



*Carroll District, BAC
Volunteer Job Descriptions*

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District Chair

Reports to: Council President

Description: Oversees and provides leadership to the District Committee.

Goal: To ensure the District meets its annual goals and obtains the highest possible level of Scouting's Journey to Excellence.

Responsibilities:

- Responsible to the Council President to run the program of Scouting as directed by the executive board of the Baltimore Area Council.
- Maintains a close working relationship with the District Commissioner and District Executive to coordinate the work of the District in order to better support Scouting Units.
- Attends the following meetings when available:
 - ☞ District Key 3 meetings
 - ☞ Monthly District Committee meetings, calls and presides
 - ☞ Baltimore Area Council board meetings
 - ☞ District Roundtable meetings, optional
- In coordination with the District Executive and District Commissioner, establishes the vision, goals and objectives for the District.
- Assures that each Vice Chair submits a written plan to meet the vision, goals and objectives of the District within their respective areas of responsibility.
- Conducts an annual planning meeting for the purpose of creating a written plan which meets the vision, goals and objectives of the District.
- Holds Vice Chairs and functional chairs accountable for implementing plans to support the vision, goals and objectives of the District.
- Recruits, appoints and leads top volunteers who serve as functional chairs for the District.
- Assures that all newly elected and/or appointed members are provided orientation material and attend new member orientation.
- Responsible for all communication between the Council and the District.
- Helps secure support for Scouting from community leaders.
- Appoints and is a member of the District Nominating committee.
- In coordination with the District Executive and District Commissioner assures that the District charter and all Unit charters within the District are completed accurately and in a timely manner annually.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Nominating Committee Chair

Reports to: District Chair

Description: Oversees the District Nominating Committee which selects and recruits qualified adult volunteers to serve key leadership positions within the District.

Goal: To select and recruit qualified adult volunteers to serve as the District Chair, District Commissioner, all functional District chairs and District Members-at-Large.

Responsibilities:

- Serve as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as required.
- Chair all meetings of the nominating committee.
- At District Committee meetings, reporting in the field of responsibility, as needed.
- Build a committee of four to eight top-caliber individuals who represent the District.
- With the help of the District Chair and District Executive, evaluate the effectiveness of all district functional positions and Members-at-Large and suggest changes necessary to achieve the district's mission.
- Solicit ideas of existing members and community leaders for potential new members.
- Be familiar with the job descriptions and responsibilities of the functional positions in the District.
- Through the help of the committee's members, ensure all potential members are either contacted or visited and are committed to active participation.
- In collaboration with the District Chair, assures all new members are invited to participate in the annual meeting.
- In collaboration with the District Registrar & Roster Chair, assures all new members are appropriately registered.
- Present the slate of new members at the District's annual meeting.
- Encourage all newly elected members to attend the new member orientation.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Vice Chair Program

Reports to: District Chair

Description: Provides leadership to Activities and Camping Committees.

Goal: To meet the District Activities and Camping goals and help achieve the District's Journey to Excellence goals.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Recruit, train/orient, inspire, and motivate volunteers to carry out committee functions through chairs for Activities and Camping committees.
- Assist each chair in recruiting key functional chairs and members for their respective committees.
- Participate actively in building the program portion for the District in accordance with the Council's strategic plan.
- At the direction of the District Chair, annually submits a written plan to meet the Program portion of the vision, goals and objectives of the District.
- Utilize program reports and records to monitor progress, watch for changes, and respond to trends.
- Provide leadership to the annual planning process of all program events, evaluation, goal setting, and program development which results in being recorded on the annual district program planning calendar.
- Help develop and achieve the goals in the Program area to help the District improve in the Journey to Excellence program criteria annually.
- Follow the Council's budget process.
- Contributes to Friend of Scouting.



Activities Chair

Reports to: Vice Chair Program

Description: Provides leadership to the Activities Committee.

Goal: To meet the District activities goals, to increase the percentage of Scouting Units participating in District and Council activities, and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- At the direction of the Vice Chair Program, annually submits a written plan to meet the Activities portion of the vision, goals and objectives of the District.
- Leading functional chairs to develop events and activities at District and Unit levels to include but not be limited to:
 - ☞ Anniversary celebrations
 - Flag Day, Memorial Day Parade, etc.
 - ☞ Recognition events (District Dinner)
 - ☞ Scouting for Food
 - ☞ Cub Adventure Day, Tiger Fun Day and Pinewood Derby, STEM, Pumpkin Chuckin', etc.
 - ☞ Summertime programs
 - ☞ Where-to-go and what-to-do pamphlet
 - ☞ Scout shows
 - ☞ Fitness and safety programs
 - ☞ Science, Technology, Engineering and Mathematics (STEM)
- Works with Program Chair in planning and managing event budgets.
- Conducts event evaluations.
- Recognizes key staff after each event.
- Maintains historical records of each event to guide future leaders.
- Promote the idea of performing civic service throughout the district's territory.
- Promote that every unit should be doing multiple Good Turn projects every year, and for the units to do so in a visible manner wearing the Scout uniform whenever practical.
- Work with all units to ensure they are entering their service project man-hours into the Journey to Excellence Web link.
- Conduct an annual survey of unit leaders to determine unit needs and wishes for district activities.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Boy Scout Chair (Activities)

Reports to: Activities Chair

Description: Responsible for all aspects of District Boy Scout Activities.

Goal: To meet the District's Boy Scout activities' goals and to increase the percentage of youth membership participating in activities and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes Boy Scout activities at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting activities' policies.
- Serves as a liaison between the District and the Council's Boy Scout activities leadership.
- Works with District Activities Chair to determine District-level programming needs of Boy Scout Units and ensures those Units needs are met through the annual District Program Calendar.
- Help plan and implement Boy Scout Activities' events as directed by the Activities Chair.
- Leading functional chairs to develop events and activities at District and Unit levels to include but not be limited to:
 - ☞ Summertime programs
 - ☞ Where-to-go and what-to-do pamphlet
 - ☞ Fitness and safety programs
 - ☞ Pumpkin Chuckin', Flag Day, etc.
 - ☞ Science, Technology, Engineering and Mathematics (STEM)
- In coordination with Cub Scout (Activities) and Venturing (Activities) Chairs, support events such as the Memorial Day Parade, Flag Day, the District Dinner, etc.
- Ensure promotion of all Boy Scout Activities' events to Troops.
- Implement Council Boy Scout activities' plans and events.
- Conduct an annual poll of District Boy Scout leaders to determine Unit needs and wishes for Boy Scout District Activities.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Science, Technology, Engineering, Mathematics (STEM) Chair

Reports to: Boy Scout Chair (Activities)

Description: Provides leadership to STEM committee.

Goal: To meet the District's STEM goals and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Conducts and presides over District STEM committee meetings.
- Promotes District STEM objectives and activities at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Keeps Boy Scout Chair (Activities) regularly informed of progress towards goals.
- Helps recruit and select volunteers for the STEM committee.
- Coordinates with Activities Registrar for registration when needed
- Serve as the representative and spokesperson for the District's STEM initiative and the Nova Awards program.
- Identify prospective volunteers and key organizations and events that could help support the District's STEM initiatives.
- Ensure integration of the awards with all training opportunities, such as a "This Is the Nova Award" workshop.
- Help organize District STEM-based events such as a STEM Merit Badge Day.
- Integrate Nova awards with existing camp programs (merit badges, belt loops, pins).
- Help educate the District Committee, Unit leaders and volunteers about the Nova Awards program and STEM initiative and about how they can help promote the program.
- With the Scout leaders present youth members with the NOVA awards. (optional)
- Maintain budget controls.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Pumpkin Chuckin' Chair

Reports to: Boy Scout Chair (Activities)

Description: Provides leadership to Pumpkin Chuckin committee.

Goal: To meet the District's Pumpkin Chuckin event goals and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Boy Scout Chair (Activities) regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Conducts and presides over District Pumpkin Chuckin committee meetings.
- Promotes District Pumpkin Chuckin event at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Keeps Boy Scout Chair (Activities) regularly informed of progress towards goals.
- Helps recruit and select volunteers for the Pumpkin Chuckin committee.
- Coordinates with Activities Registrar for registration.
- Conducts Pumpkin Chuckin event with goals of promoting an outdoor fun activity, sportsmanship, team building, personal achievement, and family understanding.
- Plans event which includes but is not limited to the following:
- Assures site location, publishes rules, publishes recognition and award categories, publishes rules for judging, acquires prizes and awards, and stages event.
- Promotes and assists Units to prepare for Pumpkin Chuckin event.
- Maintain budget controls.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Flag Day Chair

Reports to: Boy Scout Chair (Activities)

Description: Provides leadership to Flag Day committee.

Goal: To meet the District's Flag Day goals and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Activities Chair regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Conducts and presides over District Flag Day committee meetings.
- Promotes District Flag objectives and activities at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Helps recruit and select volunteers for the Flag Day committee.
- Identifies prospective venues and organizations throughout the District in order to promote Flag Day ceremonies and initiatives.
- Identifies Units to conduct Flag Day activities.
- Coordinates Units with community venues and organizations to conduct Flag Day ceremonies.
- Educates the District Committee, Unit leaders and volunteers about the important role of Flag Day ceremonies in the community.
- Maintain budget controls.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Cub Scout Chair (Activities)

Reports to: Activities Chair

Description: Responsible for all aspects of District Cub Scout Activities.

