

I've picked a committee . . . Now What !?!?

OVERALL

Pack 274 is organized into dens for the boys and committees to run the activities of the pack. This document explains the responsibilities of each pack committee, committee chair and committee member. It provides specific examples of how each person can assist and ensure the success of the pack.

Our 6 committees are: Awards, Blue and Gold, Camping, Fundraising, Pinewood Derby and Sports. (See detailed descriptions on the following pages.)

Each committee consists of a chairman, **and one representative from each den**. Each den should have **at least** one representative per committee.

Overall, **each committee** is responsible for the success of the event or activities for which they are assigned. The **committee chairperson** is responsible to ensure that reservations are made or orders are placed (as appropriate), tasks are assigned to the committee members, set-up and clean-up occurs timely and, overall, that the event is a success. Committee chairpeople are asked to attend the beginning of the pack leadership meeting two months prior to their event, all of the meeting prior to their event and the beginning of the meeting following their event. **Committee members** are responsible for contacting their committee chairperson to see how they can help out, and to provide whatever reasonable assistance is required for the success of the event. Specific examples for each individual committee are on the following pages.

If you don't know who is chair of a particular committee, check the pack 274 website at: http://www.packsonline.com/Ca/274/Pack_HTML/Pack_Leaders/Pack_Leaders.html#Committee

If you don't know what committee you are on, or if you are committee chair and you do not know your committee members, check the pack 274 roster on the website at: http://www.packsonline.com/Ca/274/Pack_HTML/Pack_Roster/Pack_Roster_Login.html

COMMITTEE CHARTERS:

Awards: Responsible for all advancement/award ceremonies in both the pack and den meetings.

Blue and Gold: Plans and coordinates the Blue and Gold Banquet (February/March).

Camping: Plans and coordinates all camping or out-of-district events. Typically 2 campouts (October, May,) a mid-year hike and sometimes a summer campout

Fundraising: Plans and coordinates all fund raising - Popcorn Sale, Cake Auction and Hot Dog sale (if applicable at Pinewood).

Pinewood Derby: Plans and runs the Pinewood derby (January).

Sports: Plans and coordinates the Cub Cart Rally, and other sporting events the pack might plan (i.e. bowling, gymnastics, etc.).

AWARDS COMMITTEE

Purpose: Responsible for all advancement/award ceremonies, and ensures timely awarding of den level awards.

Chairperson responsibility:

- ✓ Ensure Cubmaster has a complete & accurate list of award recipients a few days before each pack meeting.
- ✓ Ensure all necessary awards are at each pack meeting and are marked for smooth distribution at the event.

Committee member responsibilities:

- ✓ Assist Den Leader in keeping track of den progress towards their current rank and/or progress on any other awards, belt loops, etc.
- ✓ Serve as the liaison to the Awards Committee Chairperson on behalf of your Den Leader or Den families regarding boys progress towards pack awards.

A few examples of ways an Awards committee member can help out:

- ✓ Volunteer to keep track of all award progress for your Den Leader. (Check out the cool award tracking spreadsheets at: <http://trax.boy-scouts.net/cubtrax.htm>)
- ✓ Volunteer to go to the scout shop and purchase any awards your den has earned that will be awarded at den meetings (you will be reimbursed by the **pack** for any awards distributed at dens.)
- ✓ Volunteer to help your Awards Committee Chair purchase or organize/tag awards for an upcoming pack meeting.

NOTE ABOUT AWARDS:

The following awards are distributed at pack meetings:

- ✓ Rank awards, such as Bobcat, Tiger, Wolf, Bear, Webelos, Arrow of Light
- ✓ Special awards such as World Conservation, Family Camping, Night Hike,
- ✓ Tiger Totems

The following awards are distributed by the den leader:

- ✓ Beads for Tiger Totems or Wolf/Bear Progress Towards Rank
- ✓ Webelos Activity Pins
- ✓ Belt Loops

BLUE AND GOLD COMMITTEE

Purpose: Responsible for the annual Blue and Gold Awards Banquet

Chairperson responsibility:

- ✓ **Facility** - Ensure that a facility is reserved, paid for, set-up, cleaned-up, etc.
- ✓ **Food** - Ensure that suitable food has been arranged, arrives, etc.
- ✓ **Invitation** – Ensure that evite has been sent timely by the webmaster
- ✓ **Door Prizes** - Manage the door prize raffle
- ✓ **FOS** - Ensure that FOS (Friends of Scouting) are invited and time allocated, if applicable
- ✓ Delegate above & other tasks to the committee members

