

# L.D.S. Scouting Positions Duties & Responsibilities

## Ward / Unit

### Unit Committee Job Checklist For All Scout Units Chartered Organization Representative (COR)

- Register with the BSA
- Wear a full Scout Leaders uniform
- Attend Boy Scout Basic Training
- Attend monthly Scout RoundTable Training
- Encouraged to attend Wood Badge Training
- Conduct monthly Ward Key Scouters meeting
- Attend monthly District Committee meeting
- Attend annual Council Business meeting
- Correlate and encourage a quality unit program in all Scout units in the Ward.

### Committee Chairmen

- Register with the BSA
- Wear a full Scout Leaders uniform
- Attend the Basic Training related to your unit
- Attend monthly RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Ward Key Scouters meeting
- Conduct monthly Committee meeting
- Correlate with COR in staffing Committee
- Assign duties to Committee Members and assist them in getting trained.
- Ensure that the Unit earns the Quality Unit Award

### Advancement Chairman / Committee Member

- Register with the BSA
- Wear a full Scout Leaders uniform
- Attend the Basic Training related to your unit
- Attend monthly RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Ward Key Scouters meeting
- Cub Scouting—promote advancement with parents, dens and boys
- Cub Scouting—arrange for badges and ceremonies at the monthly Pack Meeting
- Scouts — Conduct monthly Boards of Review
- Scouts — Responsible for Court of Honor correlate with assigned youth leader
- Scouts —Develop and maintain merit badge counselor list
- Scouts —Maintain Troop Advancement records and arrange for badges and awards
- Promote quality advancement in the Troop

### Secretary — Treasurer

- Register with the BSA
- Attend monthly Ward Key Scouters meeting
- Keep minutes of Committee meetings
- Correlate with Ward Newsletter / Communications / Public Relations people.
- Correlate with Ward Financial Clerk regarding all unit funds following BSA and Church procedures
- Responsible for fund raising projects
- Correlate with all units to ensure that each Scout has proper medical, parental consent forms and tour permits are being filed.

### Committee Member

- Register with the BSA
- Encouraged to wear a full Scout Leaders uniform
- Encouraged to attend Basic Training
- Encouraged to attend monthly RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Committee meeting
- Accept specific assignments from the Committee Chairman as given

## Stake / District

### Assistant District Commissioners

*[members of Stake Presidency & High Council]*

- Register with BSA
- Wear a full Scout Leaders uniform
- Attend Basic Training
- Attend monthly RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly District Committee meeting
- Responsible for ReChartering Units assigned
- Ensure that Unit Commissioners are assigned to the Ward Units
- Ensure that Unit Commissioners are trained
- Assist the Scouting Units with staffing, training and resource needs
- Attend monthly Ward Key Scouters meetings in your Units on a rotational basis
- Correlate and encourage a quality unit program in all Scouting Units you are assigned
- Attend District and Stake sponsored activities
- Encouraged to attend Unit activities

### Unit Commissioners

*[Young Mens Presidency, Primary Presidency]*

- Register with BSA
- Wear a full Scout Leaders uniform
- Attend Basic Training
- Attend monthly RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Unit Commissioner meeting
- Assist the Scouting Units with staffing, training and resource needs
- Assist Units with ReChartering
- Attend monthly Ward Key Scouters meetings in your Units on a rotational basis
- Correlate and encourage a quality unit program in all Scouting Units you are assigned
- Attend District and Stake sponsored activities
- Encouraged to attend Unit activities

# L.D.S. Scouting Positions Duties & Responsibilities

## Cub Packs

### Primary President & Second Counselor

- Register with the BSA
- Wear a full Scout Leaders uniform
- Attend Cub Scout Basic Training
- Attend monthly Cub Scout RoundTable
- Attend monthly Ward Key Scouters meeting
- Attend monthly Pack meeting
- Attend monthly Pack Leaders meeting

### Cubmaster

- Attend Cub Scout Basic Training
- Register with the BSA
- Attend monthly Cub Scout RoundTable
- Attend monthly Ward Key Scouters Meeting
- Conducts monthly Pack Meeting
- Wear a full Scout Leaders uniform
- Train Den Chiefs to work with Den Leaders
- Attend monthly Pack Leaders meeting

### Webelos

- Register with the BSA
- Wear a full Scout Leaders uniform
- Attend Cub Scout Basic Training
- Attend monthly Cub Scout RoundTable
- Attend monthly Ward Key Scouters Meeting
- Plan, direct and conduct weekly Webelos Den meeting
- Work with Webelos on activity badge requirements
- Attend monthly Pack meeting
- Attend monthly Pack Leaders meeting

### Den Leader

- Register with the BSA
- Wear a full Scout Leaders uniform
- Attend Cub Scout Basic Training
- Attend monthly Cub Scout RoundTable
- Attend annual Cub Scout POW WOW
- Plan, direct and conduct weekly den meeting
- Attend monthly Pack meeting
- Attend monthly Pack Leaders meeting

