

C U B  S C O U T S

# So You're a New **Pack Committee Chair /** **Pack Committee Member**



BOY SCOUTS OF AMERICA





Welcome to your new adventure! With the proper training, resources, and excitement, you have the ability to make a positive difference in the lives of the Cub Scouts you will work with.

Here are the steps to get you started.

## BEFORE THE FIRST MEETING

1. **Register as a Cub Scout Leader.** Fill out the Boy Scouts of America (BSA) adult application, and attach your Youth Protection completion certificate. (See no. 2.) This form will register you with the BSA and give the BSA permission to initiate a background check for approving you as a leader.
2. **Complete Youth Protection training and print the certificate of completion.** Youth Protection training, found online at [my.Scouting.org](https://my.scouting.org), will teach you the BSA's policies for safely and appropriately interacting with youth.
3. **Attend leader position-specific training in person or complete the online learning plans for the training "Before the First Meeting."** The online training, found at [my.Scouting.org](https://my.scouting.org), will begin building the foundation you need to become an effective and successful leader.
4. **Obtain a copy of the *Cub Scout Leader Book*.** This resource will describe your role as a pack committee member or pack committee chair and will give you more information about the following steps. Your pack may have a pack library or another leader may let you borrow a copy of this resource to allow you to get started right away.

5. **Become acquainted with the other leaders in your pack.** You will need their assistance in carrying out a successful pack program. You will work closely with the pack committee chair and pack trainer.
6. **Obtain and begin wearing the Cub Scout leader uniform as soon as possible.** The uniform is comfortable and suitable for all Cub Scout meetings and activities. Wearing the uniform properly is important in setting a good example for your Cub Scouts. You can purchase a uniform through the Kinston Scout shop or through [www.scoutstuff.org](https://www.scoutstuff.org). Male leaders wear a tan BSA shirt with olive green pants. Female Cub Scout leaders have the option of wearing the tan BSA shirt with olive green pants or the yellow Cub Scout shirt with blue pants. Your commissioner or District Executive can give you more information about where to obtain the uniform and insignia.

## WITHIN THE FIRST MONTH

1. **Attend leader position-specific training in person, or complete the online learning plans for the training "Within the First 30 Days" and "Position Trained."** Once you have attended leader position-specific training in person or have completed *all* online training at [my.Scouting.org](https://my.scouting.org), you are considered trained and eligible to wear the Trained patch. Remember, every Cub Scout deserves a trained and qualified leader.
2. **Attend the monthly pack leaders' meeting.** This meeting, led by the pack committee chair and Cubmaster, is where pack plans are made.
3. **Attend the monthly district Cub Scout leaders' roundtable.** You will receive assistance on pack management and will become acquainted with leaders from other packs, who will share ideas and experiences with you. Your unit commissioner or District Executive can tell you when and where the roundtable meets.
4. **If you are a pack committee chair, get to know the chartered organization representative, and keep this key person informed about the needs of the pack.**
5. **If you are a pack committee chair, become acquainted with your unit commissioner.** The commissioner is a friend to your pack and will be glad to answer questions and help in other ways.

**6. If you are a pack committee chair, become acquainted with your District Executive.** This professional Scouter is employed by your council to serve all Scouting units in your district and will do everything possible to help you be successful.

**7. If you are a pack committee chair, begin to develop a close working relationship with the Cubmaster.** The two of you will be working as a team to make the pack program successful.

**Don't hesitate to ask for help.** There are many people who want to help you provide the finest possible experience for the Cubs in your pack. By the time you have completed these steps, you will be well on your way to becoming a successful pack leader. As a registered Cub Scout leader you will also receive *Scouting* magazine, which includes information to assist you as a leader.

You were selected as a member of the pack committee because of your interest in helping youth. Regardless of the size of your pack committee, certain responsibilities must be performed if Cub Scouts are to receive the type of fun-filled and meaningful program to which they are entitled. By making the commitment to serve as a leader, you have the following responsibilities as pack committee chair or committee member.

## PACK COMMITTEE CHAIR RESPONSIBILITIES

- Maintain a close relationship with the chartered organization representative and the chartered organization to cultivate harmonious relations and maintain communications.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by
  - Calling and presiding at pack leaders' meetings.
  - Assigning duties to committee members.
  - Planning for pack charter review, roundup, and reregistration.
  - Approving bills before payment by the pack treasurer.
- Conduct the annual pack program planning conference and pack leaders' meetings.
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, and den leaders, as needed.

- Recognize the need for more dens, and see that they are formed as needed.
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack can earn money for materials and equipment.
- If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
- Appoint a committee member or other registered adult to be responsible for Youth Protection training.
- Develop and maintain strong pack-troop relationships, and work closely with the unit commissioner and other pack and troop leaders in bringing about a smooth transition of Webelos Scouts into the troop.
- Support the policies of the BSA.

## PACK COMMITTEE RESPONSIBILITIES

- Make recommendations regarding pack leadership to the chartered organization for final approval of pack leadership.
- Recruit the Cubmaster and one or more assistant Cubmasters, with the chartered organization's approval.
- Coordinate the pack's program and the chartered organization's program through the chartered organization representative.
- Help with pack charter renewal.
- Help stimulate the interest of adult family members through proper programming.





- Supervise finances and equipment.
- Vigorously assist the Cubmaster.
- Ensure that all Cub Scouts receive a year-round, quality program.
- Complete leader position-specific training for the position.
- Conduct, with the help of the Cubmaster, periodic training for parents and guardians.
- Cooperate with other Scouting units.

Your unit commissioner will be glad to explain any of these responsibilities that you do not understand.

## WHAT DO YOU INVEST IN CUB SCOUTING?

- One evening monthly for the pack meeting
- One evening monthly for the pack leaders' planning meeting
- One evening monthly for the Cub Scout roundtable
- Time spent in Cub Scout leader basic training
- Cost of the Cub Scout leader uniform
- The registration fee

This adds up to a small investment, compared to the dividends you will receive. Of course, the more you invest, the more you can expect to receive in return.

## WHAT DO YOU RECEIVE IN RETURN?

- An evening each month of fun and fellowship with pack families, sharing their pride in their children's accomplishments
- The privilege of helping to enrich and strengthen families
- A chance to help Cubs learn good citizenship and help shape them into young adults with strength of character who are sensitive to the needs of others
- The opportunity to make a difference in the lives of Cubs as they grow strong in mind and body
- A code to live by that will set a worthwhile example for boys, girls and adults as you do your duty to God and our country
- The satisfaction of being a member of a worldwide organization and pride in being publicly identified as a part of this organization by wearing the uniform, which is a visible means of showing that you believe in and stand for its ideals and objectives

You will discover many other dividends that will enrich your life as you dedicate your time, talent, and enthusiasm to Cub Scouting.



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