

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

- | | |
|--|---|
| ☐ 1 - Institutional Head (IH) | ☐ 1 - Committee Chair (CC) |
| ☐ 1 - Chartered Organization Rep (CR) | ☐ 2 - Committee Members (MC) |
| ☐ 1 - Skipper (SK) | |

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.

LEADER AGE REQUIREMENT = MINIMUM OF 21 YEARS OLD.

CHARTERED ORGANIZATION REPRESENTATIVE (CR): _____

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

COMMITTEE CHAIRPERSON (CC): _____

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

SECRETARY (MC): _____

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

TREASURER (MC): _____

- ◆ Handle all ship fund
- ◆ Keep adequate records
- ◆ Submit Money Earning Project Applications
- ◆ Help prepare annual Ship 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): _____

- ◆ Serve as the key adult leader of a Sea Scout ship.
- ◆ Give direction to the ship program while carrying out the most important duty—advising and coaching the officers as they plan, organize, and conduct the meetings and activities of the ship.
- ◆ Be a liaison between the adult leaders, the chartered organization, and the youth.

MATE-ADMINISTRATION (MA): _____

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

MATE ADVISOR-PROGRAM (MA): _____

- ◆ 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 ship leaders must complete Youth Protection Training (YPT) every two years. The training may be completed at My.Scouting.org.