

Pack 374 Leader Position Descriptions

MEMBERSHIP CHAIR

Pack Committee

Position Description

- Maintains pack membership records.
- Tracks membership information for Journey to Excellence reporting.
- Along with the Cubmaster and pack committee, sees that eligible youth 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.
- Plans, coordinates, and leads the annual recharter process.
- Follows up on Cub Scout dropouts to help return them to full, active membership.

Desired skills & requirements

- Organized; detail oriented.
- Discreet; able to maintain private/sensitive information.
- Basic knowledge of spreadsheets.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-2, including meeting time.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018