Goal: To meet the District's Cub Scout activities' goals and to increase the percentage of youth membership participating in activities and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes Cub Scout activities at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting activities' policies.
- Serves as a liaison between the District and the Council's Cub Scout activities leadership.
- Works with District Activities Chair to determine District-level programming needs of Cub Scout Units and ensures those Units needs are met through the annual District Program Calendar.
- Help plan and implement Cub Scout Activities' events as directed by the Activities Chair.
- Leading functional chairs to develop events and activities at District and Unit levels to include but not be limited to:
 - ☞ Competitive skills events:
 - Pinewood Derby, Tiger Fun Day, Cub Adventure Day, etc.
 - ☞ Summertime programs
 - ☞ Where-to-go and what-to-do pamphlet
 - ☞ Fitness and safety programs
 - ☞ Science, Technology, Engineering and Mathematics (STEM) for Cubs.
- In coordination with Boy Scout (Activities) and Venturing (Activities) Chairs, support events such as the Memorial Day Parade, Flag Day, the District Dinner, etc.
- Ensure promotion of all Cub Scout Activities' events to packs.
- Implement Council Cub Scout activities' plans and events.
- Conduct an annual poll of District Cub Scout leaders to determine Unit needs and wishes for Cub Scout District Activities.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Cub Adventure Day

Reports to: Cub Scout Chair (Activities)

Description: Provides leadership to Cub Adventure Day committee.

Goal: To meet the District's Cub Adventure Day goals and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Cub Scout Chair (Activities) regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Promotes Cub Adventure Day at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Helps recruit and select volunteers for the Cub Adventure Day committee.
- Conducts and presides over Cub Adventure Day committee meetings.
- Conducts Cub Adventure Day event with goals of promoting advancement, personal achievement, family understanding and youth having fun.
- Plans event which includes, but is not limited to, the following:
 - Assures site location, selects "Adventures" to be offered, and recruits personnel to achieve goals and objectives,
- In collaboration with the Registrar, assures for the registration and fee collection system is functional and advertised in a timely manner.
- Promotes and assists Units to prepare for Cub Adventure Day.
- Maintain budget controls.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Tiger Fun Day

Reports to: Cub Scout Chair (Activities)

Description: Provides leadership to Tiger Fun Day committee.

Goal: To meet the District's Tiger Fun Day goals and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Cub Scout Chair (Activities) regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Promotes Tiger Fun Day at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Helps recruit and select volunteers for the Tiger Fun Day committee.
- Conducts and presides over Tiger Fun Day committee meetings.
- Conducts Tiger Fun Day event with goals of marketing the Cub Scout program to the community, enhancing family understanding and for youth to have fun.
- Plans event which includes, but is not limited to, the following:
 - Assures site location, selects activities to be offered, and recruits personnel to achieve goals and objectives,
- In collaboration with the Registrar, assures for the registration and fee collection system is functional and advertised in a timely manner.
- Promotes and assists Units to prepare for Tiger Fun Day.
- Maintain budget controls.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Pinewood Derby Chair

Reports to: Cub Scout Chair (Activities)

Description: Provides leadership to Pinewood Derby committee.

Goal: To meet the District's Pinewood Derby goals and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Cub Scout Chair (Activities) regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Provides reports at District Committee meetings as needed.
- Conducts and presides over District Pinewood Derby committee meetings.
- Promotes District Pinewood Derby at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Helps recruit and select volunteers for the Pinewood Derby committee.
- Coordinates with Activities Registrar for registration.
- Conducts District Pinewood Derby event with goals of promoting sportsmanship, personal achievement, and family understanding.
- Plans event which includes but is not limited to the following:
 - Assures site location, arranges for derby track, publishes construction rules, publishes event rules, publishes recognition and award categories (fastest, best paint job, funniest, etc.), publishes rules for judging, acquires prizes and awards, stages event.
- Promotes and assists Units to prepare for Pinewood Derby.
- Maintain budget controls.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.

Venturing Chair (Activities)



Reports to: Activities Chair

Description: Responsible for all aspects of District Venturing Activities.

Goal: To meet the District's Venturing Activities' goals and to increase the percentage of youth membership participating in activities and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes Venturing activities at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting activities' policies.
- Serves as a liaison between the District and the Council's Venturing activities leadership.
- Works with District Activities Chair to determine District-level programming needs of Venturing Crews and ensures those Units needs are met through the annual District Program Calendar.
- Plan and implement Venturing Activities' events as directed by the Activities Chair.
- Ensure promotion of all Venturing Activities' events to Units.
- Implement Council Venturing Activities' plans and events.
- Conduct an annual poll of District Venturing leaders to determine Unit needs and wishes for Venturing District Activities.
- In coordination with Boy Scout (Activities) and Cub Scout (Activities) Chairs, support events such as the Memorial Day Parade, Flag Day, STEM, the District Dinner, etc.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.

District Dinner

Reports to: Activities Chair



Description: Responsible for all aspects of District Dinner.

Goal: To organize and conduct a District Dinner in order to celebrate the District's mission and recognize Scouters and community members who contribute to Scouting in Carroll District.

Responsibilities:

- Provides reports to and keeps the Activities Chair regularly informed of progress towards goals.
- Promotes the District Dinner at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- As necessary, recruits a committee to organize, promote and execute the District Dinner.
- Selects location, date and time for Dinner.
- Establishes fees for Dinner which are consistent with Council budget process.
- Assures all details of Dinner are identified and planned for in a fashion consistent with Scouting's principals.
- In collaboration with Vice Chairs and functional chairs, identifies all persons to be honored to include community personnel if necessary.
- In collaboration with the Registrar, assures for the registration and fee collection system is functional and advertised in a timely manner.
- Responsible for the creation and execution of the program, program booklet and agenda on the night of the Dinner.
- In collaboration with the Adult Recognition Chair and Scouter of the Year Chair, assures that the award ceremony is relevant and professional.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting

Memorial Day Parade Chair

Reports to: Activities Chair

Description: Provides leadership to Memorial Day Parade committee.



Goal: To meet the District's Memorial Day Parade goals and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Activities Chair regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Conducts and presides over District Memorial Day Parade committee meetings.
- Promotes District Memorial Day Parade objectives and activities at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Helps recruit and select volunteers for the Memorial Day Parade committee.
- Identifies prospective opportunities to participate in Memorial Day Parades throughout the District.
- Identifies Units to participate in Memorial Day Parades.
- Coordinates Units with Memorial Day Parade organizers within the District.
- Educates the District Committee, Unit leaders and volunteers about the important role of participating in Memorial Day Parades within the District.
- Maintain budget controls.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.

Scouting for Food Chair

Reports to: Activities Chair

Description: Responsible for all aspects of District's Scouting for Food activities.



Goal: To help meet the District's Scouting for Food goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Vice Chair Finance regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Promotes Scouting for Food at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Serves as a liaison between the District and Council's Scouting for Food activities.
- Accepts responsibility for achieving the District's Scouting for Food goals.
- Helps recruit and develop a Scouting for Food committee.
- Works with local community to coordinate Scouting for Food contributions.
- Publishes a District map in order to coordinate and assure total coverage of all communities and to eliminate overlap of neighborhoods.
- Assures the logistics of Scouting for Food pick-up and distribution.
- Maintains records and provides reports in accordance with Council's guidance.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.

Camping Chair

Reports to: Vice Chair Program

Description: Provides leadership to the Camping Committee.



Goal: To meet the District’s camping and outdoor activities goals; to assist Units in meeting camping and outdoor activities goals; to help Units and the District achieve their respective Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes camping at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting policy.
- At the direction of the District Chair, annually submits a written plan to meet the Camping portion of the vision, goals and objectives of the District.
- Helps recruit an Order of the Arrow (OA) Chapter Advisor.
- Develops and implements, with help of the OA Chapter, an annual plan to promote camping with a scheduled camping promotion to each Unit for:
 - ☞ Long-term and year round camping
 - ☞ Summer and Winter camping
 - ☞ High adventure opportunities
 - ☞ Working with functional chairs assures that camping activities such as Day Camp, Webelos Woods, Camporee, Klondike, etc. provide both instructional and competitive events to support the District’s overall JTE goals.
- Develops and implements a plan to promote to Packs:
 - ☞ Day camp, Pack family camping; Cubs and Webelos resident camp opportunities; the Summertime Pack award; and other outdoor activities
- Develops and implements a plan to promote the following to Units;
 - ☞ Hornaday Award & Conservation Programs; camperships for members with financial needs; correct use of Tour Permits; conversation and environmental projects; the coordination of the BSA National Outdoor Challenge application for Troops; Leave No Trace program; Safe Scouting through proper utilization of *Guide to Safe Scouting*, age appropriate outdoor activities guidelines and correct use of medical forms.
- Completes Council Camping report in a timely manner.
- Follows the Council’s budget process.
- Contributes to Friends of Scouting.

