

# **An Annual Plan For The Troop Committee Chair**

Just as in the world of work, every job in Scouting has responsibilities and most of these are time-based. Tasks must be accomplished within a certain time frame or have deadlines which need to be observed and met. The well-known SMART goal system contains a time factor as one of the qualifications of intelligent and meaningful goal setting.

What, then, are the troop committee chair's responsibilities relative to a time schedule? Every month brings regular tasks to be accomplished. Often, it's handy to have a list of these tasks so we can refresh our memory and keep things moving on schedule. If a task comes around only once a year, it's easy to forget from year to year and equally easy to forget how soon to get started.

From my experience, here is an annual plan for the troop committee chair, listing what needs to be done when. It's not an exhaustive list, nor is it necessarily a complete one, because situations will arise at random or unexpected times and will need to be dealt with. Your troop may have different timelines, requirements and events to plan for.

Know, too, that while the committee chair is ultimately responsible for things getting done, he or she actually does very few of them personally. The troop committee is there to do the "heavy lifting" and carry out the work of the adult support group. Delegating is an important method of ensuring that everything gets done and all committee members can share in the success of a job well done.

In addition to the items below, have a "parking lot" meeting with your Scoutmaster each week to talk about mutual concerns and get/give information from each side. Also, stay in regular contact with your chartered organization representative and unit commissioner.

## **Each Month**

- Prepare and distribute agenda for troop committee meeting. Send reminders prior to the meeting.
- Ensure that all Scouts needing a board of review have the opportunity to have one
- Verify final details on this month's campout: Adult coverage, trailer/equipment needs, tour permit, payments for campsite
- Ensure that arrangements are on track for next month's campout
- Ensure that there is an adult coordinating the campout for the month after next
- Review bank statement with Treasurer
- With the Scoutmaster, attend Roundtable! Encourage others to attend also.
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## **January**

- Ensure that required deposits have been paid for summer camp
- Begin summer camp promotion to parents
- Work with Scoutmaster to determine adult nominees for Order of the Arrow membership

- Confirm presenter and date for Friends of Scouting presentation
- Check with Cubmasters about crossover ceremony dates
- Promote Scout Sunday and Scout Sabbath
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## **February**

- Confirm dates for Cub Scout crossover ceremonies. Make plans to attend and provide support
- Remind troop families about early deadlines for summer camp signup
- Assist Scoutmaster in selecting and registering candidates for National Youth Leadership Training
- Consider candidates for district recognition (Trailblazer Award) and plan to submit nomination forms before the deadline. Notify recipients of their nomination and invite them to the district volunteer celebration dinner
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## **March**

- Ensure that summer camp first payments are made and Scouts are registered
- As Cub Scouts join, meet with families and provide new parent orientation
- Promote summer camp to new Scouts and their families
- Identify new parents who may be interested in joining the troop committee
- Ensure that new Scout registration forms are submitted online or turned in promptly
- Support troop youth leader training
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## **April**

- Schedule presentation of "A Time to Tell"
- Remind families to schedule doctor visits for summer camp health forms
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## **May**

- Ensure that final summer camp payments are made

- Confirm commitments from parents who are attending summer camp. Ensure that required training is complete and clearances are obtained. Ensure sufficient transportation for Scouts and equipment.
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## **June**

- Do mid-year Journey to Excellence assessment and schedule a detailed assessment with your unit commissioner
- Final details on summer camp
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## **July**

- Summer camp wrapup details
- Review adult leader training and remind untrained leaders to schedule training
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## **August**

- Work with Treasurer on annual budget planning
- Ensure that training and signup deadlines for popcorn sale are met. Make reservations for public show & sell locations.
- Schedule and publish troop committee meeting locations and dates
- Contact Cub Scout packs to offer assistance and obtain current contact information for Webelos dens
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## **September**

- Do Journey to Excellence review with Scoutmaster and identify areas needing improvement
- Begin planning support for Scouting for Food participation
- Support planning of Webelos recruiting and outreach events
- Review adult youth protection and other training
- Support youth leader training
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## **October**

- Begin membership registration process for next charter year. Schedule recharter meeting with unit Key 3, executive officer, unit commissioner and district professional partner
- Submit unit roster to district professional for cross-checking.
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## **November**

- Finalize recharter roster. Identify missing applications or training.
- Obtain all signatures and submit charter renewal application.
- Report service hours for Scouting for Food
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## **December**

- If not already completed, finish your Journey to Excellence scorecard, review with your unit commissioner, and submit it.
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## **Various Times**

- Schedule facilities and provide support for quarterly troop Courts of Honor as per unit custom
- Schedule and promote periodic parent meetings to review troop program and other business
- Ensure that service hours and participants are recorded in the Journey to Excellence service reporting system for troop service and Eagle leadership projects
- Publicize training events that are being held throughout the council and at the district level. Remind Star and Life Scouts and their parents about upcoming Life to Eagle training. Remind merit badge counselors about MBC orientation sessions.
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