

Title**Currently Held By: Rebekah Binion****Committee Chair****Succession Plan: Martha Burns (2022)****Preferred Tenure**

2+ years

Typical months of activity

Full year

Time Commitment

- 5 hours per month, though most months will require less than that
- Busier months are August thru October, as the school year gets underway and Pack activities begin to ramp up

Requirements

- Scout Leader uniform: Yes
- Attend Committee Meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Training: Yes, see Training Coordinator for specifics
- At least 21 years old
- Must take Cub Scout leader training
- Good delegator and organizer
- Effective communicator

Description

- One of the two primary leaders of the pack (in addition to Cubmaster). Committee Chair is the chief organizer, responsible for proactively monitoring the details of pack operations. Committee chair is the primary advocate for the program, while Cubmaster is the primary advocate for the scouts.
- Attend Basic Cub Scout Leader training and monthly roundtables
- Conducts monthly committee meetings
- Delegates responsibilities to committee members
- Supervises annual Pack Program Planning Conference to develop a year-long Pack Program Plan
- Conducts Parent Program Orientation Session through the committee
- Responsible for all necessary “paperwork” including new membership enrollment, adult leadership enrollment, Scout’s Life subscriptions and rechartering
- Works closely with Cubmaster to support pack program

Benefits

- Opportunity to make major positive impact on the kids in the community
- A major influencer of pack schedule and program
- Social interaction in your community
- Satisfaction of helping to pull it all together

Title**Currently Held By: Chris Binion****Cubmaster****Succession Plan: Doug Burns(2022)****Preferred Tenure**

2+ years

Typical months of activity

Full year

Time Commitment

- 5 hours per month, though most months will require less than that
- Primary activity will be surrounding the Pack meetings

Requirements

- Scout Leader uniform: Yes
- Attend Committee Meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Training: Yes, see Training Coordinator for specifics
- Attend roundtables
- At least 21 years old
- Effective communicator
- Comfortable public speaker

Description

One of two primary leaders of the pack (the other is the Committee Chair). Cubmaster is the visible focal point for the pack, responsible for creating a positive, fun experience. Cubmaster is the primary advocate for the scouts, while Committee Chair is the primary advocate for the program.

- Serve as Master of Ceremonies for monthly pack meetings
- Planning the pack programs with the help of the other leaders
- With Committee Chair and using the Cub Scout program, help and support the committee to plan a year-long program for Pack activities
- Guiding, supporting, motivating, and inspire the other adult leaders. Make sure they receive training and recognition for their positions

Benefits

- Opportunity to make major positive impact on the kids in the community
- Active role in defining pack schedule and program
- Social interaction in your community
- You get to see the glimmer in their eyes and hear the giggles as you act like a total goof (though while still garnering their respect as Akela!)

Title**Currently Held By: Christina Wade****Awards Coordinator****Preferred Tenure**

1+ years

Typical months of activity

September thru May

Time Commitment

2 hours per month

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Training: No
- Easy access to the local scout shop(s)

Description

Coordinate all achievement and award activity for the pack. Also, maintain the records of awards.

- Understand Cub Scout and Webelos Advancement plus train parents and leaders on advancement.
- Collect Den Advancement reports, order and assemble appropriate badges for pack meetings.
- Provide lists as needed for award ceremonies.
- Work closely with Cubmaster to arrange graduation ceremonies.
- Maintain all records of past and present scout advancements.

Benefits

- Learn the scouts' names and gain insight into their special interests and accomplishments.

Title**Currently Held By: VACANT****Camping Coordinator****Preferred Tenure**

1+ years

Typical months of activity

November thru May

Time Commitment

- 5 hours per month (Jan – Feb)
- 1-2 hours per month (other months)

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Training: No
- Understanding and acceptance of the criticality of this position, knowing that camping is one of the most fun and exciting aspects of scouting

Description

- Learn how to get use registered for camps through a simple but very time-sensitive process.
- Identify and communicate the various camping opportunities available at the various rank levels, in line with the Pack culture as coordinated with Pack leadership
- Contact the camping office (for the district), get camping slots, keep track of the deposits, and most importantly, keep the kids going to camp.
- Get current camp's information and maps
- Assist and/or make recommendations in determining how transportation should be handled
- Ensure that required paperwork is completed and returned to district/camps on a timely basis
- Work with Fundraiser Coordinator and Treasurer to determine camping allowance awards and how to best apply those awards (and scholarships, where needed) are to be applied to the camp fees
- Determine appropriate parent-to-scout ratio, based upon camp and Pack requirements and the rank level
- Keep the OUTING in SCOUTING!
- Provide written information about camp to those attending, and/or call those signed up prior to camp. This is to ensure that everyone is aware of the date and what to bring.
- Handle questions from parents about the camp.
- Collect health forms prior to leaving for camp.

