

CUB SCOUT PACK 98
COMMITTEE CHAIR
HOW-TO GUIDE

1. Job Description. The Committee Chair is responsible for (a) planning the Pack's calendar of activities and (b) ensuring that all Pack Committee positions are filled so that these activities will occur. He or she supervises the Pack Committee (a/k/a the Pack's Leaders) by (i) working with and supporting the Cubmaster, (ii) calling and presiding at Pack Leaders' Meetings, (iii) recruiting, assigning duties to, and insuring the training of Pack Committee members, (iv) working with the Registrar in planning for Pack charter review, Scout recruiting and re-registration and (v) chairing the Outings Committee and Summer Activities Committee.
2. Qualifications
 - 2.1. Be a U.S. citizen at least 21 years of age, appointed by the chartered organization and registered as an adult leader of the BSA.
 - 2.2. A person of good character, familiar with organization procedures, with a deep concern for the Pack's success.
 - 2.3. Preferably a member of the chartered organization, respected in the community, who shows the willingness and ability to be the Cubmaster's chief adviser.
 - 2.4. Recruited and appointed by the Pack Committee with the approval of the chartered organization, and registered as an adult Leader of the BSA.
3. Responsibilities of the Committee Chair
 - 3.1. Supervise Pack Committee operation by:
 - (a) calling and presiding at Pack Leaders' Meetings, including the annual Pack program planning conference;
 - (b) assigning duties to, and training, Committee members;
 - (c) planning for and ensuring that Pack charter review, roundup, and re-registration are accomplished in accordance with Council guidelines; and
 - (d) approving bills before payment by the Pack Treasurer.
 - 3.2. Recruit and fill Pack Committee positions.
 - 3.3. Ask the Committee to assist with recommendations for Cubmaster, Assistant Cubmasters, Den Leader Coaches and Den Leaders, as needed.

- 3.4. Confer with the Cubmaster on policy matters relating to the Cub Scout program and the chartered organization.
- 3.5. Working with the chartered organization representative, provide adequate and safe facilities for Pack meetings.
- 3.6. Maintain a close relationship with the chartered organization representative, keeping this key person informed of the needs of the Pack that must be brought to the attention of the organization or the district. Report to the chartered organization to cultivate harmonious relations.
- 3.7. Complete Pack Committee Fast Start Training and Cub Scout Leader Basic Training.
- 3.8. Recognize the need for more Dens, and see that new Dens are formed as needed.
- 3.9. Cooperate with the Cubmaster on Council-approved money earning projects so the Pack can earn money for materials and equipment.
- 3.10. Support the Treasurer in managing finances through adequate financial records.
- 3.11. Maintain adequate Pack records with the aid of the Registrar.
- 3.12. Support the Quartermaster in managing Pack property.
- 3.13. If the Cubmaster is unable to serve, assume active direction of the Pack until a successor is recruited and registered.
- 3.14. Appoint a Committee member or other registered adult to be responsible for Youth Protection training.
- 3.15. Provide a parent training program.
- 3.16. Develop and maintain strong Pack-Troop relationships. Work closely with the unit commissioner and Troop leaders in Scotch Plains/Fanwood in effecting a smooth transition of Webelos Scouts into those Troops.
- 3.17. Help bring families together at joint activities for Webelos Dens (or Packs) and Boy Scout Troops.
- 3.18. Chair the Outings Committee and Summer Activities Committee.
- 3.19. Support the policies of the Boy Scouts of America.
- 3.20. Ensure that the responsibilities of the Pack Committee (see Section 4 below) are fulfilled.

4. The Pack Committee

- 4.1. The Pack Committee. Every Pack is under the supervision of a Pack Committee. This Committee consists of a minimum of three qualified U.S. citizens of good character, 21 years of age or older, who are selected by the chartered organization and registered as adult leaders of the BSA. One of these is designated as Pack Committee Chair. Obviously, with a

Committee of three, members must assume responsibility for more areas of service than with a Committee of seven or more, where the responsibilities can be spread around. 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. A larger Committee is better able to perform all the required functions of a successful Pack program. It is also a way of involving more Pack families in meaningful service to the Pack.

