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)

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).

Updated: September 2018 – JN, Registrar