Camping Committee

Reports to: Camping Chair



Description: Serves the Camping Chair as a resource of personnel who are capable of promoting District level camping objectives.

Goal: To help meet the District's camping goals and support the District's Journey to Excellence objectives.

Responsibilities:

- Attends Camping Committee meetings as requested by the Camping Chair.
- Assists the Camping Chair with camping events as requested by the Camping Chair.
- Supports local and National Scouting policy.
- Follows the Council's budget process.
- Contributes to Friends of Scouting

Order of the Arrow (OA) Advisor

Reports to: Camping Chair

Description: Provides leadership to the Order of the Arrow Chapter.

Goal: To provide sound guidance and enthusiastic support to enable the youth Chapter Chief and his youth officers to meet or exceed the Chapter annual goals.



Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes the Order of the Arrow at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting policy.
- Attends appropriate council, section, regional, and nation OA functions when able and understands camping situation in each unit.
- Knows from chapter reports which units need camping promotion and training.
- Understands the policies and principles of the OA and sees that they are followed.
- Provides chapter officers the tools, opportunities and necessary transportation for them to do their jobs.
- Understands the adult role in the OA and assists in establishing chapter goals and objectives including support in attainment of Quality Chapter recognition.
- Assures that the chapter chief conducts chapter executive committee meetings; attends and sits with chapter chief at all meetings and activities; appoints an adult advisor to each chapter officer and committee chair in consultation with the chapter chief.
- Helps adult Arrowmen be functioning advisor either as a unite leader or adult advisor.
- Ensures the chapter charter renewal application is processed on time.
- Aids chapter chief in producing effective agendas; promotes attendance of adult advisors; encourages work with officers and committee chairs prior to meetings.
- Helps chapter chief delegate the burden of the chapter program.
- Understands that the chapter is a division of the lodge and that every youth in the chapter is a member of a unit and has unit responsibilities.
- Clears chapter service projects and understands that projects undertaken be directly related to camping, the council Cub Scout and Boy Scout programs, and the community.
- Appoints an advisor to the Vigil Honor nomination committee.
- Sets the example for youth and adult Arrowmen by correctly wearing the Scout uniform.
- Provides chapter officers and committee chairs with the district rosters of units so that proper contact is made for unit elections.
- With the District Webelos-to-Scout Transition Chair, help coordinate OA ceremonies for Cub Scout bridging.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Order of the Arrow (OA) Chief

Reports to: Order of Arrow Advisor

Description: Provides leadership to the Order of the Arrow Chapter.

Goal: To provide leadership to the Carroll District chapter of the Order of the Arrow.

Responsibilities:

- Is a member of the Camping Committee.
- Attends appropriate council, section, regional, and national OA functions as available.
- In consultation with lodge advisor, establishes annual goals and objectives for the chapter including help in the attainment of Quality Chapter recognition.
- Attends all chapter activities and chapter executive committee meetings; promotes attendance and participation of chapter officers and committee chairmen.
- Appoints chapter operating committee chairmen in consultation with chapter advisor.
- Assigns chapter members to operating committees.
- Promotes attendance of chapter officers and committee chairmen to meetings of their related assignments.
- Presides over all chapter and chapter executive committee meetings; works from an agenda established by the Key 3 team for chapter administration; solicits agenda items from chapter officers and committee chairmen.
- Responsible for planning and conducting chapter activities.
- Delegates duties to fellow chapter officers and committee chairmen.
- Assures that the chapter program supports the lodge program.
- Undertakes chapter service projects in consultation with chapter advisor.
- Appoints the Vigil Honor nominating committee.
- Promotes the correct wearing of the Scout uniform by personal example and chapter education programs.
- Works with chapter advisor in providing his chapter officers and chairmen with unit contact information.

Day Camp Chair



Reports to: Camping Chair

Description: Provides leadership to Cub Scout Day Camp activity.

Goal: To meet the District's Day Camp goals; to meet Council's Day Camp standards; to be a BSA National Accredited Camp; and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Cub Scout Chair (Activities) regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Conducts and presides over District Day Camp committee meetings.
- Promotes Day Camp at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting camping policies.
- Attends Day Camp school and earns certification.
- Helps recruit, supervise and train day camp committee and key staff.
- Assures site location; generates map of grounds; lay out and headquarters sites; arranges for flags and flagpoles; secures equipment from Council; arranges for sanitation needs.
- Prepares and maintains a volunteer, parent and camper manual to include check-in and orientation procedures.
- Implements procedures for a risk management, emergency procedure, and camper security program in accordance with Council camping guidelines.
- Maintain budget controls.
- Ensures the District takes care of Council equipment and property provided by the District and/or Council Quartermaster.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



WEBEOS Woods Chair

Reports to: Camping Chair

Description: Provides leadership to WEBELOS Woods committee.

Goal: To meet the District's WEBELOS Woods goals and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Cub Scout Chair (Activities) regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Provides reports at District Committee meetings as needed.
- Conducts and presides over District WEBELOS Woods committee meetings.
- Promotes WEBELOS Woods at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting camping policies.
- Helps recruit and select volunteers for the WEBELOS Woods committee.
- Coordinates with Activities Registrar for registration.
- Plans and conducts leader's information meetings.
- Assures site location; generates map of grounds; lay out and headquarters sites; arranges for flags and flagpoles; secures equipment from Council; arranges for sanitation needs.
- Assures a quality program; events, activities, camp fire, religious diversity, Leave No Trace, etc.
- Assists Units to prepare for WEBELOS Woods.
- Maintain budget controls. .
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Camporee Chair

Reports to: Camping Chair

Description: Provides leadership to Camporee committee.

Goal: To meet the District's Camporee goals; to meet Council's Camporee and camping standards; and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Boy Scout Chair (Activities) regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Conducts and presides over District Camporee committee meetings.
- Promotes Camporee at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting camping policies.
- Keeps Boy Scout Chair (Activities) regularly informed of progress towards goals.
- Helps recruit and select volunteers for the Camporee committee.
- Conducts and presides over all Camporee committee meetings.
- Coordinates with Activities Registrar for registration.
- Plans and conducts leader's information meetings.
- Assures site location; generates map of grounds; lay out troop and headquarters sites; arranges for flags and flagpoles; secures equipment from Council; arranges for sanitation needs.
- Assures a quality program; events, activities, camp fire, religious diversity, Leave No Trace, etc.
- Assists Units to prepare for Camporee.
- Maintain budget controls.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.

Klondike Chair (Overall)



Reports to: Camping Chair

Description: Provides leadership to Klondike committee.

Goal: To meet the District's Klondike goals and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Boy Scout Chair (Activities) regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Conducts and presides over District Klondike committee meetings.
- Promotes Klondike at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting camping policies.
- Keeps Boy Scout Chair (Activities) regularly informed of progress towards goals.
- Helps recruit and select volunteers for the Cub Klondike and Boy Scout Klondike committee.
- Coordinates with Activities Registrar for registration.
- Oversees and coordinates site location; generates map of grounds; lay out and headquarters sites; arranges for flags and flagpoles; secures equipment from Council; arranges for sanitation needs.
- Publishes Leader, participant and parent rules and regulations for both Cub & Boy Scout Klondike.
- Assures a quality program for both Cub Scouts and Boy Scouts with meaningful events which stress fun, the development of scout skills, and a cold weather camping opportunity all within Scouting's policies and procedures.
- Promotes and assists Units to prepare for Klondike.
- Maintain budget controls.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.

Cub Klondike Chair



Reports to: Klondike Chair (Overall)

Description: Provides leadership to Cub Klondike committee.

Goal: To meet the District's Cub Klondike goals and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Klondike Chair regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Promotes Cub Klondike at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting camping policies.
- Keeps Klondike Chair (Overall) regularly informed of progress towards goals.
- Helps recruit and select volunteers for the Cub Klondike committee.
- Assists the Klondike Chair (Overall) as requested.
- Promotes Cub units to participate and run a Klondike station.
- Assures that published Leader, participant and parent rules and regulations are disseminated in a timely fashion.
- Assures a quality program for Cub Scouts by stressing fun in an outdoor cold weather environment.
- Promotes WEBELOS to explore camping opportunities with Scout Units at Klondike event.
- Maintain budget controls.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.

Scout Klondike Chair

Reports to: Klondike Chair (Overall)



Description: Provides leadership to Scout Klondike committee.

Goal: To meet the District's Scout Klondike goals and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Klondike Chair regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Conducts and presides over Scout Klondike committee meetings.
- Promotes Scout Klondike at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting camping policies.
- Keeps Klondike Chair (Overall) regularly informed of progress towards goals.
- Helps recruit and select volunteers for the Scout Klondike committee.
- Assists the Klondike Chair (Overall) as requested.
- Promotes Scout units to participate and run a Klondike station.
- Assures that published Leader, participant and parent rules and regulations are disseminated in a timely fashion.
- Assures a quality program for Boy Scouts by stressing fun, scout skills, and competitive sportsmanship in an outdoor cold weather camping environment.
- Coordinates with Cub Klondike committee to promote and facilitate WEBELOS to explore camping opportunities with Scout Units at Klondike event.
- Maintain budget controls.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.

