

The Pack Committee

Every pack is under the supervision of a pack committee, which consists of at least three members (chair, secretary, and treasurer). By handling administrative and support tasks, the pack committee allows the Cubmaster, den leaders, and their assistants to focus on working directly with the Cub Scouts.

With a committee of three, members must assume responsibility for more areas of service than with a committee of seven or more. 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 and is better able to perform all the required functions to ensure a successful pack program. It is also a way of involving more pack families in meaningful service to the pack.



Qualifications:

Is at least 21 years old, is selected by the chartered organization, and is registered as an adult leader of the BSA. One member is designated as pack committee chair.

Responsibilities:

Regardless of the size of the pack committee, these responsibilities must be performed:

- ✓ Make recommendations regarding pack leadership to the chartered organization for final approval of pack leadership.
- ✓ Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.
- ✓ Coordinate the pack's program and the chartered organization's program through the chartered organization representative.
- ✓ Help with pack charter renewal.
- ✓ Help stimulate the interest of adult family members through proper programming.
- ✓ Supervise finances and equipment.
- ✓ Vigorously assist the Cubmaster.
- ✓ Ensure that all Cub Scouts receive a year-round, quality program.
- ✓ Complete pack committee Fast Start training and Basic Leader Training for the position.
- ✓ Conduct, with the help of the Cubmaster, periodic training for parents and guardians.
- ✓ Cooperate with other Scouting units.

A strong pack committee will have individual members assigned to such areas as record keeping and correspondence, finances, advancement, training, public relations, and membership and registration. The pack committee chair decides how the responsibilities should be divided and gives committee members assignments.

Pack Committee Chair

The pack committee chair leads the pack committee and thus is responsible for the administration, oversight, and support of the pack program. The pack committee chair's role is to



- ✓ Maintain a close relationship with the chartered organization representative and the chartered organization to cultivate harmonious relations and maintain communications.
- ✓ Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- ✓ Supervise pack committee operation by
 - Calling and presiding at pack leaders' meetings.
 - Assigning duties to committee members.
 - Planning for pack charter review, roundup, and reregistration.
 - Approving bills before payment by the pack treasurer.
- ✓ Conduct the annual pack program planning conference and pack leaders' meetings.
- ✓ Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, and den leaders, as needed.
- ✓ Recognize the need for more dens, and see that they are formed as needed.
- ✓ Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- ✓ Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.
- ✓ If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
- ✓ Appoint a committee member or other registered adult to be responsible for Youth Protection training.
- ✓ Develop and maintain strong pack-troop relationships, and work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.
- ✓ Support the policies of the BSA.

Secretary

The secretary ensures proper records are kept within the pack. Specifically, the secretary will:

- ✓ Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders access needed tools.
- ✓ Acquaint den leaders with the contents of the Pack Record Book so that they will know how to supply the information that should be recorded there.
- ✓ Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book or special software.
- ✓ Maintain an inventory of pack property.
- ✓ Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- ✓ Keep notes on business conducted at pack leaders' meetings. Record only key items such as things needing follow-up or items for the history of the pack.
- ✓ Notify leaders of pack leaders' meetings and other activities.
- ✓ Provide den leaders with records and forms for meetings.

Treasurer

The treasurer ensures the pack's finances are sound. Specifically, the treasurer will:

- ✓ Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- ✓ Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the following: Cubmaster, pack committee chair, secretary, or treasurer.
- ✓ Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- ✓ Collect dues from den leaders at the pack leaders' meeting, preferably in sealed den dues envelopes. Open envelopes in the presence of den leaders. Give receipts for these funds, and deposit the money in the bank account.
- ✓ Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they agree. Give leadership in developing a coordinated recordkeeping system in the pack.
- ✓ Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his family so that boys will accept responsibility for paying dues and family members will be alert to opportunities for boys to earn dues money and develop habits of thrift.
- ✓ On the request of den leaders, sympathetically counsel with a boy who does not pay dues, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so that the boy can earn dues.
- ✓ Periodically report on the pack's financial condition at the monthly pack leaders' meeting. Make regular monthly reports to the pack committee at the pack leaders' meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
- ✓ Provide petty cash needed by leaders. Keep a record of expenditures.
- ✓ Guide the pack in conducting council-approved pack money-earning projects.