4.2. Responsibilities of the Pack Committee. Regardless of the size of the Pack Committee, these responsibilities must be carried out:

- (a) Make recommendations to the chartered organization for final approval of Pack leadership.
- (b) Recruit the Cubmaster and one or more Assistant Cubmasters, with the chartered organization's approval.
- (c) Insure that adequate and safe facilities for Pack meetings and other Pack activities are provided.
- (d) Coordinate the Pack program with the program of the chartered organization through the chartered organization representative.
- (e) Assist with Pack charter renewal.
- (f) Help to stimulate the interest of parents through proper programming.
- (g) Supervise finances and equipment.
- (h) Work closely with the Cubmaster.
- (i) Ensure that Cub Scouts and Webelos Scouts receive a year around, quality program.
- (j) Complete Pack Committee Fast Start Training and Cub Scout Leader Training.
- (k) Conduct, with the help of the Cubmaster, periodic training for parents.
- (l) Cooperate with other Scouting units.

5. Helpful Hints

- 5.1. Plan ahead!
- 5.2. Don't try to carry all the load yourself. Outline your program for the year and plan ahead to involve as many people as possible. BE THE PRODUCER (see below), NOT THE EVENT CHAIR. Running events takes your time and attention away from the bigger picture (your primary responsibility).
- 5.3. If you plan an outdoor activity, always have an indoor alternate planned.

- 5.4. Leadership is developed and learned. You can become an effective Committee Chair if you will prepare yourself and take the time to learn.
- 5.5. Be flexible in your planning.
- 5.6. Don't be afraid to experiment.
- 5.7. Get trained!
- 5.8. There are many resources available to help you. One of your best resources is the monthly district Cub Leader Roundtable, where you can exchange ideas with other Cub Scout leaders.
- 5.9. Survey. In September 2001, we did a survey of the Scouts, asking them what activities they liked to do. Exhibit A is the result.

6. Pack Meeting Planning

- 6.1. Annual Pack Program Planning Conference. Preliminary planning for the Pack Meetings occurs during the Annual Pack Program Planning Conference. At that time, dates for the Pack Meetings are set. Some meetings recur each year at roughly the same time, namely:
 - (a) Halloween Party in October
 - (b) Holiday Party in December
 - (c) Blue & Gold Banquet in January
 - (d) Pinewood Derby in February
 - (e) Arrow of Light in March or April
 - (f) Graduation in May or June
- 6.2. List of Pack Events. After the Annual Pack Program Planning Conference, the Committee Chair should put together the List of Pack Events.
 - (a) This should be submitted to the Church Secretary (Nancy) at 322-9222 to reserve space at the Church for the events that will take place there.
- 6.3. Leaders Meetings. Planning continues at the Leaders Meeting (see below).
- 6.4. Don't Change Dates. Since dates are set so far in advance, circumstances may arise that would suggest changing the date of an event. ***Change dates of activities only as a last resort.*** Families get very upset at this and even those that don't get the perception that the Pack is disorganized, regardless of how "good" the reason is. Assume that some parents have organized their vacation and/or work schedules around the Pack Meeting schedule.