Benefits: Camping is one of (if not the) best experiences that a scout will have, and you will play the primary role in helping them to get there!

Title**Currently Held By: VACANT****Training Coordinator****Preferred Tenure**

1+ years

Typical months of activity

Year Round

Time Commitment

1-2 hours per month

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): Yes
- Training: Yes (~10min)
- Understanding and acceptance of the criticality of this position, knowing that every scout deserves a well-trained leader

Description

- Remain current with training material and program updates
- Encouraging pack leaders to attend:
 - Leader-specific training
 - Youth Protection Training
 - Roundtable
 - BALOO
 - Wood Badge
 - Rangemaster certification
- Maintaining pack training records

Benefits: Every scout deserves a well-trained leader! Make sure Pack 395 has the best trained leaders around!

Title
Committee Chair, Assistant

Currently Held By: Martha Burns

Preferred Tenure

1+ years

Typical months of activity

Full year

Time Commitment

2 hours per month

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Yes
- Register with council (Committee Chair will manage this): No
- Training: No
- Good delegator and organizer
- Effective communicator
- Ideally, should be willing to take over for outgoing Committee Chair. (this might be seen as Committee Chair In Training, though not necessarily)

Description

Assistant Committee Chair is the Committee Chair's backup, helping the Committee Chair as needed. Also shares a primary pack responsibility for Cub Scout Membership with Assistant Cubmaster.

- Assist the Committee Chair as needed.
- Work with the pack committee to develop and promote an ongoing plan for recruiting new scouts.
- Work with the Cubmaster and pack committee on pack re-registration.

Benefits

- Be recognized in the community as supporting our kids and providing a quality program.

Title
Cubmaster, Assistant

Currently Held By: Doug Burns

Preferred Tenure

1+ years

Typical months of activity

September thru May

Time Commitment

- 1-2 hours each month
- Primary activity will be surrounding the Pack meetings

Requirements

- Scout Leader uniform: Yes
- Attend Committee Meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Training: Yes, see Training Coordinator for specifics
- Comfortable public speaker
- Ideally, should be willing to take over for outgoing Cubmaster. (this might be seen as Cubmaster In Training, though not necessarily)

Description

Assistant Cubmaster is the Cubmaster's visible companion and backup, filling in as focal point for the pack when Cubmaster is not available.

- Assist the Cubmaster as needed
- Help to keep order during the Pack meetings
- Every pack should have at least one assistant Cubmaster. In most packs, two or three will be helpful, allowing the Cubmaster to divide the responsibilities.

Benefits

- Be recognized in the community as supporting our kids and providing a quality program.
- If Cubmaster is acting like a total goofball for the kids, you get to participate either as straight man, or as another goofball.

Title
Popcorn Kernel

Currently Held By: Martha Burns

Preferred Tenure

2+ years

Typical months of activity

July through October

Most busy during the 6 week popcorn season September - October

Time Commitment

2-3 hours per month July – August

2-3 hours per week during popcorn season

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Comfortable communicating and motivating the scouts and their parents

Description

- Plan and conduct our biggest fundraiser of the year, popcorn sales
- Attend council popcorn rally
- Plan popcorn kick-off rally
- Provide scouts with the materials to perform their sales activities
- Determine awards and market those awards to the scouts
- Coordinate the product ordering, pick-up, and storage
- Solicit business to allow storefront sales
- Enter storefront shifts into Trail's End app and ensure proper coverage
- Keep track of the sales, funds, and prizes, as well as the history of those sales so that trends and long-term (multi-year) prizes can be tracked and awarded.
- Work with the Treasurer to ensure proper review, reconciliation, and disposition of the collected funds
- Work with the Camping Coordinator to ensure appropriate awarding of earned camp subsidies.

