

COMMITTEE CHAIR

Position Description

Cub Scout Pack 165 Germantown Hills, Illinois

Overall Responsibilities:

- Organize and coordinate the Cub Scout Pack 165 program

Qualifications:

- Adult 21 years of age or older
- Possess organizational and good communication skills
- Trustworthy and of good moral character
- Registered Pack 165 Committee Chair person with WD Boyce Council

Duties:

1. Schedule the use of the school facilities for pack-wide activities (e.g. new scout recruiting, pack meetings, committee meetings, pinewood derby, blue and gold banquet, etc.)
2. Organize and coordinate new scout recruiting and sign-ups
3. Ensure that all dens have leaders and all committee positions are filled – play lead role in recruiting new leaders
4. Organize and lead Pack Committee Meetings (see Annual Planning Calendar)
5. Make sure Committee Meeting minutes are produced and distributed on a timely basis
6. Coordinate leader training
7. Ensure that the pack funds are appropriately managed
8. Provide overall direction to the pack leaders consistent with the District, Council and National organizations

Estimated Time Commitment: The following time estimates are to perform the basic Committee Chair duties (including attending Committee Meetings).

July: 3 – 4 hours

August: 6 - 8 hours

September: 6 – 6 hours

October through February: 3 – 4 hours each month

March: 4 – 6 hours

April through June: 3 – 4 hours each month

These estimates do not include time assisting other leaders (e.g. helping with pack meetings, popcorn sales, Blue and Gold Banquet, pinewood derby, family activities, etc.) or producing and distributing committee meeting minutes.