

# Chartered Organization Representative

The chartered organization representative is the direct contact between the pack and the chartered organization. This individual is also the organization's contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the local council. If the chartered organization has more than one unit, one representative serves them all.



**Qualifications:** Is at least 21 years old, is a member of the chartered organization, and is not the unit leader or assistant unit leader. Is appointed by the chartered organization to serve as its official Scouting representative and is registered as an adult leader of the BSA.

**Responsibilities:** The chartered organization representative's responsibilities are to

- Help select the right leadership for the unit.
- Promote well-planned, quality unit programs, including outdoor programs, advancement, and recognition.
- Serve as a liaison between the units and the organization.
- Promote the recruiting of new members and units.
- See that boys transition from unit to unit.
- Help with the charter renewal.
- Suggest Good Turns to benefit the organization.
- Encourage the unit committee to hold meetings.
- Cultivate organization leaders, and encourage necessary training of existing and new leaders.
- Utilize district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Cultivate resources to support the organization.
- Represent the organization at the council level.

# The Pack Committee

Every pack is under the supervision of a pack committee, which consists of at least three members (chair, secretary, and treasurer). By handling administrative and support tasks, the pack committee allows the Cubmaster, den leaders, and their assistants to focus on working directly with the Cub Scouts.

With a committee of three, members must assume responsibility for more areas of service than with a committee of seven or more. Although packs can and do operate with a minimum of three committee members, experience has shown that a larger committee generally ensures a stronger, more stable pack and is better able to perform all the required functions to ensure a successful pack program. It is also a way of involving more pack families in meaningful service to the pack.

**Qualifications:** Is at least 21 years old, is selected by the chartered organization, and is registered as an adult leader of the BSA. One member is designated as pack committee chair.

**Responsibilities:** Regardless of the size of the pack committee, these responsibilities must be performed:

- Make recommendations regarding pack leadership to the chartered organization for final approval of pack leadership.
- Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.
- Coordinate the pack's program and the chartered organization's program through the chartered organization representative.
- Help with pack charter renewal.
- Help stimulate the interest of adult family members through proper programming.
- Supervise finances and equipment.
- Vigorously assist the Cubmaster.
- Ensure that all Cub Scouts receive a year-round, quality program.
- Complete pack committee Fast Start training and Basic Leader Training for the position.
- Conduct, with the help of the Cubmaster, periodic training for parents and guardians.
- Cooperate with other Scouting units.

A strong pack committee will have individual members assigned to such areas as record keeping and correspondence, finances, advancement, training, public relations, and membership and registration. The pack committee chair decides how the responsibilities should be divided and gives committee members assignments. Here are details of the various pack committee functions:



## Pack Committee Chair

The pack committee chair leads the pack committee and thus is responsible for the administration, oversight, and support of the pack program. The pack committee chair's role is to

- Maintain a close relationship with the chartered organization representative and the chartered organization to cultivate harmonious relations and maintain communications.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by
  - Calling and presiding at pack leaders' meetings.
  - Assigning duties to committee members.
  - Planning for pack charter review, roundup, and reregistration.
  - Approving bills before payment by the pack treasurer.
- Conduct the annual pack program planning conference and pack leaders' meetings.
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, and den leaders, as needed.
- Recognize the need for more dens, and see that they are formed as needed.
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.
- If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
- Appoint a committee member or other registered adult to be responsible for Youth Protection training.
- Develop and maintain strong pack-troop relationships, and work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.
- Support the policies of the BSA.



## Secretary

The secretary ensures proper records are kept within the pack. Specifically, the secretary will:

- Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders access needed tools.
- Acquaint den leaders with the contents of the Pack Record Book so that they will know how to supply the information that should be recorded there.
- Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book or special software.
- Maintain an inventory of pack property.
- Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Keep notes on business conducted at pack leaders' meetings. Record only key items such as things needing follow-up or items for the history of the pack.
- Notify leaders of pack leaders' meetings and other activities.
- Provide den leaders with records and forms for meetings.