Benefits

- This is the biggest fundraiser of the year and how many of our scouts can participate with zero out-of-pocket costs. The role is key to making sure we have a successful popcorn sale

Title**Currently Held By: VACANT****Fundraising Coordinator****Preferred Tenure**

2+ years

Typical months of activity

September through November

Time Commitment

5 hours per month

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Training: Youth Protection training
- Proficient at spreadsheets
- Comfortable communicating and motivating the scouts and their parents

Description

- Plan and conduct ad-hoc fundraising activities throughout the year
- Provide scouts with the materials to perform their sales activities
- Determine awards and market those awards to the scouts
- Provide sales training to the scouts, typically in the form of simple documentation and perhaps a skit at the Pack meeting that kicks off the fundraiser
- If applicable, meet with the others in the district to find out when, where, how much, and what we get back.
- Coordinate the product distribution to the scouts, securing a drop-off/distribution point (typically a Pack member's garage)
- Keep track of the sales, funds, and prizes, as well as the history of those sales so that trends and long-term (multi-year) prizes can be tracked and awarded.
- Work with the Treasurer to ensure proper review, reconciliation, and disposition of the collected funds
- Work with the Camping Coordinator to ensure appropriate awarding of earned camp subsidies.
- Work with vendors to determine appropriate pricing to the Pack
- Determine appropriate product pricing for our scouts' customers
- Place orders with the vendors

Benefits

- Helping to fund the pack and ensure we continue to offer an amazing program

Title
Historian

Currently Held By: Vacant

Preferred Tenure

1+ years

Typical months of activity

Full year

Time Commitment

1-2 hours per month

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Training: Youth Protection training
- Experience with or willingness to learn website practices
- Computer and internet access required

Description

- Build and maintain a Pack archive that acts as a repository for pictures, program notes and other pack history that can act as a memory keepsake, and as a marketing tool for use by the Pack Recruiting Coordinator
- Work with the Pack Webmaster to manage and persist that history on the website, where appropriate

Benefits

- A great way to play a behind-the-scenes role, understanding the nuances and path of pack growth

Title**Currently Held By: VACANT**

Marketing / Design / Communications Coordinator

Preferred Tenure

1+ years

Typical months of activity

Full year

Time Commitment

1-2 hours per month

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Training: Youth Protection training
- Experience with or willingness to learn website practices
- Computer and internet access required
- Access to image design software (or be willing to prepare a proposal for the Pack to purchase such software).
- Good written communication skills
- Ability to mentor others in improving their written communication skills

Description

- Work with the Webmaster and the Historian to determine image design needs for the website and for documentation/historical needs
- Work with the Pack Webmaster to manage, present and persist any image source and presentation files on the website
- Work with the rest of the leadership team, especially the Cubmaster and Committee Chair, in better preparing and posturing communications to the Pack membership, to ensure consistency and clarity of message.
- Work with the Recruiting team to determine needs that they may have in efforts to promote the Pack to prospective members.

Benefits

- A great way to play a behind-the-scenes role in the marketing, growth and strengthening of the Pack

Title

Currently Held By: **VACANT**

Quartermaster**Preferred Tenure**

1+ years

Typical months of activity

Full year

Time Commitment

1-2 hours per month

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Training: None
- Need to have access to appropriate tools and the skill for minor fixes to Pack equipment, as needed
- Need to have access to appropriate transportation/vehicle to transport equipment to/from event
- needing that equipment

Description

- Typical list of Pack equipment includes (but not limited to):
 - Pinewood Derby tracks
 - Rocket Launch equipment
 - Pack ceremonial flags and stands
 - Blue & Gold Banquet decorations
 - Sound system equipment
 - Other Pack games and materials
- Work with the Cubmaster and the Committee Chair and the various event coordinators to understand which equipment/materials is needed for a given meeting or event.
- Understand and adhere to the timing and arrange for reliable transportation needs for equipment/materials needed for a given meeting or event Work with the Pack Webmaster to manage, present and persist any image source and presentation files on the website

Benefits

- Low-key, behind-the-scenes role with minimal time requirements and no training.

Title**Currently Held By: VACANT**

Recruiting Coordinator

Preferred Tenure

1+ years

Typical months of activity

Typically, May thru September

Time Commitment

3 hours per month

Requirements

- Scout Leader uniform: Not required, but would be nice
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Training: Youth Protection training
- Good communication / “marketing” skills
- Creative in identifying new ways to attract members

Description

Has a primary pack responsibility for Cub Scout Recruiting and Membership.

- Work with the pack committee to develop and promote an ongoing plan for recruiting new scouts.
- Work with the Cubmaster and pack committee on pack re-registration.