Friends of Scouting (FOS) Chair

Some councils rely heavily on units to raise Friends of Scouting (FOS) funds. The following functions are the responsibility of the FOS chair in cooperation with the treasurer.

- ✓ Build an organization to enroll family members and Cub Scout leaders in FOS.
- ✓ Enroll as a Friend of Scouting.
- ✓ For every five families in the pack, recruit one person as an enroller.
- ✓ Attend an FOS kickoff meeting.
- ✓ Enroll each enroller as a Friend of Scouting.
- ✓ Train enrollers.
- ✓ Conduct report meetings.
- ✓ Follow up until all FOS cards have been accounted for.
- ✓ Give recognition to contributors and enrollers.
- ✓ Along with the pack committee, provide public relations for FOS.

Advancement Chair

The advancement chair helps boys move through the ranks of Cub Scouting and transition into a Boy Scout troop. The advancement chair will:

- ✓ Have a working knowledge of the Cub Scout advancement plan.
- ✓ Help plan and conduct induction and advancement recognition ceremonies, coordinating as needed with the Webelos den leader or Scoutmaster.
- ✓ Educate parents, guardians, and pack committee members in ways to stimulate Cub Scout advancement.
- ✓ Promote the use of Cub Scout den advancement charts and other tools to recognize and record advancement in the den.
- ✓ Collect den advancement reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center.
- ✓ Promote *Boys' Life* magazine as an aid to advancement.
- ✓ Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- ✓ Promote the wearing and proper use of uniform and insignia.

Public Relations Chair

This position keeps pack activities visible to the public, as well as to the families of the pack. Specifically, this person will:

- ✓ Identify and promote pack service projects in the chartered organization, school, and community.
- ✓ Promote family participation in all pack events.
- ✓ Urge pack participation in appropriate programs of the chartered organization. Suggest ways of showing interest in the chartered organization's overall program.
- ✓ Publicize and promote pack participation in Scouting Anniversary Week activities.
- ✓ Circulate Cub Scout recruiting fliers and brochures to invite boys to join. Along with the pack committee, promote new membership. Let the people in the neighborhood know that a Cub Scout pack is available.
- ✓ Consider using a monthly or quarterly pack newsletter to inform families of pack plans, guide new parents and guardians in pack policies, and create a feeling of unity among members of the pack family.
- ✓ Provide pack announcements for regular release in the official bulletins, newsletters, Web sites, etc., of your chartered organization.
- ✓ Make use of the news media in publicizing pack events.

Outdoor Activity Chair

This position helps the boys develop a love for the outdoors. Specifically, the outdoor activity chair will:

- ✓ Help the Cubmaster plan and arrange for outdoor activities.
- ✓ Arrange for property, fire, and tour permits when required.
- ✓ Arrange for safe transportation when needed.
- ✓ Plan first aid for emergencies.
- ✓ Help Webelos den leaders plan overnight campouts. Help arrange for equipment as needed.
- ✓ Arrange for Safe Swim Defense implementation for all outings involving swimming.
- ✓ Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- ✓ Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
- ✓ Help promote day camp and resident camp opportunities.
- ✓ Be aware of BSA health and safety requirements, and see that they are implemented.
- ✓ Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the *Guide to Safe Scouting*.

Membership and Reregistration Chair

This position is essential to the health of the pack. The chair will:

- ✓ Along with the Cubmaster and pack committee, develop and carry out a plan for year-round membership growth.
 - Conduct an annual census of boys in the chartered organization for systematic recruitment.
 - Work with pack committee members to promote recruitment plans.
 - Visit new families in their homes to facilitate recruitment.
 - Follow up on Cub Scout dropouts to help return them to full, active membership.
- ✓ Plan, coordinate, and lead the annual rechartering process.
 - Prepare registration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year.
 - Arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.
 - Help the Cubmaster and chartered organization representative plan and conduct the formal charter presentation.
 - With the chartered organization representative, submit a charter application and annual report to the chartered organization for approval.
- ✓ Along with the Cubmaster and pack committee, see that eligible boys transition to the next rank's den at the appropriate time, and that Webelos Scouts and parents/guardians have a smooth transition into a Boy Scout troop.
- ✓ Along with the Cubmaster, follow up on former pack members who are now Boy Scouts and recruit them as potential den chiefs.
- ✓ Arrange for periodic uniform inspections with the unit commissioner.