## Membership and Reregistration Chair

This position is essential to the health of the pack. The chair will:

- Along with the Cubmaster and pack committee, develop and carry out a plan for year-round membership growth.
  - Conduct an annual census of boys in the chartered organization for systematic recruitment.
  - Work with pack committee members to promote recruitment plans.
  - Visit new families in their homes to facilitate recruitment.
  - Follow up on Cub Scout dropouts to help return them to full, active membership.
- Plan, coordinate, and lead the annual rechartering process.
  - Prepare registration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year.
  - Arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.
  - Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.
  - With the chartered organization representative, submit a charter application and annual report to the chartered organization for approval.
- Along with the Cubmaster and pack committee, see that eligible boys transition to the next rank's den at the appropriate time, and that Webelos Scouts and parents/guardians have a smooth transition into a Boy Scout troop.
- Along with the Cubmaster, follow up on former pack members who are now Boy Scouts and recruit them as potential den chiefs.
- Arrange for periodic uniform inspections with the unit commissioner.

# Treasurer

The treasurer ensures the pack's finances are sound. Specifically, the treasurer will:

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the following: Cubmaster, pack committee chair, secretary, or treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- Collect dues from den leaders at the pack leaders' meeting, preferably in sealed den dues envelopes. Open envelopes in the presence of den leaders. Give receipts for these funds, and deposit the money in the bank account.
- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they agree. Give leadership in developing a coordinated recordkeeping system in the pack.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his family so that boys will accept responsibility for paying dues and family members will be alert to opportunities for boys to earn dues money and develop habits of thrift.
- On the request of den leaders, sympathetically counsel with a boy who does not pay dues, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so that the boy can earn dues.
- Periodically report on the pack's financial condition at the monthly pack leaders' meeting. Make regular monthly reports to the pack committee at the pack leaders' meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Guide the pack in conducting council-approved pack money-earning projects.

# Advancement Chair

The advancement chair helps boys move through the ranks of Cub Scouting and transition into a Boy Scout troop. The advancement chair will:

- Have a working knowledge of the Cub Scout advancement plan.
- Help plan and conduct induction and advancement recognition ceremonies, coordinating as needed with the Webelos den leader or Scoutmaster.
- Educate parents, guardians, and pack committee members in ways to stimulate Cub Scout advancement.
- Promote the use of Cub Scout den advancement charts and other tools to recognize and record advancement in the den.
- Collect den advancement reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center.
- Promote *Boys' Life* magazine as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote the wearing and proper use of uniform and insignia.

## **Public Relations Chair**

This position keeps pack activities visible to the public, as well as to the families of the pack. Specifically, this person will:

- Identify and promote pack service projects in the chartered organization, school, and community.
- Promote family participation in all pack events.
- Urge pack participation in appropriate programs of the chartered organization. Suggest ways of showing interest in the chartered organization's overall program.
- Publicize and promote pack participation in Scouting Anniversary Week activities.
- Circulate Cub Scout recruiting fliers and brochures to invite boys to join. Along with the pack committee, promote new membership. Let the people in the neighborhood know that a Cub Scout pack is available.
- Consider using a monthly or quarterly pack newsletter to inform families of pack plans, guide new parents and guardians in pack policies, and create a feeling of unity among members of the pack family.
- Provide pack announcements for regular release in the official bulletins, newsletters, Web sites, etc., of your chartered organization.
- Make use of the news media in publicizing pack events.

# Outdoor Activity Chair

This position helps the boys develop a love for the outdoors. Specifically, the outdoor activity chair will:

- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property, fire, and tour permits when required.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.
- Help Webelos den leaders plan overnight campouts. Help arrange for equipment as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
- Help promote day camp and resident camp opportunities.
- Be aware of BSA health and safety requirements, and see that they are implemented.
- Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the *Guide to Safe Scouting*.

# Cubmaster

Everything that the Cubmaster does is aimed at helping the individual boy.

**Qualifications:** Is at least 21 years old and is registered as an adult leader of the BSA. Should be a leader who is able to communicate well with adults as well as boys. Should be able to delegate responsibilities and set a good example through behavior, attitude, and uniform. Preferably a member of the chartered organization.