7. Leaders Meetings. Leaders Meetings are held at the beginning of each month. They are used to plan the upcoming Pack Meetings and cover all relevant issues.
 - 7.1. Agenda. A written, carefully thought through Agenda is essential. It should be handed out at the Meeting; doing so will make it clear to people what needs to be covered to minimize rambling. A sample is set forth as Exhibit A hereto.
 - (a) Usually it is best to get through the "regular business" first, then leave time for the larger issues to be discussed at the end.
 - 7.2. Assistant Committee Chair's Role.
 - (a) As Committee Chair, you need to give the Leaders an opportunity to discuss things, rather than simply plowing through the Agenda. On the other hand, the discussion can wander greatly and waste valuable time. It's very useful to ask the Assistant Committee Chair to perform a "move it" function to limit excessive discussion.
 - (b) The Assistant Committee Chair should take minutes of the meeting. The minutes should include an "Action List", where each person who is responsible for any task has all of those tasks listed below his or her name. The Assistant Committee Chair should follow-up as appropriate to ensure that those items are done in a timely fashion.
 - 7.3. Length. We try to keep the Leaders Meetings to 1 hour. We haven't achieved that goal yet, but when you have an Agenda and everyone is aware of what needs to be covered, the Leaders are attentive and cooperative.
 - 7.4. Pack Meeting Planning. One of the most important topics of a Leaders Meeting is planning Pack Meetings. The next three Pack Meetings should be covered. Generally, each Den must volunteer to organize one Pack Meeting each year. We have recently introduced a Pack Meeting Planner, which the organizing Den must submit at Leaders Meetings to facilitate better planning and coordination as well as the Leaders' review and feedback.
 - 7.5. Event Chairs. The Chairs of upcoming Pack Meetings and other events should be invited to discuss the status of the events. This gives the Pack Committee the chance to provide valuable advice.
8. Committee/Leader Supervision
 - 8.1. How-To Guide/Resource Books. Each Leader's position should have a How-To Guide as part of a broader Resource Book that contains all relevant information for that position. These were developed beginning in 2000 to help transitions and recruitment of new Leaders.

- (a) One of the key components of various Resource Books is "So You Want To Run a ?" document. This is a standard document that contains many of the Pack's policies. It will need to be slightly modified for the particular event being run.
- 8.2. Supervision. Supervising the Chairs of the various Committees (e.g., Outings, Summer Activities, Blue & Gold) is a critical part of the Committee Chair's job. Ideally, the Chairs will do their jobs properly and on a timely basis, but it is not safe to assume this.
- (a) Read the How-To Guides! Ideally, each Chair will carefully read his or her How-To Guide and comply with it or seek guidance from the Leaders or Committee Chair for variances. In reality, this will rarely happen. Part of the Committee Chair's job is to read the How-To Guides and ask questions to ensure that it is being complied with. This is especially critical to do to prepare for when the Chair comes to a Leaders Meeting, so we can make sure the person is doing his/her job properly. (The truth is that the Chairs don't pay enough attention to the How-To Guides and stuff falls through the cracks. For example, the Pinewood Derby had no "Other Activity" one year because of this.)
 - (b) Producer Role. The Committee Chair should act as a "Producer". As the "Producer," the Committee Chair should supervise the Chairs and generally act as a resource for the Committee. The Committee Chair should NOT organize the events because (i) we should spread work, not load it on the current Leaders and (ii) this guarantees that we will have the same problem the next year. The Committee Chair should:
 - (i) contact each Chair (or find one) early - at least 3 months in advance;
 - (ii) set specific tasks, including reporting; and
 - (iii) have the Chair show up at the two Leaders Meetings preceding the Event.
- 8.3. Council Materials. The Committee Chair and Cubmaster receive various materials from Council from time to time. Many of these items relate to specific Committees, especially Outings. These should be forwarded to the relevant Chair with a note suggesting that they be considered, etc. Then there should be follow-up (e.g., phone call, questions at a Leaders Meeting, etc.)