Benefits

- Be a part of growing a wonderful organization and drawing kids and their families into a strong and character-building environment.

Title
New Member Coordinator

Currently Held By: Bobbie Joering

Preferred Tenure

1 years

Typical months of activity

Typically, September thru May

Time Commitment

2 hours per month

Requirements

- Scout Leader uniform: Not
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Training: Youth Protection training
- Good communication / “marketing” skills
- Best if this is a new parent from our current recruitment class

Description

Responsible for coordinating with and checking in on new members to the pack.

- Create lines of communications with new families to help them navigating the pack and the world of scouting
- Be the primary point of contact for new families to ask questions and redirect as necessary
- Work with the pack committee to resolve issues new families may be having.

Benefits

- Recruitment is nothing without retention. This position is key in making sure that families stay with scouting and that their voices are being heard.

Title
Secretary

Currently Held By: Christina Weinel

Preferred Tenure

1+ years

Typical months of activity

August thru May

Time Commitment

2 hours per Committee Meeting

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Training: Youth Protection training
- Detail-oriented
- Able to take thorough notes during leadership meetings and convert those to full minutes for distribution to pack leadership team

Description

- Work with Committee Chair to set and distribute monthly leader mtg agenda
- Record and distribute minutes of committee meetings.

Benefits

- Know a lot of what goes on behind the scenes of the Pack!

Title**Currently Held By: Mike Moore****Treasurer****Succession Plan: VACANT****Preferred Tenure**

2+ years

Typical months of activity

Full year

Time Commitment

2-4 hours per month; heaviest months are around the fundraising consolidation and the Winter re-chartering

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Training: Yes, see Training Coordinator for specifics
- Experience with basic budgets and accounting
- Easy access to secured computer

Description

Develop with committee support, a sound financial program using Pack Budget Plan.

- Approve all budget expenditures and maintain accurate records
- Open or maintain a bank account in the pack's name and arrange for all transactions
- Collect dues
- Report on the pack's financial condition at committee meetings and (periodically) at pack meetings
- Work with FundRaising Coordinator in conducting council-approved, pack money-earning projects
- Maintain up-to-date Pack Property Inventory
- Present monthly financial reconciliation documentation to Committee Chair for his/her review and approval

Benefits

- Provide tangible stewardship of Pack's solvency and viability

Title**Currently Held By: VACANT**

Blue & Gold Banquet Coordinator

Preferred Tenure

1+ years

Typical months of activity

March thru February

Time Commitment

- 2 hours total in March thru December (determining event date and time / reserving event entertainment and space)
- 5 hours per month in January and February (the heaviest planning/prep months)

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Training: Youth Protection training

Description

- End of January thru the February pack meeting time frame.
- Pull together appropriate subcommittees to fully enhance the event.
- Plan the menu and beverages, and order a cake to celebrate the birth of scouting.
- Work with the Treasurer and primary pack leadership to determine budget for the event
- Ensure that we have a viable and comfortable location for the event.
- Determine and design decorations, including the possibility of having the dens know what they should make (theme) for table centerpieces.

Benefits

- This is the primary celebration of scouting each year, and a wonderful opportunity to help the scouts take pride in (and enjoy) this “institution” with a meal, entertainment, recognition, and friends and family.

Title**Currently Held By: VACANT**

Advancement Cookout Coordinator

Preferred Tenure

1+ years

Typical months of activity

April thru May (though with a “moment” in January to reserve the space)

Time Commitment

- 2 hours in April
- 4-5 hours in May

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Training: Youth Protection training

Description

- In January, reserve location
- Buy or solicit donation of hot dogs (brats, hamburgers), buns, condiments, charcoal and starter.
- Arrange for parents to bring other food. Example: Wolf bring salad, Bear bring desserts, Webelos bring chips.
- Plan a couple of easy, fun events. Assign events to each den to prepare/do.

Benefits

- Be a part of the big celebration at the end of the scouting year when the scouts advance to the next rank

Title**Currently Held By: VACANT**

Pinewood Derby Coordinator

Preferred Tenure

1+ years

Typical months of activity

December thru January

Time Commitment

5-10 hours in January

Requirements

- Scout Leader uniform: No
- Attend Committee Meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Training: Youth Protection training

Description

- Determine shape and viability of track
- Design the races
- Obtain scales and pit crew materials
- Solicit volunteers to help on the day of the event for set-up, management, and take-down
- Purchase awards/trophies for winners

Benefits

- Work as a key leader in organizing one of the most exciting events for scouts!