**Responsibilities:** The Cubmaster's responsibilities are to:

- Complete Cubmaster Fast Start training and leader position-specific training. Attend monthly roundtables.
- Plan and help carry out the Cub Scout program in the pack according to the policies of the BSA. This includes leading the monthly pack meeting, with the help of other leaders.
- With the pack committee, develop and execute a year-round recruitment plan for recruiting boys into Cub Scouting.
- Know about and use the appropriate and available literature, including the *Den & Pack Meeting Resource Guide*, the *Webelos Leader Guide*, and this resource.
- See that the pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
- Work with the pack committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their positions.
- Help organize and encourage graduation into a Boy Scout troop by establishing and maintaining good relationships with Boy Scout troops.
- Maintain good relationships with parents and guardians. Seek their support and include them in activities.
- See that Cub Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Help the pack committee chair conduct the annual pack program planning conference and the monthly pack leaders' meetings.
- Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents or guardians in Cub Scouting.
- Take part in the charter review meeting and annual charter presentation ceremony.
- Request den chiefs for all Cub Scout dens and, after selection, see that they are trained. Recognize the den chiefs at pack meetings.



- Conduct impressive advancement, recognition, and graduation ceremonies. For Webelos ceremonies, involve Scoutmasters and other Boy Scout leaders.
- Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos Scouts' transition to Boy Scouting.
- Encourage high advancement standards from all Cub Scouts.
- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.
- Support the policies of the BSA.

# Assistant Cubmaster

The Cubmaster has a big role. Having assistant Cubmasters allows him or her to share responsibilities. Every pack should have at least one assistant Cubmaster, but most packs have two or three.

**Qualifications:** Is at least 18 years old. At least one assistant Cubmaster should be able to replace the Cubmaster's position in case of an emergency. If a pack has only one assistant Cubmaster, he or she must be at least 21 years old. In packs with more than one assistant Cubmaster, one must be at least 21 and the additional one may be at least age 18. The assistant Cubmaster is recommended by the Cubmaster, approved by the pack committee and chartered organization, and registered as an adult leader of the BSA.



**Responsibilities:** An assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to:

- Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
- Complete Cubmaster Fast Start training and position-specific Basic Leader Training. Attend monthly roundtables.
- Participate in pack meetings.
- Supervise den chiefs and see that they are trained.
- Conduct the monthly den chief planning meeting for all den leaders, assistant den leaders, and den chiefs to plan and coordinate weekly den meetings and pack meeting participation.
- Work with neighborhood troops that supply den chiefs and into which Webelos Scouts may graduate.
- Along with the pack committee, develop and promote an ongoing plan for recruiting new boys.
- Along with the Cubmaster and pack committee, assist with pack reregistration.
- Help with pack activities, such as dinners, derbies, bike safety workshops, and service projects.
- Along with the pack committee, coordinate outings to see that the pack and dens qualify for the National Summertime Pack Award.
- Participate in the annual pack program planning conference and pack leaders' meetings.
- Support the policies of the BSA.

# Cub Scout Den Leaders

Cub Scout den leaders work directly with Cub Scouts and their parents/guardians to execute the Cub Scouting program in the den.

**Qualifications:** Is at least 21 years old, and should be an experienced leader, but may be a parent or guardian of a boy in the den. Recommended by the Cubmaster after consultation with the parents and guardians of the Cub Scouts involved, and approved by the pack committee and chartered organization. Registered as an adult leader of BSA.



## Responsibilities:

- Work directly with other den and pack leaders to ensure that the den is an active and successful part of the pack.
- Plan, prepare for, and conduct den meetings with the assistant den leader and den chief (if Wolf, Bear, or Webelos den leaders) or adult partners (if Tiger Cub den leaders).
- Attend the pack leaders' meetings.
- Lead the den at the monthly pack activity.
- Ensure the transition of Cub Scouts to a den of the next rank (or to a Boy Scout troop if Webelos Scouts) at the end of the year.

Tiger den leaders should do the following.

- Coordinate shared leadership among the Tiger Cub adult partners in the den.
- Ensure that each Tiger Cub and his adult partner have the opportunity to be the host team, planning and executing the den activities, rotating responsibilities monthly.

Cub Scout den leaders should keep in mind these responsibilities.

- Help train the den chief and guide him in working with Cub Scouts. See that he receives recognition for his efforts at den and pack meetings.
- Provide meaningful responsibilities for the denner and assistant denner so that they can learn responsibility and gain satisfaction from their efforts.

# Webelos Den Leaders

**Qualifications:** Is at least 21 years old, subscribes to the Declaration of Religious Principle, and agrees to abide by the Scout Oath or Promise and the Scout Law. Possesses the moral, educational, and emotional qualities that the Boy Scouts of America deems necessary to afford positive leadership to youth. Should be interested in and enjoy working with boys and able to work with adults. May be a parent or guardian of one of the boys in the den. Recommended by the Cubmaster after consultation with parents or guardians of the Webelos Scouts involved, and approved by the pack committee and chartered organization. Registered as an adult leader of the BSA.