9. Adult Recruiting

- 9.1. Parental Involvement. The Pack requires that each set of parents volunteer for a certain level of assistance in running the Pack (the "Parent Volunteer Requirement"). This Requirement is set forth on the Registration Form.
- (a) In Cub Scouting, activities revolve around the family unit, so getting involved should not be foreign to parents.
 - (b) Explain that we are simply sharing the load. For example, it's not that much extra work to plan a trip to a sporting event for the Pack than it is for your own family.
 - (c) Help parents realize that the Pack is "us" – not some paid organization with a staff. It is their program and then depend on them to lend expertise on aspects of the program. This is best accomplished in a parents-only meeting. If possible, DO NOT wear uniforms when doing this, since the uniforms create the impression that the Leaders are a paid organization, rather than just other parents.
- 9.2. List of Leaders. The Committee Chair should prepare a List of Leaders. The Committee will work together to fill Committee member and other positions, which should be taken from the selections on the Registration Forms.
- 9.3. Talent/Hobby List. Compile a list of Talents/Hobbies from the "interests" listed in the Registration Form. Use this list to identify people who may be well-suited to jobs for which they may not have registered. For example, if a person states that he is interested in carpentry/woodworking, he or she may make a useful member of the Tech Team on the Pinewood Derby Committee.
- 9.4. List of Under-Volunteers. When preparing this List, the Committee Chair should make a list of the parents who have not fulfilled the Parent Volunteer Requirement. The Committee Chair, with the assistance and input of the Assistant Committee Chair, Cubmaster and Assistant Cubmaster(s), should aggressively solicit these parents to fill any vacant Leadership or Committee spots. Although some parents may absolutely refuse to volunteer, most may simply have questions, need a nudge or forgot – the only way to know is to ask.
- (a) This list should also contain a list of the key open positions so that the Committee and Committee Chair can use this list as a tool to get commitments.

10. Timeline.

- 10.1. Early September: Reserve the dates for the Blue & Gold Dinner and Pinewood Derby at the Terrill Middle School.

- 10.2. January 2: Reserve the date for the Pack Picnic at Brookside Park through the Scotch Plains Municipal Building.
11. Pack Goals. As part of the Annual Pack Program Planning Conference, offer a set of goals for the coming Scout year and have the Pack Committee discuss and agree upon it. Be sure to include new goals to set the standards higher each year.
- 11.1. Scouting Awards. Earning various awards (such as the National Summertime Pack Award and the Quality Unit Award) are important to the morale and self-esteem of the Pack. More importantly, their requirements are components of a quality Pack program.
- 11.2. Leaders Meetings. List the agreed-upon goals at the end of the Agenda for each Leaders Meeting to reinforce the goals and, if time permits, review their status.
- 11.3. Sample Goals. Some goals we have used include:
- (a) Increase number of Scouts (Recruiting)
 - (b) Have all Leaders (including Assistant Den Leaders) complete Basic Training for their positions
 - (c) Increase number and quality of utilization of Den Chiefs
 - (d) Introduce Uniform Inspections (two or three per year)
 - (e) Incorporate Religious Emblems program
 - (f) Support the incorporation of Program Helps themes in both Pack and Den Meetings
 - (g) Get the Pack to use (rely upon) the Website
 - (h) Earn the Quality Unit Award
 - (i) All Dens earn the National Den Award (p. 17-8 of Leader Book)

AGENDA FOR 12/5/00 LEADERS MEETING

1. Gathering: Review Handouts
 - 1.1. Agenda
 - 1.2. List of Leaders
 - 1.3. List of Under-Volunteers/Open Positions
 - 1.4. List of Pack Events
 - 1.5. So You Want to Run an Event?
 - 1.6. How-To Guide: Public Relations Chair
 - 1.7. The Briefcase
2. Roll Call
3. Guest Chairpersons for Upcoming Events:
 - 3.1. Tracey McColly (Blue and Gold)
4. Action List: All completed or discussed below, except as follows:
 - 4.1. All Leaders: Prepare your "How-To Guide"
 - 4.2. Den Leaders: Select a holiday song to sing at the December Pack Meeting and give it to Mary Prattico by December 1.
5. Regular Business
 - 5.1. Outings (Marcia Anderson)
 - 5.2. Treasurer's Report (Larry Mattson)
 - 5.3. Website (John Spicer)
 - 5.4. Advancements (Renee Barry)
 - (a) Deadline: December ____
 - 5.5. Newsletter (Joyce Miller)
 - (a) Deadline: December 8
 - 5.6. Training (Robin Lyons)
 - (a) "It Happened to Me" video
 - (b) Other Training?
 - 5.7. Den Chiefs (Kevin Morrison)
 - (a) Status of the new ones?
 - (b) Training for our Den Chiefs in Scotch Plains
 - (c) Anyone else want/need a Den Chief?
6. Leaders Meetings (Stuart Solsky)
 - 6.1. Conflicts: February, March and May