Vice Chair Readiness

Reports to: District Chair



Description: Provides leadership to Training and Advancement Committees.

Goal: To meet the District Training and Advancement goals and help achieve the District's Journey to Excellence goals.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Recruit, train/orient, inspire, and motivate volunteers to carry out committee functions through chairs for Training and Advancement committees.
- Assist each chair in recruiting key functional chairs and members for their respective committees.
- Participate actively in building the program portion for the District in accordance with the Council's strategic plan.
- At the direction of the District Chair, annually submits a written plan to meet the Program portion of the vision, goals and objectives of the District.
- Utilize program reports and records to monitor progress, watch for changes, and respond to trends.
- Provide leadership to the annual planning process of all program events, evaluation, goal setting, and program development which results in being recorded on the annual district program planning calendar.
- Help develop and achieve the goals in the Program area to help the District improve in the Journey to Excellence program criteria annually.
- Follow the Council's budget process.
- Contributes to Friend of Scouting.

Training Chair

Reports to: Vice Chair Readiness

Description: Provides leadership to the Training Committee.



Goal: To meet the District’s training goals and to increase the percentage of Scouters who have completed appropriate training and received training awards; to assist Units in meeting training requirements; to help Units and the District achieve their respective Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes training at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting policy.
- At the direction of the District Chair, annually submits a written plan to meet the Training portion of the vision, goals and objectives of the District.
- Annually analyze the District’s training needs, develop and implement an annual plan for District level training for all adult leaders and youth regardless of position, track progress and provide reports at District Committee meetings.
- Select, recruit, and train trainers for district training events.
- Plan, coordinate, and schedule effective, year-round leadership training programs using the most current training materials of the Boy Scouts of America.
- Help conduct or coordinate council training events, which might include Wood Badge, Boy Scout Leader Outdoor session, Webelos Leader Outdoor Training, National Youth Leader Training, and Chartered Organization Representative Training.
- Approve applications for training recognition and service awards.
- Develop procedures for evaluating the effectiveness of the district’s leadership training program.
- Promote and support out-of-council training events, such as Philmont, area, and regional conferences.
- Assure that the District’s training records are maintained on appropriate data base, kept current and that backup records are maintained in the local council service center.
- Coordinate the completion of unit training inventories.
- Complete and maintain an inventory of training supplies and materials.
- Meet (as needed) with the council training chair at the council’s coordinated meetings to plan and coordinate training courses and monitor achievement of council and district goals.
- Promote all on-line training through the Online Learning Center.
- Give special assistance in the training of new unit leaders.
- Follows the Council’s budget process.
- Contributes to Friends of Scouting.

Cub Scout Chair (Training)

Reports to: Training Chair

Description: Responsible for all aspects of District Cub Scout Training.



Goal: To meet the District’s Cub Scout training goals; to increase the percentage of Cub Scouters who have completed training and received training awards; to assist Units in meeting training requirements; and to help Cub Units and the District achieve their respective Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Provides updated reports at District Committee meetings.
- Promotes Cub Scout training at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting training policies.
- Serves as a liaison between the District and the Council’s Cub Scout training leadership.
- Works with District Training Chair to determine District-level training needs of Cub Scout Units and ensures those Units needs are met through the annual District Training Calendar.
- Help plan and implement Cub Scout training events as directed by the Training Chair.
- Ensure promotion of all Cub Scout training events to packs.
- Implement Council Cub Scout training plans and events.
- Conduct an annual poll of District Cub Scout leaders to determine Unit needs and wishes for Cub Scout District training.
- Maintains historical records of each event to guide future leaders.
- Follows the Council’s budget process.
- Contributes to Friends of Scouting.

Boy Scout Chair (Training)

Reports to: Training Chair

Description: Responsible for all aspects of District Boy Scout Training.



Goal: To meet the District's Boy Scout training goals; to increase the percentage of Boy Scouters who have completed training and received training awards; to assist Units in meeting training requirements; and to help Boy Scout Units and the District achieve their respective Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Provides updated reports at District Committee meetings.
- Promotes Boy Scout training at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting training policies.
- Serves as a liaison between the District and the Council's Boy Scout training leadership.
- Works with District Training Chair to determine District-level training needs of Boy Scout Units and ensures those Units needs are met through the annual District Training Calendar.
- Help plan and implement Boy Scout training events as directed by the Training Chair.
- Ensure promotion of all Boy Scout training events to troops.
- Implement Council Boy Scout training plans and events.
- Conduct an annual poll of District Boy Scout leaders to determine Unit needs and wishes for Boy Scout District training.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.

Venturing Chair (Training)

Reports to: Training Chair

Description: Responsible for all aspects of District Venturing Training.



Goal: To meet the District’s Venturing training goals; to increase the percentage of Venturers who have completed training and received training awards; to assist Units in meeting training requirements; and to help Venturing Units and the District achieve their respective Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Provides updated reports at District Committee meetings.
- Promotes Venturing training at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting training policies.
- Serves as a liaison between the District and the Council’s Venturing training leadership.
- Works with District Training Chair to determine District-level training needs of Venturing Units and ensures those Units needs are met through the annual District Training Calendar.
- Help plan and implement Venturing training events as directed by the Training Chair.
- Ensure promotion of all Venturing training events.
- Implement Council Venturing training plans and events.
- Conduct an annual poll of District Venturing leaders to determine Unit needs and wishes for Venturing District training.
- Maintains historical records of each event to guide future leaders.
- Follows the Council’s budget process.
- Contributes to Friends of Scouting.

Training Committee

Reports to: Training Chair

Description: Serves the Training Chair as a resource of personnel who are capable of providing District level training.



Goal: To help meet the District’s training goals and support the District’s Journey to Excellence objectives.

Responsibilities:

- Attends Training Committee meetings as requested by the Training Chair.
- Maintain “trained” status by attending appropriate and BSA certified training in respective area of expertise.
- Conduct District training as directed by the Training Chair.
- Supports local and National Scouting policy.
- Follows the Council’s budget process.
- Contributes to Friends of Scouting

Advancement Chair

Reports to: Vice Chair Readiness

Description: Provides leadership to the Advancement Committee.

Goal: To meet the District’s advancement goals and to increase the percentage of youth advancing in rank; to maintain, support, and ensure high quality in the process by which youth member’s progress



from rank to rank; to assist Units in meeting the advancement requirements; to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes advancement at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and National Scouting advancement policies.
- At the direction of the Vice Chair Program, annually submits a written plan to meet the Advancement portion of the vision, goals and objectives of the District.
- Work toward improving the number of youth members who advance annually as stated in the Journey to Excellence program.
- Maintain advancement standards, set meaningful goals and maintain advancement reports for Boy Scouts, Venturers, Special Needs Scouts and Cub Scouts.
- Works with Unit leaders to help them better understand advancement and implementation of advancement in all District Units.
- Present lifesaving awards, special district awards, and other recognitions.
- Find and register merit badge counselors.
- Produce a merit badge counselor list and makes sure merit badge counselors are properly trained.
- Conduct an Eagle Scout recognition program annually.
- Develop lists of Eagle Scout service projects.
- Review and approve Eagle projects in accordance with Council and National guidelines.
- Promotes Units to conduct regular ceremonies to insure proper youth recognition in respective units.
- Ensures that there is a representative of the District on every Eagle Scout boards of review.
- Considers and acts on appeals from Eagle candidates and for any Scout advancement issue, whether brought on by a Unit, Scout Leader, youth, parent, or other concerned adult.
- Follows the Council's budget process.
- Contributes to Friend of Scouting.

District Representatives

Reports to: Advancement Chair

Description: Provides support for Advancement Chair

Goal: To meet the District's advancement goals and to increase the percentage of youth advancing in rank; to maintain, support, and ensure high quality in the process by which youth member's progress



from rank to rank; to assist Units in meeting the advancement requirements; to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Assist the District Advancement Chair in conducting Life to Eagle Seminars
- Work with assigned Life Scout(s) to approve their Eagle Project(s), **after** the Troop has approved the project.
- Once the Life Scout completes his Eagle Project and completes his Eagle Book, works with the Life Scout to finalize the Eagle Book.
- Works with the Troop Advancement Chair to set up the Eagle Board of Review.
- Represents the District on the Eagle Board of Review to insure all BSA Policies are met.
- Attends Eagle Courts of Honor.
- Supports District, Council and National Scouting advancement policies.
- Follows the Council's budget process.
- Contributes to Friend of Scouting.

Dean of Merit Badge Counselors Chair

Reports to: Advancement Chair

Description: Screens, administers and provides leadership to Merit Badge Counselors.

Goal: To meet the District's Merit Badge Counselor goals and to increase the percentage of youth completing merit badge requirements; to maintain, support, and ensure high quality Merit Badge Counselors; to assist Units in appointing and accessing Merit Badge Counselors; to help achieve the District's Journey to Excellence objectives.



Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Provides updated reports at District Committee meetings.
- Promotes appointment of Merit Badge Counselors at Roundtables, District functions, District websites, District email blasts, etc.
- Supports District, Council and National Scouting policies.
- Support Unit Leaders and Merit Badge Counselors to improve the number of youth members who attain merit badges.
- Maintain Merit Badge Counselor standards.
- Find and register Merit Badge Counselors in accordance with Council guidelines.
- Obtain all additions and deletions of Merit Badge Counselors from units.
- Generate, maintain and disseminate a Merit Badge Counselor list and keep current on District Web site.
- Keep list of unit leader contacts to include Committee Chair and Advancement Chair.
- Notify the District and Units of new merit badges, requirements and effective dates.
- Notify the District and Units of any changes to existing merit badges, detailing those changes and publishing effective dates.
- Working with Units, verifies annual Youth Protection certification of Merit Badge Counselors.
- Works with Unit leaders to help them better understand Merit Badge Counselor requirements and standards.
- Follows the Council's budget process.
- Contributes to Friend of Scouting.

Special Needs Chair

Reports to: Advancement Chair

Description: Provides leadership for District's Special Needs Program.

Goal: To meet the District's Special Needs goals and to increase awareness of Scouting's program for youth with special needs and to help achieve the District's Journey to Excellence objectives.

Responsibilities:



- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Provides updated reports at District Committee meetings.
- Promotes the District's Special Needs Program at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Promote awareness to Scouts and unit leaders.
- Assist with Disabilities Awareness Merit Badge.
- Provides training to adult leaders on advance requirements for special needs youth.
- Distribute available publications by the BSA.
- Support the growth of new units and provide service to existing special needs units and leaders.
- As required, be available to District Vice Chairs, all functional chairs and Units to ensure event inclusion for special needs Scouts.
- Work with and assist other Council committees to deliver a quality Scouting program to all youth.
- Supports District, Council and National Scouting policies.
- Follows the Council's budget process.
- Contributes to Friend of Scouting.



Swim Program Chair

Reports to: Advancement Chair

Description: Provides leadership for District's Swim Program Committee.

Goal: To meet the District's Swim Program goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Provides updated reports at District Committee meetings.
- Promotes the Swim Program at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Work with the Council to provide aquatics training for adults and youth.
- Provide and promote a broad array of basic and high-adventure swimming and boating activities to support all parts of the Scouting program.
- Provide advancement opportunities for youth.
- Actively assess safe operation of District-led aquatics activities and promote aquatics safety at the Unit level.
- Attracting, develop, and retain qualified aquatics leadership for the District's aquatics program.
- Promote winter swim programs with learn-to-swim and advancement opportunities for Cub Scouts, Boy Scouts, and Venturers
- As needed, coordinate with other agencies (e.g., YMCA, NAUI, PADI, American Canoe Association, McDaniel College, etc.) for joint programs or use of facilities.
- Promotion of Safe Swim Defense and Safety Afloat at the District and Unit levels.
- Supports District, Council and National Scouting policies.
- Follows the Council's budget process.
- Contributes to Friend of Scouting.



Adult Recognition Chair

Reports to: Advancement Chair

Description: Provides leadership for District's Adult Recognition Program.

Goal: To meet the District's Adult Recognition goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Provides updated reports at District Committee meetings.
- Promotes the Adult Recognition at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Understands all available adult awards and the nomination processes.
- Shares information with Units about available Unit, District, Council and National adult recognition programs and/or awards.
- Promotes, encourages, and facilitates the nomination of adult volunteers for Unit, District, Council and National recognitions and ensures nominations are submitted on a timely basis.
- Facilitates all adult awards and forwards appropriate reports and documentation to Council for recording.
- Maintains a data base on all submitted adult awards, tracks and ensures awards are presented on a timely basis.
- Organize local ceremonies and/or recognition opportunities as needed
- Supports District, Council and National Scouting policies.
- Follows the Council's budget process.
- Contributes to Friend of Scouting.



Scouter of the Year Chair

Reports to: Adult Recognition Chair

Description: Provides leadership for District's Scouter of the Year Award Program.

Goal: To meet the District's Recognition goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes the Scouter of the Year Program at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Communicates the Scouter of the Year criteria with all District Units.
- Promotes, encourages, and facilitates the nomination of adult volunteers for the Scouter of the Year recognition and ensures nominations are submitted on a timely basis.
- Facilitates and forwards any appropriate reports and documentation to Council for recording.
- Maintains a data base on submitted nominations and maintains legacy records.
- Helps organize local ceremonies and/or recognition opportunities as needed.
- In collaboration with the Dinner Chair, assure that arrangements are made to have award ready for presentation.
- In collaboration with the Dinner Chair, assure that the award presentation ceremony is properly crafted, that presenters understand their role, and that the award nominator is notified of the award and timing of the event.
- Supports District, Council and National Scouting policies.
- Follows the Council's budget process.
- Contributes to Friend of Scouting.



Award of Merit Chair

Reports to: Adult Recognition Chair

Description: Provides leadership for District's Award of Merit Committee.

Goal: To meet the District's Adult Recognition goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Provides updated reports at District Committee meetings.
- Promotes the Award of Merit at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Communicates the Award of Merit criteria with all District Units.
- Promotes, encourages, and facilitates the nomination of adult volunteers for the District's Award of Merit program and ensures nominations are submitted on a timely basis.
- Facilitates and forwards any appropriate reports and documentation to Council for recording.
- Maintains a data base on submitted nominations and maintains legacy records.
- In collaboration with the Dinner Chair, assure that arrangements are made to have award ready for presentation.
- In collaboration with the Dinner Chair, assure that the award presentation ceremony is properly crafted, that presenters understand their role, and that the award nominator is notified of the award and timing of the event.
- Helps organize local ceremonies and/or recognition opportunities as needed
- Supports District, Council and National Scouting policies.
- Follows the Council's budget process.
- Contributes to Friend of Scouting.



Awards Committee

Reports to: Advancement Chair

Description: Serves the Advancement Chair as a resource for District level support to assure awards at all levels are promptly recognized, coordinated and delivered.

Goal: To help meet the District's advancement goals and support the District's Journey to Excellence objectives.

Responsibilities:

- Attends Advancement Committee meetings as requested by the Advancement Chair.
- Maintain "trained" status by attending appropriate and BSA certified training in respective area of expertise.
- Conduct District awards orientation sessions as directed by the Advancement Chair.
- Supports local and National Scouting policy.
- Follows the Council's budget process.
- Contributes to Friends of Scouting

Vice Chair Finance



Reports to: District Chair

Description: Provides leadership to the Finance Committee.

Goal: To meet the District's finance goals; to support Units when they have questions related to finance and money earning projects; and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes fundraising at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting fundraising policy.
- At the direction of the District Chair, annually submits a written plan to meet the Finance area portion of the vision, goals and objectives of the District.
- Accepts the responsibility to ensure that the District meets its fundraising objectives.
- Conduct monthly finance committee meetings.
- Assists in the recruiting and support of functional committee chairs.
- Provides coaching and guidance to functional committee chairs.
- Provide monthly reviews, reports and recommendations in regard to the District's fundraising performance.
- Serves as the District's liaison with the Council for fundraising activities.
- Serve as a resource for Unit's fundraising activities.
- Review unit money earning applications.
- Follows the council's budget process.
- Contributes to Friends of Scouting.

Pop Corn Kernel



Reports to: Vice Chair Finance

Description: Responsible for all aspects of District's popcorn fundraising activities.

Goal: To help meet the District's fundraising goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at the District Committee meetings as needed.
- Keeps Finance Chair updated on popcorn sale program progress.
- Promotes popcorn sales at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Serves as a liaison between the District and Council's popcorn sales activities.
- Accepts responsibility for achieving the district's popcorn sales goal.
- Helps recruit and develop a popcorn committee and unit kernels.
- Serves as a resource for unit kernels and provides communication updates as necessary.
- Provides leadership for the District's popcorn sale activities.
- Assures the logistics of popcorn distribution.
- Maintains records and provides reports in accordance with Council's guidance.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Camp Card Chair

Reports to: Vice Chair Finance

Description: Responsible for all aspects of District's camp card fundraising activities.

Goal: To help meet the District's fundraising goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at the District Committee meetings as needed.
- Keeps Finance Chair updated on camp card sale program progress.
- Promotes camp card sales at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Serves as a liaison between the District and Council's camp card sales activities.
- Accepts responsibility for achieving the District's camp card sales goal.
- Helps recruit and develop a camp card committee and unit camp card representatives.
- Serves as a resource for camp card unit representatives and provides communication updates as necessary.
- Provide leadership for the District's camp card sale activities.
- Assures the logistics of camp card distribution and return.
- Maintains records and provides reports in accordance with Council's guidance.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Good Scout Breakfast Chair

Reports to: Vice Chair Finance

Description: Responsible for all aspects of District's Good Scout Breakfast fundraising activity.

Goal: To help meet the District's Good Scout Breakfast goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to the Vice Chair Finance as needed.
- Keeps Vice Chair Finance updated on Good Scout Breakfast program progress.
- Promotes the Good Scout Breakfast program at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Serves as a liaison between the District and Council's Good Scout program.
- Accepts responsibility for achieving the District's Good Scout Breakfast goals.
- Helps recruit and leads the Good Scout Breakfast committee.
- Helps identify prospects for Good Scout Breakfast program.
- Chair and plan the district campaign kickoff, report, and victory meetings to maintain campaign discipline.
- Assist in the securing of sponsorships (as needed) for campaign-related expenses of the kickoff, report meetings, and victory celebrations.
- Keep the district's campaigns on schedule through open communication.
- Maintains records and provides reports in accordance with Council's guidance.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting campaign.