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**Responsibilities:** The Webelos den leader's responsibilities are to

- Give leadership to planning and carrying out a year-round program of activities for the Webelos den to achieve the purposes of Cub Scouting.
- Complete Webelos den leader Fast Start Training, position-specific Basic Leader Training, and Outdoor Leader Skills for Webelos Leaders. Attend monthly roundtables.
- Lead the den in its participation at the monthly pack meetings.
- Help establish a close working relationship with the assistant Webelos den leader and Webelos den chief, functioning with them as a den leadership team.
- Work in harmony with other den and pack leaders.
- Help the Cubmaster and pack committee recruit new Webelos Scouts.
- Help train the Webelos den chief and guide him in working with Webelos Scouts. Attend Den Chief Training with him. See that he receives recognition for his efforts at den and pack meetings.
- Attend the monthly den chief planning meeting for den leaders, assistant den leaders, and den chiefs.
- With the assistant Webelos den leader, meet with the Webelos den chief, and let him help plan Webelos den meetings and activities. Give him meaningful assignments.
- Provide worthwhile tasks for the Webelos denner so that he can assume some responsibility and gain satisfaction from his efforts.
- Use *Boys' Life* and *Scouting* magazines and the *Webelos Leader Guide* as resources for program ideas and information.
- Instill Scouting spirit and moral values through personal example, ceremonies, and meaningful activities such as service projects.
- Promote the religious emblems program.
- Collect den dues and turn them in to the pack treasurer at the pack leaders' meeting. Keep accurate records of den dues and attendance.

- Encourage Webelos Scouts to advance. Maintain high advancement standards. Keep accurate advancement records and see that the boys are promptly recognized for their achievements.
- With the help of the Cubmaster, pack committee, and unit commissioner, determine one or more neighborhood Boy Scout troops into which Webelos Scouts may be graduated, and establish a good working relationship with those troops. Try to graduate every Webelos Scout into a troop.
- Work with the Scoutmaster and assistant Scoutmaster to plan and conduct meaningful joint activities.
- Work with the Cubmaster to see that impressive graduation ceremonies are conducted in the pack. Invite the Scoutmaster and troop leaders to take part.
- Ask qualified people, including adult family members, to serve as activity badge counselors.
- Encourage parents or guardians of Webelos Scouts to help plan and carry out overnight campouts and other outdoor activities. Work with the troop assistant Scoutmaster or Scoutmaster to arrange for the loan of troop equipment for joint Webelos den-troop activities.
- Help the den and the pack earn the National Summertime Pack Award.
- Have a plan to ensure that a leader is available for all Webelos den meetings and activities. Call on the assistant Webelos den leader to fill in, as needed.
- Participate in the annual pack program planning conference and the monthly pack leaders' meetings.
- Keep the Cubmaster and pack committee informed on the status and needs of the Webelos den.
- Support the policies of the BSA.

# Cub Scout Den Chief

**Qualifications:** Is an older Boy Scout, Varsity Scout, or Venturer. Selected by the senior patrol leader and Scoutmaster, Varsity Scout Coach, or Venturing Advisor at the request of the Cubmaster. Approved by the Cubmaster and pack committee for recommendation to the den leader. Registered as a youth member of a troop, team, or crew.

**Responsibilities:** The Cub Scout den chief's responsibilities are to

- Know the purposes of Cub Scouting.
- Help Cub Scouts achieve the purposes of Cub Scouting.
- Serve as the activities assistant at den meetings.
- Set a good example through attitude and uniforming.
- Be a friend to the boys in the den.
- Help lead weekly den meetings.
- Help the den in its part of the monthly pack meeting.
- Know the importance of the monthly theme and pack meeting plans.
- Meet regularly with the den leader to review den and pack meeting plans. Meet as needed with adult members of the den, pack, and troop.
- Receive training from the den leader (and Cubmaster or assistant Cubmaster) and attend Den Chief Training.
- Encourage Cub Scouts to become Webelos Scouts when they are eligible.
- Help the denner and assistant denner to be leaders.

