders; work with Cubmaster to ensure jobs are filled and performed as needed; liaison with Willard. *Time:* 3-4 hours per month, 5 hours more in late December/early January for charter.

Chartered Organization Representative

Duties: approve charter renewal, represent Pack 77 to Chartered Organization (Willard H.S.A.). *Time:* Nominal.

Treasurer

Duties: manage the funds of the pack, including: maintain bank account for pack, oversee pack account at NNJ Council office, produce dues memo for den leaders, accept and track dues payments, deposit checks, produce checks for pack expenses, and produce treasurer's report for Committee meetings. *Time:* 2-3 hours per month in Sept./Oct., ½ hour per month thereafter.

Awards Coordinator

Duties: accept den advancement reports from den leaders; enter data into online Internet Advancement system; purchase badges and other advancement items from Oakland office; organize badges and deliver to Cubmaster for presentation at pack meetings and Blue & Gold Dinner; work with Cubmaster for awards ceremony at Blue & Gold. *Time:* 1/2 to 2 hours per month in Nov., Dec., Feb., Apr., May and 4 hours in Mar.

Membership Coordinator

Duties: collect and track dues and membership renewal information, and maintain pack roster; perform charter renewal for Council (i.e. update membership using online program). *Time:* 3-4 hours per month Sept./Oct., 5 hours more in late December/early January for charter.

Training Coordinator

Duties: Oversee turnover meetings for each grade level of den leaders in spring after Blue & Gold, or fall at latest. Track training status of adults in pack. Contact Committee members and den leaders with dates of training classes as provided by district training staff and make reservations for enrollment. *Time:* 5-6 hours the preceding spring and/or fall for turnover meetings; 2-3 hours in fall for training classes.

Communications Coordinator

Duties: attend monthly Committee meetings; make monthly phone calls/memo/email to inform den leaders of information from Committee meetings and as requested by Cubmaster or Committee Chairperson. *Time:* 2-3 hours per month as needed.

B. Committee positions with single event responsibilities

Those holding these positions are expected to attend the Pack 77 Committee Meetings when appropriate to their position. For example, the Pinewood Derby Coordinator would attend the December and January meetings for planning, and the February meeting for post-event review. Coordinators may form committees and delegate duties as appropriate.

Blue & Gold Dinner Coordinator

Duties: book hall for event, plan menu and order catering, coordinate potluck items, supervise set-up, meal, clean up. *Time:* 2-4 hours in Jan./Feb., 6 hours in Mar.

Friends of Scouting (FOS) Coordinator

Duties: participate in collection of fund-raising pledge cards at Blue & Gold Dinner. Perform follow-on letter campaign to those who did not respond at Blue & Gold Dinner. *Time:* 2-4 hours in March (including Blue & Gold).

Pinewood Derby Coordinator

Duties: meet with or contact Willard Drama Club in September regarding auditorium use; produce event rules packet in conjunction with district final rules; buy cars and deliver to den leaders; oversee track and equipment; purchase trophies and awards; coordinate pre-race car check-in and track check; coordinate race night including check-in, fix-it table equipment, track assembly, lane assignments, and result posting. Run race. Notify pack winners of district event. *Time:* 3 hours in early Dec., 10-20 hours in Jan.

Popcorn Drive Coordinator

Duties: attend district meeting during summer; produce memo to pack; deliver materials to den leaders; collect order forms; process and deliver order to district; process checks; pick up popcorn; distribute to den leaders; pick up awards. *Time:* 5-6 hours in Sept., 6 hours in Oct., 6-8 hours in Nov.

Scouting for Food Coordinator

Duties: plan and assign territories for each den, deliver memos and bags to den leaders. *Time:* 2-3 hours mid-spring (usually March/April).

Spring Event Coordinator

Duties: plan spring event (such as picnic or baseball outing) for Pack 77 families with help from committee; publicize event to families; oversee event. *Time:* 4-8 hours in late spring.

Tiger Cub Coordinator

Duties: produce and deliver parent information letter to future Tiger Cubs in spring of preceding year; recruit den leaders for Tiger dens; hold parent meeting in September to deliver program materials, explain program and accept applications; assign boys to dens; assemble and deliver new den leader package to den leaders/conduct Tiger Orientation meeting. Assist as needed during year. *Time:* 1-2 hours the preceding spring; heavy in early fall (10-15 hours including phone calls); light thereafter.

