

# CUB SCOUT PACK ADULT LEADER POSITIONS

All chartered Packs must fill the following required positions: Executive Officer, Chartered Organization Representative, Cubmaster, Committee Chair, 2 Committee Members, and at least 1 Den Leader. Training for each position can be completed online or by attending an in-person training session.

## **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 & approve adult leadership
- Chair charter review meeting
- Regularly report to chartered organization board

## **COMMITTEE CHAIRPERSON (CC):**

- Chair monthly leader meeting
- Supervise administration of unit records & Unit Committee
- Supervise leader recruitment
- 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 at leader meeting
- Keep financial records and report to committee
- Submit Money Earning Project Applications
- Sign checks as needed
- Handle accident insurance program for Pack

## **NEW MEMBER COORDINATOR (MC):**

- Promote Scouting 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

## **ADVANCEMENT (MC):**

- Order award and recognition items
- Maintain all advancement records
- Orient families to use the Advancement program
- Maintain advancement ceremony equipment
- Promote wearing and proper use of uniform & insignia

## **PACK TRAINER (PT):**

- Have knowledge of Training Plan for Cub Scout Leaders
- Ensure leaders complete Cub Scout Leader Training
- Coordinate Fast Start Training for new leaders
- Develop a Pack library for use by leaders

## **FRIENDS OF SCOUTING (FOS):**

- Attend FOS orientation meeting at the District level
- Set plan for your unit's participation
- Provide opportunity for all families to participate
- Follow up on progress & complete the campaign on time

## **LION CUB GUIDE (LG):**

- Coordinate leadership among the adult partners
- Work with Lion dens through the year
- Attend monthly leader's meeting

## **TIGER CUB DEN LEADER (TL):**

- 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 child 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 Scouts BSA Troop Scouts will graduate into from Webelos

## **ASSISTANT LEADERS (CA/DA/WA):**

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

## **SCOUTER RESERVE (91U):**

- For those able to help as needed but unable to commit to a large time commitment
- Only training requirement is Youth Protection Training