## Scout Troops

### 2nd Counselor Young Men Presidency

- Register with the BSA as ASM
- Wear a full Scout Leaders uniform
- Attend Boy Scout Basic Training
- Attend monthly Scout RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Ward Key Scouters meeting
- Conduct monthly Scout Committee meeting
- Assist Scoutmaster at meetings and activities and other duties when asked
- Attend at least one long-term camp per year
- Correlate weekly Patrol Leaders Council meeting (Quorum Presidency Meeting) with Scoutmaster
- Assist with Quorum Lessons

### Scoutmaster

- Register with the BSA
- Wear a full Scout Leaders uniform
- Attend Boy Scout Basic Training
- Attend monthly Scout RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Ward Key Scouters meeting
- Attend monthly Scout Committee meeting
- Work with Senior Patrol Leader to plan weekly Troop meeting
- Attend at least one long-term camp per year
- Provide regular outdoor activities
- Correlate activities with New Scout Leader
- Correlate weekly Patrol Leaders Council meeting (Quorum Presidency Meeting) with 2nd Counselor in YM Presidency
- Assist with Quorum Lessons

### Assistant Scoutmaster

- Register with the BSA
- Wear a full Scout Leaders uniform
- Attend Boy Scout Basic Training
- Attend monthly Scout RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Scout Committee meeting
- Assist Scoutmaster at meetings and activities and other duties when asked
- Attend at least one long-term camp per year
- Assist with weekly Patrol Leaders Council meeting (Quorum Presidency Meeting)
- Assist with Quorum Lessons

### New Scout Leader

- Register with the BSA
- Wear a full Scout Leaders uniform
- Attend New Scout Leader Basic Training
- Attend monthly Scout RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Ward Key Scouters meeting
- Attend monthly Scout Committee meeting
- Conduct weekly Scout activity meetings (Patrol meetings)
- Attend Blazer Day Camp
- Attend Troop Courts of Honor
- Team Teach Sunday Valiant Lessons when asked

## Varsity Scout Teams

### 1st Counselor Young Men Presidency

- Register with the BSA as AVC
- Wear a Varsity Scout uniform
- Attend Varsity Scout Basic Training
- Attend monthly Varsity RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Ward Key Scouters meeting
- Conduct monthly Varsity Committee meeting
- Assist Team Coach at meetings and activities and other duties when asked
- Attend at least one high adventure activity per year
- Correlate weekly Team Leadership meeting (Quorum Presidency Meeting) with Team Coach
- Assist with Quorum Lessons

### Team Coach

- Register with the BSA
- Wear a Varsity Scout uniform
- Attend Varsity Scout Basic Training
- Attend monthly Varsity RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Ward Key Scouters meeting
- Attend monthly Varsity Committee meeting
- Work with youth leaders to plan weekly Team meeting / activity
- Arrange for and attend at least one high adventure experience yearly
- Hold regular Courts of Honor (with/out Scouts)
- Correlate weekly Team Leadership meeting (Quorum Presidency Meeting) with 1st Counselor YM Presidency
- Assist with Quorum Lessons

### Assistant Team Coach

- Register with the BSA
- Wear a Varsity Scout uniform
- Attend Varsity Scout Basic Training
- Attend monthly Varsity RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Varsity Committee meeting
- Assist Varsity Coach at meetings and activities and other duties as needed
- Attend at least one high adventure experience yearly
- Assist with weekly Team Leadership meeting (Quorum Presidency Meeting)
- Assist with Quorum Lessons

## Venture Crew

### President of Young Men

- Register with the BSA as AVC
- Wear a Venturer uniform
- Attend Venturer Basic Training
- Attend monthly Venture RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Ward Key Scouters meeting
- Conduct monthly Venture Committee meeting
- Assist Advisor at meetings and activities and other duties when asked
- Attend at least one high adventure activity per year
- Attend the annual leadership skills course
- Correlate weekly Crew Leadership meeting (Quorum Presidency Meeting) with Advisor
- Assist with Quorum Lessons

### Crew Advisor

- Register with the BSA
- Wear a Venturer uniform
- Attend Venturer Basic Training
- Attend monthly Venturer RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Ward Key Scouters meeting
- Attend monthly Venturer Committee meeting
- Work with youth leaders to plan weekly Crew meeting / activity
- Arrange for and attend at least one high adventure experience yearly
- Arrange for and attend the annual leadership skills course
- Hold regular Courts of Honor (with/out Scouts)
- Correlate weekly Crew Leadership meeting (Quorum Presidency Meeting) with Bishop & YM President
- Assist with Quorum Lessons

### Assistant Crew Advisor

- Register with the BSA
- Wear a Venturer uniform
- Attend Venturer Basic Training
- Attend monthly Venturer RoundTable Training
- Encouraged to attend Wood Badge Training
- Attend monthly Venturer Committee meeting
- Assist Advisor at meetings and activities and other duties as needed
- Attend at least one high adventure experience yearly
- Attend annual leadership skills course
- Assist with weekly Crew Leadership meeting (Quorum Presidency Meeting)
- Assist with Quorum Lessons