

Please use the following Unit Leader Inventory Worksheet to track who you are going to register in which position before entering your data into the online Internet Charter Renewal system.

Every Pack roster must include an adult leader for each of the following positions:

- 1 - Institutional Head (IH)
- 1 - Chartered Organization Rep (CR)
- 1 - Cubmaster (CM)
- 1 - Committee Chair (CC)
- 2 - Committee Members (MC) OR 1 Committee Member (MC) and 1 Pack Trainer (PT) or 1 Committee Member (MC) and 1 New Member Coordinator (NM)
- 1 - At least 1 Den Leader, can be a LG, TL, DL, or WL

**REMEMBER: ONLY THE PERSON SERVING AS THE CR CAN HOLD MULTIPLE POSITIONS AS EITHER A CC OR MC.
NO OTHER LEADER CAN HOLD MORE THAN ONE REGISTERED POSITION IN THE UNIT.**

INSTITUTIONAL HEAD (IH)/EXECUTIVE OFFICER: _____

- ◆ Primary responsibility is to designate a member of the chartered organization to head its Scouting program as the Chartered Organization Representative

CHARTERED ORGANIZATION REPRESENTATIVE (CR): _____

- ◆ Help secure adult leadership
- ◆ Approve leadership
- ◆ Chair charter review meeting
- ◆ Report to chartered organization board regularly

COMMITTEE CHAIRPERSON (CC): _____

- ◆ Chair monthly leader's meeting
- ◆ Supervise administration of unit records & Committee
- ◆ Supervise recruiting of leaders
- ◆ Work closely with Cubmaster (CM)

CUBMASTER (CM): _____

- ◆ Recruit Den Leaders and ensure they are trained
- ◆ Plan and conduct monthly Pack meeting
- ◆ Assist Den Leaders in coordinating program
- ◆ Work closely with the Committee Chairperson (CC)

SECRETARY/TREASURER (MC): _____

- ◆ Take minutes of leader's meeting
- ◆ Give financial report
- ◆ Keep records of finance and other Committee administration
- ◆ Submit Money Earning Project Applications
- ◆ Sign checks as needed
- ◆ Handle Accident Insurance Program for Pack

MEMBERSHIP/REGISTRATION (MC): _____

- ◆ Keep Pack registration records
- ◆ Assist in charter renewal
- ◆ Assist youth and adult application process
- ◆ Visit new parents and boys to invite into Pack & inform them of Pack program

ADVANCEMENT (MC): _____

- ◆ Order awards needed for Pack meeting
- ◆ Maintain all advancement records
- ◆ Orient families to use the Advancement program
- ◆ Maintain the ceremony equipment
- ◆ Promote wearing and proper use of uniform & insignia

PACK TRAINER (PT): _____

- ◆ Have knowledge of Training Plan for Cub Scout Leaders
- ◆ Promote Leaders' attendance at Cub Scout Leader Training
- ◆ Coordinate Fast Start Training for new leaders
- ◆ Develop a Pack library for use by leaders

NEW MEMBER COORDINATOR (NM): _____

- ◆ Share the benefits of Scouting by promoting through social media and other community communications
- ◆ Coordinate unit recruitment efforts
- ◆ Welcome new families to Scouting and provide information about how to engage with unit activities

LION CUB GUIDE (LG): _____

- ◆ Attend training at the District level
- ◆ Coordinate leadership among the adult partners
- ◆ Work with Lion dens through the year
- ◆ Attend monthly leader's meeting

TIGER CUB DEN LEADER (TL): _____

- ◆ Attend training at the District level
- ◆ Coordinate leadership among the adult partners
- ◆ Work with Tiger dens through the year
- ◆ Attend monthly leader's meeting

DEN LEADERS (DL): _____

- ◆ Plan and conduct weekly den program in preparation for the Pack meeting
- ◆ Encourage parents to work with their boys on advancements

WEBELOS DEN LEADERS (WL): _____

- ◆ Plan and conduct weekly den program in preparation for the Pack meeting
- ◆ Use activity badge topics as monthly program theme
- ◆ Identify local Boy Scout Troop where boys will graduate into from Webelos

ASSISTANT LEADERS (CA/DA/WA): _____

- ◆ Work as co-leaders in their respective positions and job responsibilities

NOTE: All registered leaders must complete Youth Protection Training (YPT) every two years. The training may be completed at My.Scouting.org (Click on BSA Learn Center).