Family Campaign Chair (FOS)

Reports to: Vice Chair Finance

Description: Responsible for all aspects of District's Friends of Scouting fundraising activity.

Goal: To help meet the District's Friends of Scouting goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at the District Committee meetings as needed.
- Keeps Finance Chair updated on Friends of Scouting program progress.
- Promotes the Friends of Scouting program at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Serves as a liaison between the District and Council's Friends of Scouting program.
- Accepts responsibility for achieving the District's Friends of Scouting goals.
- Helps recruit and leads the Friends of Scouting committee.
- Assign enrollers to ensure effective coverage in face-to-face solicitation of district campaign prospects with objective of one enroller to five prospects.
- Conduct and chair prospect and evaluation meetings to add new contributors and upgrade current and past contributors.
- Assist in the training (as needed) of all District campaign workers.
- Chair and plan the district campaign kickoff, report, and victory meetings to maintain campaign discipline.
- Assist in the securing of sponsorships (as needed) for campaign-related expenses of the kickoff, report meetings, and victory celebrations.
- Serve as a resource to District campaign captains in securing additional names for enrollers.
- Coordinates a District phone-a-thon to assure pledges are collected.
- Keep the district's campaigns on schedule through open communication.
- Maintains records and provides reports in accordance with Council's guidance.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Enroll as a lead donor in the District's Friends of Scouting campaign.

Community Campaign Chair



Reports to: Vice Chair Finance

Description: Responsible for all aspects of District's Community Campaign fundraising activity.

Goal: To help meet the District's Community Campaign goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at the District Committee meetings as needed.
- Keeps Finance Chair updated on Community Campaign program progress.
- Promotes the Community Campaign program at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Serves as a liaison between the District and Council's Community Campaign program.
- Accepts responsibility for achieving the District's Community Campaign goals.
- Helps recruit and leads the Community Campaign committee.
- Identifies prospects for Community Campaign program.
- Conduct and chair prospect and evaluation meetings to add new contributors and upgrade current and past contributors.
- Assign enrollers to ensure effective coverage in face-to-face solicitation of district campaign prospects with objective of one enroller to five prospects.
- Assist in the training (as needed) of all District campaign workers.
- Chair and plan the district campaign kickoff, report, and victory meetings to maintain campaign discipline.
- Assist in the securing of sponsorships (as needed) for campaign-related expenses of the kickoff, report meetings, and victory celebrations.
- Serve as a resource to District campaign captains in securing additional names for enrollers.
- Keep the district's campaigns on schedule through open communication.
- Maintains records and provides reports in accordance with Council's guidance.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Contributes to the Friends of Scouting campaign.

James E. West Chair

Reports to: Vice Chair Finance



Description: Responsible for all aspects of District's James E. West Fellowship fundraising activity.

Goal: To help meet the District's James E. West Fellowship goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at the District Committee meetings as needed.
- Keeps Finance Chair updated on James E. West Fellowship program progress.
- Promotes the James E. West Fellowship program at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Serves as a liaison between the District and Council's James E. West Fellowship program.
- Accepts responsibility for achieving the District's James E. West Fellowship goals.
- Helps identify those interested to become members in the James E. West Fellowship.
- Assures that James E. West Fellows receive appropriate recognition.
- Cultivate Fellowship members to next levels of recognition.
- Maintains records and provides reports in accordance with Council's guidance.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Vice Chair Membership

Reports to: District Chair

Description: Provides leadership to the Membership Committee.

Goal: To meet the District's Membership goals and support Units to increase membership, to help form new Units and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes Membership at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting Membership policies.
- Accept the responsibility to ensure that the district meets its Membership objectives.
- Conduct monthly Membership committee meetings.
- Assist in the recruiting and support of functional committee chairs.
- Provide coaching and guidance to function committee chairs.
- Helps organize new Packs, Troops, and Crews.
- Helps recruit and train leaders for new Units.
- Coordinates with the District's Training and Advancement Chairs to assure that new Unit leaders receive training and understand advancement.
- Assures compliance with school regulations for recruiting activities.
- Provide monthly reviews, reports and recommendations in regard to the District's Membership performance.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



Cub Scout Chair (Membership)

Reports to: Vice Chair Membership

Description: Provides leadership to the Cub Scout Membership Committee.

Goal: To meet the District's Cub Scout membership goals, to support Cub Units to increase membership, to help form new Cub Units and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes Cub Scout membership at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting Cub Scout membership policies.
- Accept the responsibility to ensure that the district meets its Cub Scout membership objectives.
- Conduct monthly Cub Scout Membership committee meetings.
- Assist in the recruiting and support of functional committee chairs.
- Provide coaching and guidance to function committee chairs.
- Helps organize new Cub Scout Packs.
- Helps recruit and train leaders for new Cub Scout Units.
- Coordinates with the District's Training and Advancement Chairs to assure that new Unit leaders receive training and understand advancement.
- Assures compliance with school regulations for recruiting activities.
- Provide monthly reviews, reports and recommendations in regard to the District's Membership performance.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



Boy Scout Chair (Membership)

Reports to: Vice Chair Membership

Description: Provides leadership to the Boy Scout Membership Committee.

Goal: To meet the District's Boy Scout membership goals, to support Boy Scout Units to increase membership, to help form new Boy Scout Units and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes Boy Scout membership at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting Boy Scout membership policies.
- Accept the responsibility to ensure that the district meets its Boy Scout membership objectives.
- Conduct monthly Boy Scout Membership committee meetings.
- Assist in the recruiting and support of functional committee chairs.
- Provide coaching and guidance to function committee chairs.
- Helps organize new Boy Scout Troops.
- Helps recruit and train leaders for new Boy Scout Units.
- Coordinates with the District's Training and Advancement Chairs to assure that new Unit leaders receive training and understand advancement.
- Assures compliance with school regulations for recruiting activities.
- Provide monthly reviews, reports and recommendations in regard to the District's Membership performance.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



Venturing Chair (Membership)

Reports to: Vice Chair Membership

Description: Provides leadership to the Venturing Membership Committee.

Goal: To meet the District's Venturing membership goals, to support Venturing Units to increase membership, to help form new Venturing Units and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes Venturing membership at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting Venturing membership policies.
- Accept the responsibility to ensure that the district meets its Venturing membership objectives.
- Conduct monthly Venturing Membership committee meetings.
- Assist in the recruiting and support of functional committee chairs.
- Provide coaching and guidance to function committee chairs.
- Helps organize new Venturing Crews.
- Helps recruit and train leaders for new Venturing Units.
- Coordinates with the District's Training and Advancement Chairs to assure that new Unit leaders receive training and understand advancement.
- Assures compliance with school regulations for recruiting activities.
- Provide monthly reviews, reports and recommendations in regard to the District's Membership performance.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



School Night Chair

Reports to: Vice Chair Membership

Description: Provides leadership to the School Recruiting Committee.

Goal: To meet the District's School Recruiting goals, to support Units in increasing membership, to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes School Recruiting at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting School Recruiting policies.
- Accept the responsibility to ensure that the district meets its School Recruiting objectives.
- Helps recruits volunteers to serve on the School Recruiting committee.
- Conduct monthly School Recruiting committee meetings.
- Works with all Units to successfully plan and execute a School Recruiting program.
- Assign Units to schools and identify unit coordinators to implement recruiting program.
- Help promote a School Recruiting program in schools and maintain appropriate relationships with school leadership.
- Provide guidance and training to Unit coordinators on all aspects of the recruiting program.
- Follow-up with Units for reporting purposes and to assure all new Cub and leader applications are turned in and processed by Council.
- Works with local school principals to assure recruiting access and compliance to school regulations.
- Provide monthly reviews, reports and recommendations in regard to the District's recruiting efforts and performance.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



Webelos-to-Scout Transition Chair

Reports to: Vice Chair Membership

Description: Provides leadership to the Webelos-to-Scout Committee.

Goal: To meet the District's Webelos-to-Scout transition goals, to support units in Webelos-to-Scout transition, to help form new Venturing Units and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes Webelos-to-Scout transition at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting Webelos-to-Scout transition policies.
- Accept the responsibility to ensure that the district meets its Webelos-to-Scout objectives.
- Conduct monthly Webelos-to-Scout committee meetings.
- Assist in the recruiting and support of functional committee chairs.
- Provide coaching and guidance to function committee chairs.
- Provides coaching for Cubmasters, Webelos Den leaders about the Webelos-to-Scout transition process.
- Conducts survey of all Troops' contact information, meeting nights, etc. and disseminates that information to Cubmasters, Webelos leaders and Webelos parents.
- Obtains lists of all Webelos and Webelos leaders and disseminates that information to Scoutmasters in December or January.
- Identifies Webelos II Scouts that have not bridged to Boy Scouts by April and organizes a call-down to invite those boys to join Boy Scouts.
- With Roundtable commissioners, coordinates a Webelos II night at a Roundtable in October or November to introduce Webelos II to Scout Troops.
- If needed, coordinates and ensures a District Webelos-to-Scout Crossover is conducted within the District.
- Provide monthly reviews, reports and recommendations in regard to the District's Membership performance.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



July 4th Chair

Reports to: Vice Chair Membership

Description: Provides leadership to the July 4th Committee.

