

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

- | | |
|--|--|
| <input type="checkbox"/> 1 – Participating Organization Head (POH) | <input type="checkbox"/> 2 - Committee Members (PMC) |
| <input type="checkbox"/> 1 – Advisor (EA) | <input type="checkbox"/> Associate Advisor (AA Optional) |
| <input type="checkbox"/> 1 - Committee Chair (PCC) | |

REMEMBER: ONLY THE PERSON SERVING AS THE POH CAN MULTIPLE AS EITHER A CC OR MC.

NO OTHER REGISTERED POSITIONS IN THE UNIT CAN BE HELD BY THE SAME PERSON.

LEADER AGE REQUIREMENT = MINIMUM OF 21 YEARS OLD.

COMMITTEE CHAIRPERSON (PCC): _____

- ◆ Provides adequate adult leadership
- ◆ Chair monthly Committee Meeting
- ◆ Supervise administration of unit records & Committee
- ◆ Supervise recruiting of leaders
- ◆ Work closely with Advisor (EA)

SECRETARY (PMC): _____

- ◆ Keep minutes meeting
- ◆ Completes and maintains the post's adult resource survey
- ◆ Handle publicity
- ◆ Report minutes of the previous meeting

TREASURER (MC): _____

- ◆ Handle all post funds
- ◆ Keep adequate records
- ◆ Submit Money Earning Project Applications
- ◆ Help prepare annual Post Budget

OUTDOOR/ACTIVITIES (MC): _____

- ◆ Arrange transportation for events
- ◆ Secures equipment, facilities, and program resources
- ◆ Reviews, supports, and approves the post's program plans

ADVISOR (EA): _____

- ◆ Fosters an environment within the Explorer post that has a true sense of community and encourages everyone's growth and responsibility to one another
- ◆ Develops post officers to lead, plan, make decisions, and carry out a program of activities over an extended period
- ◆ Encourages participation and support for the Explorer post from the participating organization, associate Advisors, post committee, parents, and other adults in the community
- ◆ Upholds the standards and policies of the participating organization and Learning for Life
- ◆ Provides the necessary framework for protecting post participants from abuse
- ◆ Ensures that activities are conducted within safety guidelines and requirements
- ◆ Seeks to cultivate within the participants of a post a capacity to enjoy life and to have fun through the Exploring
- ◆ Experience

ASSOCIATE ADVISOR-ADMINISTRATION (AA): _____

- ◆ Provides backup leadership for the Advisor and assumes adult leadership of the post in the Advisor's absence
- ◆ Supports the youth administrative vice president and assists this person specifically with post recruitment and recognition efforts
- ◆ Knows the Advisor's responsibilities and supports those responsibilities in whatever way possible

ASSOCIATE ADVISOR-PROGRAM (AA): _____

- ◆ Supports the youth program vice president to help determine the interests of all youth participants, plan the year's program, and ensure that the post program calendar is maintained
- ◆ Supports and coaches the activity chairs to help them plan and carry out their particular activities
- ◆ Helps the program vice president and other officers evaluate completed activities and fine-tune the year's program of activities based on insights gained from the evaluations

NOTE: All registered Post leaders must complete Youth Protection Training (YPT) each year. The training may be completed at My.Scouting.org.

NOTE: Middle School Clubs can renew with only two adult leaders, an Advisor and a Committee Chair.