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 Troop roster must include an adult leader for each of the following position:

- 1 - Institutional Head (IH)
- 1 - Chartered Organization Rep (CR)
- 1 – Scoutmaster (SM)
- 1 - Committee Chair (CC)
- 2 - Committee Members (MC)

**Remember:** Only the person serving as the CR can multiple as either a CC or MC. No other registered positions in the unit can be held by the same person.

**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 & Committees
- Supervise recruiting of leaders
- Work closely with Scoutmaster (SM)

**Secretary (MC):**
- Take minutes of leader’s meeting
- Handle publicity
- Conduct Troop Resource Survey
- Report minutes of the previous meeting

**Treasurer (MC):**
- Handle all Troop funds
- Keep adequate records
- Submit Money Earning Project Applications
- Help prepare annual Troop Budget
- Lead the Friends of Scouting Campaign

**Advancement (MC):**
- Develop and maintain Merit Badge Counselor list
- Work with Scribe to maintain all advancement records
- Arrange quarterly Troop Boards of Review and Courts of Honor
- Order awards needed for Court of Honor

**Training (MC):**
- Ensure Troop Leaders attend training
- Maintain inventory of training materials
- Schedule Fast Start Training for new leaders
- Responsible for BSA Youth Protection Training
- Encourage Junior Leader Training

**Outdoor/Activities (MC):**
- Fill out Tour Permits as needed (Local & National)
- Handle Accident Insurance Program
- Arrange transportation for events
- Organize Summer Camp details
- Promote the National Camping Award

**Equipment Coordinator (MC):**
- Secure storage and maintenance of troop equipment
- Work with Quartermaster to maintain an inventory
- Make safety checks on all Troop equipment

**Scoutmaster (SM):**
- Attend regular Troop meetings and activities
- Work with Patrol Leaders’ Council to plan Troop meetings
- Work closely with the Committee Chairperson (CC)

**Assistant Leaders (SA):**
- Work as co-leaders in their respective positions and job responsibilities
- NOTE: Leaders can serve as SA at 18 Years of Age, all other unit leader positions require a minimum age of 21.

**Unit College Scouter Reserve (92U):**
- Available for 18-21-Year-Old Members, attending college but wanting to remain Troop members.
- Only required training: Youth Protection Training (YPT)

**Unit Scouter Reserve (91U):**
- Available for those over 21 Years Old, who would like to hold BSA Membership with the unit but who do not have a specific leader position.
- Only required training: Youth Protection Training (YPT)

**Merit Badge Counselors:**
- To qualify as a Merit Badge Counselor, you must be at least 18 years old. Be proficient in the merit badge subject by vocation, avocation, or special training.
- Please visit Volunteer Resources page at [www.baylakesbsa.org](http://www.baylakesbsa.org) for registration details.

**NOTE:** All registered troop leaders must complete Youth Protection Training (YPT) every two years. The training may be completed at [My.Scouting.org](http://My.Scouting.org).