Committee member responsibilities:

- ✓ Liaison to their den regarding banquet logistics
 - Ensure the required number of den adults from their den are present at set-up or clean-up, as assigned
 - Understand theme and make sure Den Leader has a meeting set-aside to make table decorations consistent with the theme.
 - Work with den leader to determine whether den raffle contribution will come from den dues or family contributions. Collect from families, if required.
- ✓ Check Evite to ensure den families have responded. If not, follow-up with them and email webmaster to post their RSVP before the food order deadline.
- ✓ Assist at the event:
 - Set-up table decorations for your den
 - Pass out raffle tickets to your den families
- ✓ Assist Committee Chairperson with **at least one** of the following items:
 - Purchase door prizes for the event. (The committee chair will be given a budget to purchase prizes. Gift cards have been a recent success.)
 - Organize the catering for the event.
 - Go to Costco to purchase the non-catered items. (Shopping list is available after the pack leadership meeting just prior to the event.)
 - Be Set-up Lead – Arrive ½ hour early & provide instructions to other committee/den members about how to set-up
 - Be Clean-up Lead – Stay until clean-up is complete & provide instructions to other committee/den members about what needs cleaning
 - Host the Buffet Line
 - Assist with Audio Visual set-up & operation

NOTES:

- ✓ **Set up** includes setting up the tables, putting the table cloths, setting up the serving tables for the dinner and helping with the audio/visual set up.
- ✓ **Clean up** includes putting the tables away, picking up the garbage and replacing with new bags and vacuuming the floor (we need to leave the place in the same condition as before the event).

CAMPING COMMITTEE

Purpose: Responsible for the camping & hiking events during the year

Chairperson responsibility:

- ✓ **Facility** - Ensure that a facility is reserved, paid for, set-up, cleaned-up, etc.
- ✓ **Food** - Ensure that suitable food has been arranged, arrives, etc.
- ✓ **Invitation** – Ensure that evite has been sent timely by the webmaster
- ✓ Delegate above & other tasks to the committee members

Committee member responsibilities:

- ✓ Liaison to their den regarding camping logistics
 - Ensure the required number of den adults from their den are present at the pot-luck dinner
 - Understand theme and make sure Den Leader has a meeting set-aside to prepare for necessary skits
- ✓ Check Evite to ensure den families have responded and selected pot luck items, as appropriate. If not, follow-up with them and email webmaster to post their RSVP before the deadline.
- ✓ At the event staff the Barbecue or pot luck line

A few examples of ways a committee member can help out:

- ✓ Volunteer to go to Costco to purchase the non-pot luck items. (Shopping list is available after the pack leadership meeting just prior to the event.)
- ✓ Volunteer to be Set-up Lead – Arrive early & provide instructions to other committee/den members about how to set-up
- ✓ Volunteer to be Potluck Lead – Make sure dinner is organized, including coordination of the volunteers staffing the dinner prep.
- ✓ Volunteer to be Clean-up Lead – Stay until clean-up is complete & provide instructions to other committee/den members about what needs cleaning
- ✓ Volunteer to be Barbecue Lead – Get there early enough to start the coals and ensure the BBQ is ready on time to serve dinner as planned.

FUNDRAISING COMMITTEE

Purpose: Responsible for all pack fundraising throughout the year. This usually consists of the fall Popcorn Sale plus possibly an annual cake auction and Hot Dog sale (if appropriate during Pinewood Derby)

Chairperson responsibility:

- ✓ Lead / organize the **annual popcorn sale**
 - Attend council training
 - Ensure popcorn packets are distributed to scout families timely
 - Consolidate and track total sales information, place popcorn and prize orders
 - Ensure pickup of popcorn and prizes from council and distribution to dens
 - Track checks and cash to make certain all scouts collect full payments for popcorn
- ✓ Staff other optional fundraising events:
 - Cake Auction
 - Hot Dog Sale

Committee member responsibilities:

- ✓ Liaison to your den regarding the Popcorn Sale
 - Be den “expert” on popcorn guidelines for the current year
 - Be first point of contact for any den members with popcorn question. (Take questions to the Popcorn chair if you don’t have an answer.)
 - Collect all den popcorn forms
 - ensure they are totaled, etc.
 - deliver den forms to the popcorn chair on-time
 - Distribute popcorn
 - Pick up popcorn from chair when ready
 - Deliver popcorn to all den families (have them pick up from your home.)
- ✓ Liaison to your den regarding other optional fundraising events
 - Ensure sufficient parents from your den volunteer to staff the cake table or hot dog barbecue or other, as required, for optional fundraising events.

