

\* indicates must have to run the Pack

## Position

## Responsibilities

<b>Charter Organization*</b>	Create a stable environment for the pack. Provide support for Leader/Committee members
<b>Charter Representative*</b>	Assist pack leadership to maintain stability Represent the pack in district meetings
<b>Committee Members</b>	
<b>Cubmaster*</b>	Attend leadership meeting monthly Direct the pack meetings, keep it moving Hand out awards to the scouts Cubmaster minute Cheerleader for the boys 1 Year commitment
Assistant Cubmaster	Assist the Cubmaster, fill in if absent Plan to move into Cubmaster following year Attend leader meeting monthly Cheerleader for the boys 2 Year commitment
<b>Committee chair*</b>	Organize event chair personnel Lead committee meetings Review volunteers and coordinate volunteer drive Answer any and all questions from Pack leaders, chairs, etc. Everything else that falls off the table
<b>Treasurer*</b>	Financial Officer for the Pack Write Checks for expenses Keep track of funds vs. budget Report budget vs. funds to committee monthly
Secretary	Attend committee/leader meetings monthly Take minutes at Committee/Leader meetings Distribute meeting minutes to webmaster
<b>Advancement chair*</b>	Receive email from den leaders for scout awards Pick up awards for the scouts prior to Pack meetings (monthly)
Friends of Scouting chair	
Webmaster	Commit to a minimum of 1 site update per month (2 would be best) Maintain Pack website with information, calendar and pictures Upload documents for committee/leader resources Own a compatible computer/internet system Knowledge of websites/FTP is helpful but not required Knowledge of computers and file handling is a must
Membership chair	Facilitate Join Scout Night Inform leaders of membership drives Have sign up forms available for Pack
Community Service chair	Coordinate community service events for the scouts Attend monthly committee meetings as needed.
Public Relations chair	

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Outdoor/activities chair	Coordinate event chair persons for outdoor events Enlist volunteers for events
<b>Event Chairs</b>	
<b>Popcorn chair*</b>	Take scout training Coordinate popcorn pick-up and distribution to dens Collect money for popcorn sold (from den leaders) Coordinate prizes for the scouts Attend monthly committee meetings (question/answer)
Christmas parade	Coordinate the float - truck, trailer, theme, etc. Register for the parade Estimate any costs and assistance (use the Boys to help) Attend monthly committee meetings, present plan to leadership
Fridge	Contact Oakland county packs and reserve closed session Organize help for cooking and selling concessions Get check from treasurer and pay for event Enlist help as needed Attend monthly committee meetings to present plan and ask for help as needed.
Blue & Gold Banquet chair	Generally this is done at the Blue & Gold Banquet Reserve facilities, arrange for caterer or other food Arrange decorations, dessert, drink, etc. Create agenda for meeting Plan to have Webelos II perform opening and closing ceremony Attend monthly committee meetings to present plans to the leaders and ask for help as needed.
Pinewood Derby chair	Coordinate the date, facilities, food, prizes, etc. Get volunteers to pull this event off (you will need a lot of help) Attend monthly committee meetings to inform leaders of plans, cost, etc., ask for help as needed.
Camp	Organize the camp outings for the pack, Cub/Parent weekend, Day camp and Webelos Resident Camp Attend monthly committee meetings to present plans and ask questions as needed.
Picnic	Establish park facility with activities Coordinate food, drink, etc. Coordinate a large group activity (baseball, kick ball, etc.) Attend monthly committee meetings to present plans to leaders and ask for help as needed.
Special interest events	Talk to Den Leader or come to one of the committee meetings to present any plans and costs.

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<b>Den Leader*</b>	Attend month leader meeting Run pack meeting with den as established at start of year Establish programs to advance the scouts Track progress of each scout Communicate awards to Awards Chair Commit to run the course of the scouts (4.5 years max)