Goal: To meet the District's July 4th recruiting goals, to support Units in increasing membership, to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to and keeps the Membership Chair regularly informed of progress towards goals.
- Provides reports at District Committee meetings when requested.
- Promotes the July 4th recruiting effort at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting July 4th recruiting policies.
- Accept the responsibility to ensure that the district meets its July 4th recruiting objectives.
- Helps recruits volunteers to serve on the July 4th recruiting committee.
- Conduct monthly July 4th recruiting committee meetings.
- Coordinates July 4th recruiting efforts with appropriate community resources.
- Works with all Units to successfully plan and execute a July 4th recruiting program.
- Promote a July 4th recruiting program with all Units and in the community.
- Provide guidance and training to Unit participating in July 4th recruiting program.
- Provide monthly reviews, reports and recommendations in regard to the District's July 4th recruiting efforts and performance.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



Vice Chair Marketing

Reports to: District Chair

Description: Provides leadership to the Marketing Committee.

Goal: To meet the District's Marketing goals, to provide current communications to all Units, to support the District's goal of increasing Scouting's visibility and impact within the community, to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes Marketing of Scouting at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting Marketing policies.
- Accept the responsibility to ensure that the district meets its Marketing objectives.
- Conduct monthly Marketing committee meetings.
- Assist in the recruiting and support of functional committee chairs.
- Assures the District calendar is kept current, the District web site is kept current, and that articles for the Area Scouter are submitted accurately and on time.
- Assures that communications with local media are coordinated in accordance with Council's policies.
- Provide coaching and guidance to function committee chairs.
- Provide monthly reviews, reports and recommendations in regard to the District's Marketing performance.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



Webmaster

Reports to: Vice Chair Marketing

Description: Maintains the District's website.

Goal: To maintain the District's web presence, to provide current communications to all Units, to support the District's goal of increasing Scouting's visibility and impact within the community, to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes the use of the District website at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports local and National Scouting policies.
- Accept the responsibility to ensure that the district website meets Council and BSA standards.
- Proactively working in collaboration with the Vice Chairs and functional chairs, assure that the website is comprehensive, relevant, and kept up-to-date.
- Serves as a resource for Units who require assistance with their web presence.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



Round Table Announcements

Reports to: Vice Chair Marketing

Description: Serves as the District's communicator of all Round Table events.

Goal: To communicate the District's past and future Round Table events, news, and activities, to support the District's communication goals to its Units, to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Attends all District Round Tables (when possible), records events and provides that data to the District's Webmaster.
- Supports local and National Scouting policies.
- Accept the responsibility to ensure that the District's Round Table communications meets Council and BSA standards.
- Proactively working in collaboration with Round Table Commissioners, Vice Chairs and functional chairs, assures the all District Round Table announcements and summaries are recorded and disseminated in a timely manner.
- Maintain records for future leader's use.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.

Photographer



Reports to: Vice Chair Marketing

Description: Serves as the District's official visual media resource.

Goal: To record District's activities and events through visual media, to support the District's goal of increasing Scouting's visibility and impact within the community, to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to the Public Relations Chair as needed.
- Attends all District functions (when possible), records events with visual media (photographs or video) and provides that media to the District's Webmaster and Newspaper Coordinator.
- When invited, attends Unit events (if possible) records events with visual media (photographs or video) and provides that media to the District's Webmaster and Newspaper Coordinator.
- Supports local and National Scouting policies.
- Accept the responsibility to ensure that the District's media gathering meets Council and BSA standards.
- Serves as a resource for Units who desire to record events.
- Proactively working in collaboration with Vice Chairs and functional chairs, assures the all major District events are covered and appropriately recorded by photograph or video
- Maintain records for future leader's use.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.

Area Scouter



Reports to: Vice Chair Marketing

Description: Serves as the District's communicator for Council and BSA news and announcements.

Goal: To communicate District, Council and BSA news and announcements, to support the District's communication goals to its Units, to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Gathers and publishes news and announcements from District, Council and BSA resources,
- Supports local and National Scouting policies.
- Accept the responsibility to ensure that the District's communications meets Council and BSA standards.
- Proactively working in collaboration with Round Table Commissioners, Vice Chairs and functional chairs, assures the all District announcements, news and events are recorded and published in a timely manner.
- Maintain records for future leader's use.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.

Newspaper Coordinator



Reports to: Vice Chair Marketing

Description: Serves as the District's liaison to the local media.

Goal: To communicate local District events, news and announcements through local media, to support the District's communication and public relations goals, to increase Scouting's presence in the local community and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Provides reports to the Public Relations Chair as needed.
- Gathers, organizes and disseminates news and announcements from the District, local Units, Council, and BSA resources to local media outlets.
- Identifies and establishes and maintains good working relationships with local media outlets.
- Supports local and National Scouting policies.
- Accept the responsibility to ensure that the District's communications meets Council and BSA standards.
- Proactively working in collaboration with Round Table Commissioners, Vice Chairs and functional chairs, assures the all District announcements, news and events are recorded and appropriately organized for disseminated to local media in a timely manner.
- Maintain records for future leader's use.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



Social Media

Reports to: Vice Chair Marketing

Description: Maintains and monitors the District's social media sites.

Goal: To maintain and monitor the District's social media presence, to keep all social media compliant with Scouting guidelines, to facilitate communications to all Units, to support the District's goal of increasing Scouting's visibility and impact within the community, to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes the use of the District's social media presence at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Be knowledgeable in all aspects of social media and provide advice to both the District and Units on how to properly utilize the medium to promote Scouting.
- Assume responsibility for the District's Facebook account and explore and create other social media accounts when authorized by the District.
- Recruit a social media team who can assist and act as backup for all social media functions.
- Supports District, Council and National Scouting policies regarding social media.
- Ensures that the District's social media activities meet Council and BSA standards.
- Proactively working in collaboration with the Vice Chairs and functional chairs to assure that all social media sites and communications are up-to-date and compliant with Scouting's policy.
- Advise Units starting or already using their own social media presence.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



Vice Chair Administration

Reports to: District Chair

Description: Provides leadership to the Administration Committee.

Goal: To meet the District's Administration goals, to assure the District's records are maintained, to custody any physical items, to maintain the District's calendar, assure budget quality, to provide bereavement communication and Chaplain assistance when necessary, and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Supports local and National Scouting Marketing policies.
- Conduct monthly Marketing committee meetings.
- Assist in the recruiting and support of functional committee chairs.
- Assures the District calendar is kept current.
- Assures the District roster is current.
- Assures that the Vice Chair Program and Vice Chair Readiness registrar functions are fully supported.
- Assures that the Vice Chair Program and Vice Chair Readiness administrative support functions are fully supported.
- Assumes custody and maintenance of any physical items under the District's jurisdiction.
- Supports the District Chair in quality budget submissions and tracking as per Counsel's policy.
- Assures bereavement communication and Chaplain service is available when and/or if required.
- Provide coaching and guidance to function committee chairs.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



District Registrar & Roster Chair

Reports to: Vice Chair Administration

Description: Responsible for all aspects of District registration.

Goal: To help meet the District's goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Provides reports at the District Committee meetings as needed.
- Organizes and administers the registration for all District membership.
- Maintains the District roster, updates monthly, assures appropriate publication of roster.
- If needed, responsible for the assurance of the collection and remittance of fees, maintenance of records, and reporting documentation as directed by Council.
- Assures the District Charter is processed accurately and on-time annually.
- Provides leadership and develops appropriate recommendations for the implementation of related technology application in support of enhanced services offered through the Registrar's functions and responsibilities.
- Problem solves the research, analysis and resolution of disputes as they relate to registration, fees, records and reports.
- Collaborates with the Public Relations Chair as needed to facilitate and improve registration services for the District.
- Supports District, Council and national Scouting activities' policies.
- Serves as a liaison between the District and the Council for registration related issues.
- Works with District Public Relations Chair and functional chairs to determine District-level registration needs and ensures those needs are met and posted on the District Calendar.
- In collaboration with the District's Webmaster, assures that the current roster is kept up-to-date on the website.
- In collaboration with the Nominating Committee, assures that the District's charter is accurate and filed in a timely manner annually.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Program & Readiness Registrar

Reports to: Vice Chair Administration

Description: Responsible for all aspects of District Registration for Program and Readiness activities.

Goal: To help meet the District's Program & Readiness goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Provides reports at the District Committee meetings as needed.
- Organizes and administers the registration for all District Program & Readiness events.
- Responsible for the assurance of the collection and remittance of fees, maintenance of records, and reporting documentation as directed by Council.
- Provides leadership and develops appropriate recommendations for the implementation of related technology application in support of enhanced services offered through the Registrar's functions and responsibilities.
- Problem solves the research, analysis and resolution of disputes as they relate to registration, fees, records and reports.
- Collaborate with the Vice Chair Program and Vice Chair Readiness to facilitate and improve registration services for all District events.
- Maintains and keeps current all District records in appropriate data base and assures that back up records are maintain at Council headquarters.
- Supports District, Council and national Scouting activities' policies.
- Serves as a liaison between the District and the Council for registration related issues.
- Works with District's Vice Chairs to determine District-level registration needs and ensures those needs are met and posted on the District Calendar.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Program & Readiness Administration

Reports to: Vice Chair Administration

Description: Responsible for all aspects of administration for Vice Chair Program and Vice Chair Readiness.