A few examples of ways a committee member can help out:

Popcorn:

- ✓ Volunteer to help pick up the popcorn from council on delivery day.
- ✓ Volunteer in Sept. (before Raingutter Regatta) to assemble all popcorn information packages for families

Cake Auction:

- ✓ Staff the cake table
- ✓ If you are good at excel, run the spreadsheet to tally results at the event.

Hot Dog Sale:

- ✓ Go to Costco to purchase supplies if we have the hot dog sale
- ✓ Volunteer to be Barbecue Lead – Get there early enough to start the coals and ensure the BBQ is ready on time to serve food as planned.

PINEWOOD COMMITTEE

Purpose: Responsible for the annual pinewood derby race

Chairperson responsibility:

- ✓ **Facility** - Ensure that a facility is reserved, paid for, set-up, cleaned-up, etc.
- ✓ **Instructions** – Ensure that race instructions are prepared, distributed, followed
- ✓ **Audio Visual** – Ensure that someone is responsible for setting-up and running the race software
- ✓ **The race** – Oversee the race as it occurs . . . ensure volunteers are assigned to all stations so that chair can roam and cover where required.
- ✓ Delegate above & other tasks to the committee members

Committee member responsibilities:

- ✓ Liaison to their den regarding event logistics
 - Ensure den families receive race instructions (probably available on website.)
 - Ensure that you or a den representative cover your den's assigned role at the event
- ✓ Prior to the event:
 - Attend Pinewood Derby Committee meeting (as scheduled by the chair – typically 1 meeting before event each year.)
 - Hall reservation coordinator
- ✓ At or just before the event:
 - Arrive early for race set-up
 - Staff one of the roles described in the Pinewood Handbook.
 - The chairperson & coordinator roles are:
 - Pinewood Derby Co-Chairman
 - ***Race Manager*** Coordinator, (1-person)
 - Master of Ceremonies
 - Hall Setup Coordinator, (2-persons)
 - Check-in station Coordinator, (1-person)
 - Track Setup/Teardown Coordinator, (2-persons)
 - On-Deck Coordinators, (2-persons)
 - Heat Starting Coordinator, (1-person)
 - Track Perimeter Coordinator, (1-person)
 - Hot Dog Dinner Coordinator, (3-persons) [If applicable]
 - Awards Coordinator, (1-person, Den Leaders to vote)
 - Clean-up Coordinator, (1-person – direct den representatives who stay to clean-up the hall afterward.)
 - The job/station assignments are:
 - Track perimeter taping, (1-person)
 - Table and Chair setup, (2-persons)
 - Check-in station Operator, (2-persons)
 - Repair station Operator, (1-person)
 - Car Finish line runner, (1-person)

SPORTS COMMITTEE

Purpose: Responsible for several sports activities each year.

Chairperson responsibility:

- ✓ **Facility** - Ensure that needed facilities are reserved, paid for, set-up, cleaned-up, etc.
- ✓ **Instructions** – Ensure that instructions are prepared, distributed, followed
- ✓ **The event** – Oversee the event as it occurs . . . ensure volunteers are assigned to all tasks so that chair can roam and cover where required.
- ✓ Delegate above & other tasks to the committee members

Committee member responsibilities:

- ✓ Liaison to their den regarding event logistics
 - Ensure den families receive instructions (probably available on website.)
 - Ensure that you or a den representative cover your den's assigned role at the event
- ✓ At the event:
 - Arrive early for set-up, as appropriate & requested by chairperson.
- ✓ Cub Cart Rally
 - Ensure that your den has a cart and a den meeting is set-aside, as needed, for cart maintenance.
 - Staff a station during the cub cart pack meeting – writing down race times, etc.

A few examples of ways a committee member can help out:

- ✓ Volunteer to lead or organize an optional sports event. For example – If we did Bowling:
 - Make the reservations at the Bowling Alley
 - Ensure evite is sent by webmaster timely
 - Delegate the individual tasks to be covered at the event
 - Arrive early, take attendance, ensure clean up / timely departure