

# Scout Troop 166/066

## Newcomer Guide: Troop Job Descriptions

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Many hands make for light work. We share the workload among many adults, mostly scout parents. If you are ever unsure about a role, ask the Scoutmaster or an Assistant Scoutmaster.

## Scoutmasters

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### **Scoutmaster — Boys Troop (Bill Montgomery)**

The chain of communication filters through the Scoutmaster, with scouts on one side and adults on the other. The flow is scout to patrol leader to SPL to Scoutmaster to committee to parents and back. The third leg is the Sponsoring Organization: Wedgwood Presbyterian Church.

### **Scoutmaster — Girls Troop (Kirk Siqveland)**

As a linked troop, the Girls and Boys officially have separate troops but share the Adult Committee and Sponsoring Organization. While ensuring the girls have ownership of their own leadership structure, the troops operate as integrated and coed. This position also serves as ASM for Boys.

### **Assistant Scoutmasters**

Doug Baer, Trent Siegel, Shyam Ayengar, and Kirk Siqveland. Provide extension and support for the Scoutmasters — additional adults in uniform to provide guidance.

## Troop Committee

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The committee conducts the business of the troop, sets policy, and helps with the outdoor program and planned activities. It also provides adults for Boards of Review — an area where help is always needed and appreciated.

## Committee Roles

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### **Chartered Organization Representative**

Direct contact between the troop and the Chartered Organization, and with the district committee and Local Council.

**Troop Committee Chairman**

Appointed by the chartered organization; appoints and supervises the committee and unit leaders.

**Troop Secretary**

Keeps minutes and records, sends notices, and handles publicity.

**Troop Treasurer**

Handles funds, pays bills, maintains accounts, coordinates Friends of Scouting campaign, and supervises fundraising.

**Troop Advancement Chair**

Ensures monthly boards of review, quarterly courts of honor, and that each Scout advances at least one rank per year. Responsible for record keeping and submitting advancement reports.

**Troop Equipment Coordinator**

Works with the youth Quartermaster; responsible for inventory, storage, and maintenance of troop equipment.

**Troop Outdoor/Activities Chair**

Secures tour permits and camping sites, serves as transportation coordinator, ensures a monthly outdoor program.

**Troop Membership Chair**

Ensures smooth transition of new Scouts into the troop and orientation for new parents.

**Troop Training Chair**

Ensures training opportunities are available, maintains training records, and is responsible for BSA Youth Protection training.

**Troop Public Relations Chair**

Informs parents of responsibilities, provides news to media and bulletins, promotes service projects and family participation.

**Troop Friends of Scouting Chair**

Conducts annual FOS campaign, gives recognition to contributors and enrollees.

**Troop Scouting for Food Chair**

Coordinates the annual food drive and reports results to the district.

**Troop Fundraising Chair**

Supervises fundraising and ensures every youth member can participate in sales and council fundraising events.

**ScoutParent Unit Coordinator**

Welcomes parents, keeps them informed, and encourages them to help with at least one specific task or project each year.