Goal: To help meet the District's Program and Readiness goals by maintaining accurate administrative records in direct support of the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Supports District, Council and national Scouting policies.
- Works with District Vice Chairs to determine District-level Program and Readiness needs and ensures those all records are maintained accurately and recorded in a timely fashion.
- Serves as the District's records keeper for all youth, adult and Unit Program and Readiness requirements.
- Assures that the District's Program and Readiness records are accurate on Council's records.
- Help plan and implement events as directed by the Vice Chair Program and Vice Chair Readiness.
- Working with the Quartermaster and Vice Chairs, assures that required supplies, equipment and material are available and present for all events.
- Helps promote all District and Council Program and Readiness events to Units within the District.
- Helps implement Council plans and events.
- Assists Vice Chairs to conduct an annual poll of District Unit leaders to determine Unit needs and wishes for Program and Readiness events.
- Maintains historical records of each event to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Calendar

Reports to: Vice Chair Administration

Description: Serves as the District's primary resource for maintaining the District's calendar functions.

Goal: To record, maintain, and disseminate all District events, activities and training, to support the District's Unit communication and public relations goals, and to help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Gathers, organizes and publishes the District calendar to include all events, activities, meetings, and training as first developed and changes occur.
- Assists the District Chair with the planning and implementation of the annual calendar at the annual calendar planning meeting.
- Working in collaboration with the District's Webmaster, assures that the calendar is maintained current and that all new entries are made in a timely fashion.
- Supports local and National Scouting policies.
- Accept the responsibility to ensure that the District's calendar meets Council and BSA standards.
- Working in collaboration with Round Table Commissioners, Vice Chairs and functional chairs, assures the all District events, major meetings, activities and training are posted and maintained in a timely manner.
- Maintain records for future leader's use.
- Follow the Council's budget process.
- Contributes to Friends of Scouting.



Quartermaster

Reports to: Vice Chair Administration

Description: Acts as the District's supply boss.

Goal: To keep the District's supplies, equipment and material inventoried, in good order, and safely stored.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- As the District's supply boss sees that all supplies, equipment and material is safely and properly stored and kept in good order.
- Acts as the central repository to check out District supplies, equipment and material and assures those items are returned.
- Maintains an active inventory of supplies, equipment and material and initiates the replacement of such items as needed.
- Working with the Vice Chairs and functional chairs, assures that they have the supplies, equipment and materials necessary to conduct activities, training and events in their respective areas.
- Serves as a liaison between the District and the Council for supplies, equipment and material as needed.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Budget Quality Chair

Reports to: Vice Chair Administration

Description: Assists the District Chair on all items having to do with the District's budget governance.

Goal: To support and focus on high level strategic and policy oriented, rather than operational, budget issues within the District and Council and to assist Units to follow BSA's Unit budgetary guidelines when necessary.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Promotes District and Council budget plans and processes at Roundtables, District functions, Unit meetings, District/Unit websites, District email blasts, Area Scouter, etc.
- Supports District, Council and national Scouting policies.
- Assists the District Chair in setting the overall direction and goal of the District's budget request.
- Assists the District Chair in submitting the District's budget request to Council.
- Attends Council budget meetings at request by the District Chair.
- In collaboration with District Vice Chairs and functional chairs, assists in the development and implementation of their respective budgets.
- Assists the District in following the Council's budget plan and processes.
- Available to educate Units, as requested, on BSA's budgetary guidelines as it relates to their respective budgets.
- Maintains historical records to guide future leaders.
- Contributes to Friends of Scouting



District Chaplain

Reports to: Vice Chair Administration

Description: Responsible for all aspects of District's spiritual guidance.

Goal: To help meet the District's goals and help achieve the District's Journey to Excellence objectives.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Provides reports at the District Committee meetings as needed.
- Provide a spiritual element for all District activities.
- Provide spiritual counseling when needed or requested.
- Encourage Units to promote the participation of youth in the religious emblems program of their respective faith.
- As needed, work with Unit chaplains and chaplain's aide to plan and conduct an annual Scout-oriented religious observance, preferably during Scout Week in February.
- Encourage Units to plan appropriate interfaith religious services during outings.
- Encourage Units to promote youth to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith.
- Encourage Units to present an overview of the religious emblems program at a Unit meeting at least once per year.
- In collaboration with functional chairs, assure that all District events conducted over a weekend or more have a "Scouts Own" religious service as part of the agenda.
- As needed, assist Units in recognizing members who receive their religious emblems.
- Supports District, Council and national Scouting activities' policies.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.



Compassion & Grief Chair

Reports to: Vice Chair Administration

Description: Responsible for all aspects of the District's spiritual and emotional assistance when any Scouting member in Carroll District suffers a loss due to death, severe illness or disability.

Goal: To help ease the burden of grief for any Scouting member within the District and to provide emotional and spiritual assistance when death, severe illness or disability occurs.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed.
- Helps recruit and provides leadership for a Compassion & Grief Team.
- Conducts Compassion & Grief Team meetings as needed.
- Assures that all appropriate Council and District members are made aware of a death within the District's Scouting community.
- Assures that all appropriate Council and District members are made aware of the severe illness and/or disability of a District member.
- Provides Units and District members with spiritual and emotional support when any type of loss occurs, securing professional help and resources as needed.
- Assures delivery of Certificate(s) to the family from Carroll District and/or the Baltimore Area Council as appropriate.
- Maintains a list of those who have passed and recognizes them in a memorable way at our annual District Dinner.
- As needed:
 - ☞ Make phone calls,
 - ☞ Send cards,
 - ☞ Write letters,
 - ☞ Disseminate emails/texts,
 - ☞ Make visitations to viewings, Unit and/or District meetings, and/or RT,
 - ☞ Attend funeral services,
 - ☞ Work with Unit and/or District Chair, as appropriate, to determine need for additional grief counseling
- Supports District, Council and national Scouting activities' policies.
- Maintains historical records to guide future leaders.
- Follows the Council's budget process.
- Contributes to Friends of Scouting.

Compassion & Grief Team



Reports to: Compassion & Grief Chair

Description: Responsible for the District’s spiritual and emotional assistance when any Scouting member in Carroll District suffers a loss due to death, severe illness or disability.

Goal: To help ease the burden of grief for any Scouting member within the District and to provide emotional and spiritual assistance when death, severe illness or disability occurs.

Responsibilities:

- Serves as a member of the District Committee and attends District Committee meetings.
- Provides reports at District Committee meetings as needed, especially if Chair is unable to attend.
- Helps recruit members for the Compassion & Grief Team.
- Attends Compassion & Grief Team meetings as needed.
- Helps “get the word out” to all appropriate Carroll District members upon a death within the District’s Scouting community.
- Helps “get the word out” to all appropriate Carroll District members of a severe illness and/or disability within the District.
- Assists in providing all Units and District personnel with spiritual and emotional support when any type of loss occurs.
- As needed, in conjunction with Chair:
 - ☞ Make phone calls,
 - ☞ Send cards,
 - ☞ Write letters,
 - ☞ Disseminate emails/texts,
 - ☞ Make visitations to viewings, Unit and/or District meetings, and/or Roundtable
 - ☞ Attend funeral services,
 - ☞ Works with Units, as coordinated by Compassion & Grief Chair, to provide informal grief counseling and other services when requested.
- Supports District, Council and national Scouting activities’ policies.
- Follows the Council’s budget process.
- Contributes to Friends of Scouting.



Carroll District, BAC



Key 3	District Executive	District Chair	District Commissioner

District	Nominating Committee	Members	
Program	Vice Chair Program	Activities District Dinner Memorial Day Parade Scouting for Food Cub Scout Cub Adventure Tiger Fun Day Pinewood Derby Boy Scout STEM Pumpkin Chucking Flag Day Venturing	Camping Camping Committee OA Advisor OA Chief Day Camp Webelos Woods Klondike Cub Scout Boy Scout
Readiness	Vice Chair Readiness	Training Cub Scout Boy Scout Venturing Training Committee	Advancement District Representatives Dean of M.B.C. Special Needs Swim Program Adult Recognition Scouter of Year Award of Merit Awards Committee
Finance (Fund Raising)	Vice Chair Finance	Popcorn Kernel Camp Cards Good Scout Breakfast Family Campaign (FOS) Community Campaign James E. West	
Membership	Vice Chair Membership	Cub Scout Boy Scout Venturing School Night Web-to-Scout Transition July 4 th	
Marketing	Vice Chair Marketing	Webmaster RT Announcements Photographer Area Scouter Newspaper Coordinator	
Administration	Vice Chair Administration	District Registrar Program & Readiness Registrar Program & Readiness Administration Calendar Quartermaster Budget Quality Chaplain Compassion & Grief	