7. Pack Meeting Planning
 - 7.1. Clean-up/Close-up Procedures
 - (a) Checklist (clean/sweep the large room, bathrooms, halls and baby-sitting room; shut off lights; lock the doors; etc.)
 - (i) Empty garbage can?
 - (b) Last one to leave?
 - (c) Key?
 - 7.2. This Month's Pack Meeting: Holiday Party
 - (a) Den for Opening/Skit?
 - 7.3. Next Month's Pack Meeting: Blue & Gold Dinner
 - (a) Den for Opening/Skit?
 - (b) Uniform Inspection
 - (c) Invites?
 - 7.4. The Following Month's Pack Meeting: Pinewood Derby
 - (a) Den for Opening/Skit?
 - (b) Other Activity?
 - (i) Program Helps Theme: Passports to Other Lands
 - (c) Review Pinewood Derby questions
8. [Other Special Topics]
9. Council Materials
10. Goals for 2000/2001
 - 10.1. Increase number of Scouts (Recruiting)
 - 10.2. Have all Leaders (including Assistant Den Leaders) complete Basic Training for their positions
 - 10.3. Increase number and quality of utilization of Den Chiefs
 - 10.4. Introduce Uniform Inspections (every other month)
 - 10.5. Incorporate Religious Emblems program
 - 10.6. Incorporate more Program Helps themes in both Pack and Den Meetings
 - 10.7. Get the Pack to use (rely upon) the Website
 - 10.8. Earn the Quality Unit Award
 - 10.9. All Dens earn the National Den Award (p. 17-8 of Leader Book)

RESULTS

PACK SURVEY: WHAT DO THE SCOUTS WANT TO DO?

A total of 17 survey forms were submitted, and here are the results:

Pack Meeting Activities

- 15 Pinewood Derby
- 13 Space Derby
- 13 Halloween Party
- 9 Holiday (Winter) Party
- 9 Blue & Gold Dinner
- 9 911 Night (Rescue Squad/Fire Dept. demonstrations)
- 8 Cub Scout Olympics
- 8 Relay Races
- 7 Bicycling Activity
- 6 Raingutter Regatta
- 6 Arts and Crafts
- 4 Scout Show/Extravaganza
- 3 Storytelling
- 3 Cheers
- 2 Skits and Songs
- 2 International Bazaar
- Games
 - Soccer
 - Dodgeball
- Other Ideas
 - Contests
- Other Ideas (from other sources)
 - Lizard Guys (\$150) [Pack 34]
 - Karate in Motion Demo [Pack 34]
 - Entertainment Night [Pack 4]
 - Mystery Night [Pack 4]
 - Magic Show [Scouting mag]
 - Team Orienteering [Scouting mag]

Outings, Etc.

- 14 Bowling
- 13 Museums
- 12 Science Centers
- 12 Camping
- 10 Battleships (Intrepid, New Jersey)
- 10 Sporting Events (Devils, Nets, etc.)
 - Harlem Globetrotters
- 9 Hiking
- 9 Canoeing
- 9 Day Trips
- 7 Picnic
- Other
 - Skiing (3)
 - Fishing (2)
 - Mini-Golf
 - Sleepovers
 - Team Orienteering [Scouting mag]

Other Activities

- 12 Car Wash/Bake Sale
- 11 Popcorn Sale
- 9 Scouting for Food
- 8 Parades
- 5 Conestoga Wagon Derby
- 4 Town Events
- 4 Caroling
- 1 Other Service Projects

