

Troop 110 Positions

It takes a lot of people to make Troop 110 successful. Adults are needed to serve as scoutmaster, assistant scoutmasters, committee members, activity leaders, as well as a number of other vital positions.

Below is a list of the positions – with brief description – which we rely upon to keep our troop moving forward. Some of the positions require work throughout the year, while others are of limited duration. There is something to fit everyone's skill, interest and time constraints.

Some of the positions are vacant, while others have incumbents. If a position is currently filled, an understudy would be beneficial. If you are interested in any of the positions, please let me know.

Rita Haskin
Troop Committee Chair

- **Scoutmaster**
Leads the youth program, including training and guiding the scout leaders. Previous experience as *Assistant Scoutmaster* is required.
- **Assistant Scoutmasters**
Assists the Scoutmaster with his responsibilities, attends Troop meetings and outings, becomes trained for the position to include Scoutmaster Fundamentals Training, fills in for Scoutmaster when needed. Council training or previous Troop Committee-approved experience required.
- **Life-to-Eagle Advisors**
Assistant Scoutmaster who acts as a resource and mentor for Star Scouts preparing to work on the Eagle rank. Provides scouts with the *Life-to-Eagle Packet*.
- **First Class-to-Life Advisors**
Assistant Scoutmaster who acts as a resource for First Class Scouts preparing to work on the Star and Life ranks. Assists scouts in their transition into more responsible leadership rolls as well, using the Troop 110 *First Class-to-Life Packet*.
- **Tenderfoot-to-First Class Advisors**
Assistant Scoutmaster who acts as a resource for scouts preparing to work on their first year ranks. Provides scouts with the *Tenderfoot-to-First Class Packet*.
- **Charter Organization Representative**
The Charter Organization Representative is appointed by and serves at the satisfaction of the chief executive of the Charter Organization. Troop 110's chartered organization is the Contempo Homeowners Association.
- **Recharter Coordinator**
Coordinates the annual rechartering of the troop, including notifying parents, working with Treasurer to collect and record recharter fees and working with Database Coordinator to update Troop records and prepare Troopmaster data submission to council office by deadline.
- **Committee Chair**
Organize the committee to see that all functions are delegated, coordinated and completed. Lead monthly meetings.
- **Secretary**
The Secretary is responsible for keeping minutes of Troop Committee meetings.

- **Treasurer**
Maintains troop finances (troop account and individual scout accounts) and pays approved troop bills.
- **Outdoor/Activities Coordinator**
Secures reservations for troop activities/camp outs, coordinates transportation, processes Tour Permits and necessary paperwork required to conduct the outdoor program.
Purchases activity patches for participating scouts.
- **Advancement Coordinator**
Maintains troop advancement records and secures badges and certificates as required.
- **Troop Software/Database Coordinator**
Maintains database of Troop members information. Assists in recharter by preparing Troopmaster records for submittal to council office, coordinates maintenance of Troopmaster database with Advancement Coordinator and coordinates maintenance of Troopmaster database with Training Coordinator.
- **Training Coordinator**
Responsible for training within the troop and provides information to the troop regarding available BSA training.
- **Youth Protection Coordinator**
Ensures that Troop follows youth protection guidelines and coordinates the in-person Youth Protection Training session (online version also available).
- **Membership Coordinator**
Works with Webelos Den Leaders and Cubmasters to encourage Webelos Scouts to make the transition into Boy Scouts. Arranges visits to troop meeting and recruitment activities and Troop 110 participation in bridging ceremonies.
- **Equipment Coordinator**
Responsible for maintenance of troop equipment and procurement, as needed, for replacement or expansion or equipment.
- **Fundraising Coordinator**
Researches and recommends fundraising projects to meet the troop's financial needs.
Organizes volunteers to assist in fundraising activities.
- **Popcorn Kernel**
Coordinates and promotes annual popcorn fundraiser.
- **Christmas Wreath Sales Coordinator**
Coordinates and promotes annual Christmas Wreath sales fundraiser.
- **Communications & Troop Tribune Coordinator**
Solicits news articles, writes and distributes monthly *Troop Tribune* newsletter electronically.
Also sends communiqués to troop membership as needed.
- **Webmaster**
Maintains and updates the troop's Web site (www.bsatroop110.org), including member roster, calendar of events, announcements, newsletter and domain name registration.
- **Court of Honor Coordinator**
Coordinates the themes and refreshments for the troop's quarterly Courts of Honors, including procuring and setting up Courts of Honor refreshments and providing paper goods.
(Scouts coordinate set-up, clean up and food assignment.)

- **Scouting for Food Coordinator**
Coordinates the troop's participation in the annual Scouting For Food Drive, held each November. Signs up for troop assignment area at fall Roundtable. Directs the distribution bags or notices and coordinates the pick-up, sorting and drop-off of food.
- **Friends of Scouting Coordinator**
Coordinates the annual Friends of Scouting drive by providing materials to troop families and arranging for a presentation.
- **Roundtable Representative**
Acts as the troop liaison at the monthly Roundtable meetings, presenting troop topics at the meeting and updating the troop about Roundtable topics.
- **Uniform Closet Coordinator**
Maintains uniform bank of extra uniform parts as donated by troop members and others. Brings selection to troop meetings or Courts of Honors to dissemination.
- **Summer Camp Coordinator**
Coordinates troop's participation in summer camp by distributing information, signing up scouts and adults to attend, collecting and submitting camp fees. Also coordinates adult help and involvement for camp transportation, as well as camp paperwork (medical forms, merit badge selections and swimming test preparation).
- **Community Service Coordinator**
Coordinates and promotes service projects; provides information to Advancement Coordinator and maintains records of participation hours by scout.
- **Nights Camping Coordinator**
Coordinates the troop's Nights Camping Program, which includes tracking scout's and adult's Nights Camping, and processing paperwork and procuring appropriate patches as needed.
- **Merit Badge Counselors**
Merit Badge Counselors are subject matter experts for the Merit Badges they counsel either through vocation, hobby or other general interest. Registration occurs through the San Francisco Bay Area Council.
- **Committee Member**
All registered adults are members of the Troop Committee, which provides guidance to move the troop forward. Members are requested to sit on Boards of Review for scout advancements (but never for their own scout).