C. Helper Positions

These are one-time jobs that assist one of the previous volunteer positions. Committee meeting attendance is generally not expected.

Pack meetings

Each den is assigned to help with a pack meeting during the year. Helpers are needed to:

- **Run gathering activity (2 or three people from assigned den each month):** Come a little early to one pack meeting and help set up and run an activity to keep cubs involved while they are gathering for the pack meeting.
- **Run game (2 or three people from assigned den each month):** Run a game at the end of the pack meeting program and help clean up.

Pinewood Derby

A variety of helper jobs are needed – you can volunteer for a specific job or simply volunteer to help, and Pinewood Derby Coordinators can assign you a job as needed

- **Track assembly (2 or 3 people):** Help set up track on two dates after school/early evening – the pre-race check and/or the race night. Take track apart.
- **Pre-race check-in (2 people):** Check that cars meet weight and other regulations.
- **Race check-in (2 people):** Check that cars meet weight and other regulations, assign numbers to register cars for race.
- **Fix-up table (1 person):** Set up self fix-up table for repairs; assist repairs as needed.
- **Lane assignment (1 person):** Use computer program to assign cars to lanes for each heat.
- **Race Assistant (3 people):** Assist with running cars during race, recording finishes, returning cars to start.
- **Results Recorder (1 person):** Record and display results during race.
- **Food Stand (1 person, 2 assistants):** Provide, set up and sell food (e.g. hot dogs, soda) and clean up. Note third grade dens are asked to contribute bake sale type desserts to sell.

Blue & Gold Dinner

- **Set-up (2 people):** Help set up food, assemble wooden bridge, etc.
- **Clean-up (2 people):** Help clean up, take down bridge, etc.

Spring Event – Helper (2-4 people depending upon event): Help set up, run event, clean up.

D. Den Leaders

We hope that all of the den leaders will continue on as den leaders for the following year! It can work well to have the den leaders who covered a particular rank have a short turnover meeting in spring with the folks who will be den leaders for that rank the following year. Why reinvent the wheel? Share and find out what worked well and what didn't. There are people available to help!

Den leaders are not expected to plan and lead every activity or den meeting during the year. It is strongly recommended that scout families take turns putting on a program or running a field trip under the guidance of the den leader.

Complete two training classes online, attend Cub Scout Position Specific training class offered by district and one pack turnover meeting for den level (typically held in late spring or early fall with den leaders who have done that rank before).

Tiger Cub Den Leader

Duties: Attend Tiger orientation meeting. Hold one den meeting per month for group of 6-8 first grade boys. Organize families to provide den activities and to take turns running an outing for father or parent and Tiger Cub each month. Guide den in completing requirements to earn Bobcat and Tiger rank. Tiger Cub den leaders typically do not attend monthly Committee Meetings (but are welcome to do so). Tigers do not attend most monthly pack meetings. Help run turnover meeting for next year's Tiger leaders. Co-leaders recommended but not required.

Wolf Cub Den Leader

Duties: Attend Wolf turnover meeting. Hold at least one den meeting per month for second grade den. Coordinate families to provide den activities and guide family efforts so that Cubs can achieve Wolf badge by mid-March Blue & Gold Dinner. Help run turnover meeting for next year's Wolf leaders. Co-leaders recommended but not required.

Bear Cub Den Leader

Duties: Attend Bear turnover meeting. Hold two or more den meetings per month for third grade den. Coordinate families to provide den activities and guide family efforts so that Cubs can achieve Bear badge by mid-March Blue & Gold Dinner. Help run turnover meeting for next year's Bear leaders. Co-leaders recommended but not required.

Webelos I Den Leader

Duties: Attend Webelos turnover meeting. Hold two or more den meetings per month for fourth grade den. Coordinate families to provide den activities and guide family efforts so that Cubs can achieve activity pins and Webelos badge by mid-March Blue & Gold Dinner. Help run turnover meeting for next year's Webelos I leaders. Co-leaders recommended but not required.

Webelos II Den Leader

Duties: Hold two or more den meetings per month for fifth grade den. Coordinate families to provide den activities and guide family efforts so that Cubs can achieve activity pins and Arrow of Light award by mid-March Blue & Gold Dinner. Oversee transition to Boy Scout troop. Help run turnover meeting for next year's Webelos II leaders. Co-leaders recommended but not required.