

* indicates must have to run the Pack

For a more detailed description of responsibilities, please review the Pack Bylaws.

Position

Responsibilities

Charter Organization*	Create a stable environment for the pack. Provide support for Leader/Committee members
Charter Representative*	Assist pack leadership to maintain stability Represent the pack in district meetings
Committee Members	
Cubmaster*	Attend leadership meeting (once /month) 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 (once/month) Cheerleader for the boys 2 Year commitment
Committee chair*	Organize event chair personnel Lead committee meetings Recruit/review volunteers and coordinate volunteer drive Answer any and all questions from Pack leaders, chairs, etc. Everything else that falls off the table
Treasurer*	Financial Officer for the Pack Write Checks for expenses Keep track of funds vs. budget Report budget vs. funds to committee
Secretary	Attend committee/leader meetings, 1/month Take minutes at Committee/Leader meetings Distribute meeting minutes to webmaster
Advancement chair*	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, including, but not limited to Greens Market, Church cleanup, School cleanup, Library cleanup, Kids Kloset
Outdoor/activities chair	Coordinate event chair persons for outdoor events Enlist volunteers for events
Public Relations chair	

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Event Chairs	
Popcorn chair*	<p>Participate in popcorn training/meetings (starts in August)</p> <p>Coordinate popcorn pick-up and distribution to dens</p> <p>Collect money for popcorn sold (from den leaders)</p> <p>Coordinate prizes for the scouts</p>
Christmas parade	<p>Coordinate the float - truck, trailer, theme, etc.</p> <p>Register for the parade</p> <p>Estimate any costs and present to leadership</p>
Fridge	<p>Contact Oakland county packs and reserve closed session</p> <p>Organize help for cooking and selling concessions</p> <p>Get check from treasurer and pay for event</p> <p>Enlist help as needed</p>
Blue & Gold Banquet chair	<p>Reserve facilities, arrange for caterer or other food</p> <p>Arrange decorations, dessert, drink, etc.</p> <p>Create agenda for meeting</p> <p>Plan to have Webelos II perform opening and closing ceremony</p> <p>Inform leaders of plans, cost, etc.</p>
Pinewood Derby chair	<p>Coordinate the date, facilities, food, prizes, etc.</p> <p>Get volunteers to pull this event off (you will need a lot of help)</p> <p>Inform leaders of plans, cost, etc.</p>
Camp	<p>Organize the camp outings for the pack, fall camp, Cub/Parent weekend, Day camp and Webelos Resident Camp</p>
Picnic	<p>Establish park facility with activities</p> <p>Coordinate food, drink, etc.</p> <p>Coordinate a large group activity (baseball, kick ball, etc.)</p>
Special interest events	<p>Talk to Den Leader or come to one of the committee meetings</p>
Den Leader*	<p>Attend monthly leader meeting</p> <p>Run pack meeting with den as established at start of year</p> <p>Establish programs to advance the scouts</p> <p>Track progress of each scout</p> <p>Communicate awards to Awards Chair</p> <p>Commit to run the course of the scouts (5 years max)</p>