

Pack 273 Leadership Positions

~~~~~

### **Committee Chair**

Conduct monthly committee meetings. Assign & train members. Organize & form dens and leadership as needed. Approve bills for payment by treasurer. Organize and promote Cub Scout Round-up and other recruiting activities. Plan for the year. Establish and maintain good relations with district Commissioner and Chartered Organization representative. Work closely with Cubmaster in developing Pack program. Keep Leaders informed. Function as backup to Cubmaster in emergency. Oversee all Pack operations and activities.

### **Cubmaster**

Conduct Pack meetings. Become familiar with all Scout ranks and awards. Conduct induction and advancement ceremonies. Work with Pack committee to recruit adult leaders. Assist Pack committee in annual planning. Help organize dens and encourage graduation into Boy Scouts. Establish and maintain good relations with local Boy Scout and Charter Organization leadership. Serve as Pack representative to the community. Provide coaching to other adult leaders. Promote training of adult leaders.

### **Treasurer**

Establish Pack budget. Maintain Pack bank account. Arrange signature authority. Collect dues. Keep up-to-date financial records. Report periodically on Pack's financial condition and warn of impending problems. Provide and keep records for petty cash for leaders. Prepare registration report and secure fees.

### **Secretary**

Stay informed of all Cub Scout programs. Inform leaders of what resources are available. Maintain Pack record book and inventory. Keep meeting notes. Notify leaders of events. Provide leaders with forms and records. Collect and catalog Pack Library as a resource to adult leaders.

### **Advancements and Awards Coordinator**

Understand Cub Scout and Webelos advancement plans. Promote den activities and record keeping to encourage advancement. Keep records of all Scout awards and advancements. Order badges and insignia from local council service center using Advancement Report.

### **Assistant Cubmaster**

Assist the Cubmaster. Be prepared to assume the job of Cubmaster in an emergency. Supervise Den Chiefs and work with troops who supply them. Work with Pack committee on recruiting and registration. Assist in Pack meetings, events, and planning. Assist in Uniform inspections.

### **Den Leader**

Organize den and present Cub Scout program for the year. Establish program of regular recognition. Track achievements and report to Advancements Coordinator. Coach and train Den Chief. Encourage participation of den parents. Assist and coach den parents and other adult leaders. Lead den in participation in pack meetings. Lead by example.

**Assistant Den Leader**

Assist den leader. Fill in for den leader as needed.

**Den Leader Coach**

Help den leaders understand purposes, policies, and procedures. Provide coaching and encourage training of new den leaders. Assist them in conducting their first meetings. Assist adult leaders in planning den program, activities, and organization. Participate in Pack and Committee meetings.

**Tiger Cub Coach**

Organize the Tiger Cub dens. Represent Tiger Cub issues at committee meetings. Coach Tiger Cub adult partners. Ensure participation of Tiger Cubs in Pack meetings and recognition activities.

**Camp and Outings Coordinator**

Assist Cubmaster in planning outings and pack activities. Arrange for permits and transportation as required. Identify new resources and opportunities for outings and activities. Promote day camp and resident camp participation.

**Chartered Organization Representative (appointed by Optimists Club)**

Assist in leadership recruitment. Serve as liaison and representative between pack and council and district. Assist in rechartering. Identify and promote the use of council and district resources.

**Additional Leadership Positions****Den Chief**

Help Cub Scouts in activities. Set a good example. Assist the den at the Pack meeting. Help the Denner and Assistant Denner to lead.

**Fund Raising Coordinator**

Organize an annual fund raising event. Communicate program to leaders, parents, and Cub Scouts. Establish prizes and deadlines, distribute forms. Report results Pack Committee.

**Publicity Coordinator**

Encourage participation in Pack events. Identify and promote community service projects. Publicize and promote pack activities inside and outside of pack. Help promote Cub Scout roundup and other recruiting activities. Promote and communicate district council activities to pack.

**Webmaster**

Maintain Pack web page. Post and update information for Leaders. Post committee minutes, 273 Pack Tracks, den duty roster, calendar, camp information, coming events and any other information pertaining to Pack 273 or Scouting in general.