Title

Den Leader

Preferred Tenure

2+ years, though ideally for the life of the den

Typical months of activity

School year

Time Commitment

3-8 hours per month, depending upon den and pack activities

Requirements

- Scout Leader uniform: Yes
- Attend Committee Meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Training: Yes, see Training Coordinator for specifics
- District roundtable attendance optional
- At least 21 years old
- Interested in working with scouts in small groups

Description

The Den Leader is the primary adult contact with the scouts, and as such is the most important volunteer role in the pack. Typically, a den has 4-8 scouts, all in the same school grade. The Den leader is typically the parent of one of the scouts in the den. The den leader provides an ongoing den program that typically includes 2 – 3 den meetings per month during the school year. Use den meetings to provide advancement activities, field trips, crafts, games, and other fun scout stuff.

- Guide, support, motivate, and inspire the scouts in your den
- Strong advocate and preferably a participant in outdoor activities like camping
- Facilitate your den's participation in pack meetings and pack activities, such as helping to prepare your den for Pinewood Derby, performing skits, or conducting flag ceremonies.
- Guide the scouts in your den through the advancement process. Keep advancement records that are also shared with the Pack Awards Chair so advancements can be purchased and awarded in a timely fashion.
- Develop a good working relationship with den parents and families. Use their talents to help enrich the den experience.
- Help ensure that your scouts participate in pack fund raising activities.

Benefits

- Opportunity to make direct positive impact on scouts on a personal level.
- Get to know your son's friends.
- Get to know your son's friends' parents. You may form lasting adult friendships.

Assistant Den Leader

Preferred Tenure

2+ years, though ideally for the life of the den

Typical months of activity

School year

Time Commitment

3-8 hours per month, depending upon den and pack activities

Requirements

- Scout Leader uniform: Yes
- Attend Committee Meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Training: Yes
- At least 21 years old
- Interested in working with scouts in small groups

Description

The Assistant Den Leader works with the Den Leader to help facilitate den meetings and outings. Typically, a den has 4-8 scouts, all in the same school grade. The Assistant Den leader is typically the parent of one of the scouts in the den.

- Help share the load of running a den
- Facilitate your den's participation in pack meetings and pack activities, such as helping to prepare your den for Pinewood Derby, performing skits, or conducting flag ceremonies.
- Assist Den Leader with entering advancement into Scoutbook
- Develop a good working relationship with den parents and families. Use their talents to help enrich the den experience.
- Help ensure that your scouts participate in pack fund raising activities.

Benefits

- Opportunity to make direct positive impact on scouts on a personal level.
- Get to know your son's friends.
- Get to know your son's friends' parents. You may form lasting adult friendships.

Pack-Level Roles

- Committee Chair
 - Current: Rebekah Binion
 - Future: Martha Burns
- Cubmaster
 - Current: Chris Binion
 - Future: Doug Burns
- Awards Coordinator
 - Current: Christina Wade
- Camping Coordinator
 - VACANT
- Training Coordinator
 - VACANT
- Committee Chair, Assistant
 - Current: Martha Burns
- Cubmaster, Assistant
 - Current: Doug Burns
- Popcorn Kernel
 - Current: Martha Burns
- Fundraising Coordinator
 - Current: VACANT
- Historian
 - Current: VACANT
- Marketing / Design / Communications Coordinator
 - Current: VACANT
- Quartermaster
 - Current: VACANT
- Recruiting Coordinator
 - Current: Christina Weinel
- Treasurer
 - Current: Mike Moore
 - Future: VACANT

Single-Event Roles

- Blue & Gold Banquet Coordinator
 - Current: VACANT
- Advancement Cookout Coordinator
 - Current: VACANT
- Pinewood Derby Coordinator
 - Current: VACANT

Den-Level Roles

- Den Leader
 - Lion: Martha Burns
 - Tiger: Doug Burns
 - Wolf: Christina Weinel
 - Bear: Beth Thompson
 - Webelos: Mike Moore
 - Arrow of Light: Jen Willoughby
- Assistant Den Leader
 - Lion: VACANT
 - Tiger: VACANT
 - Wolf: Shawn Sheehy
 - Bear: Bobbie Joering and Christina Wade
 - Webelos: Rebekah Binion and Ryan Koller
 - Arrow of Light: Jason Willoughby