

Pack Committee Chair

Qualifications:

Be a U.S. citizen at least 21 years of age, appointed by the chartered organization and registered as an adult leader of the BSA. A person of good character, familiar with organization procedures, with a deep concern for the pack's success. Preferably a member of the chartered organization, respected in the community, who shows the willingness and ability to be the Cubmaster's chief adviser.

Responsibilities:

The pack committee chair's job is to:

- Maintain a close relationship with the chartered organization representative, keeping this key person informed of the needs of the pack that must be brought to the attention of the organization or the district.
- Report to the chartered organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to the Cub Scout program and the chartered organization.
- Supervise pack committee operation by:
 - Calling and presiding at pack leaders' meetings
 - Assigning duties to, and training, committee members
 - Planning for pack charter review, roundup, and re-registration
 - Approving bills before payment by the pack treasurer
- Conduct the annual pack program planning conference and pack leaders' meetings.
- Complete Pack Committee Fast Start Training and Cub Scout Leader Basic Training.
- Complete BSA Youth Protection Training.
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, den leader coaches, Webelos den leaders, and den leaders, as needed.
- Recognize the need for more dens, and see that new dens 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.
- Manage finances through adequate financial records.
- Maintain adequate pack records and take care of pack property.
- 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.
- Provide a parent training program.
- Develop and maintain strong pack-troop relationships, sharing with the troop committee the need for graduations into the troop.
- Work closely with the unit commissioner and other pack and troop leaders in effecting a smooth transition of Webelos Scouts into the troop.
- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.
- Support the policies of the Boy Scouts of America.

Pack Treasurer, Advancement & Training Chair

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Responsibilities:

Treasurer

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Open or maintain a bank account in the pack's name and arrange for all transactions to be signed by any two: Cubmaster, chair, secretary, or treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- Collect dues from Cub Scout and Webelos den leaders at the pack leaders' meeting, preferably in sealed den dues envelopes. Open envelopes in presence of den leaders or the den leader coach. Give receipts for these funds and deposit money in the bank account.
- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they are in agreement. Give leadership in developing a coordinated record keeping system in the pack.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his family, so that boys will accept responsibility for paying dues and parents will be alert for opportunities for boys to earn dues money and develop habits of thrift.
- On request of den leaders, sympathetically counsel with a boy who does not pay dues, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so the boy can earn dues.
- Periodically report on the pack's financial condition at the monthly pack meeting. Make regular monthly reports to the pack committee at pack leaders' meeting, and report to chartered organization as often as desirable on the financial condition of the pack.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Guide the pack in conducting council-approved, pack money -earning projects.

Advancement

- Have a working knowledge of the Cub Scout and Webelos Scout advancement plans.
- Help plan and conduct induction and advancement recognition ceremonies.
- Arrange for Tiger Cub graduation ceremonies with the Cubmaster and Tiger Cub coach.
- Train parents and pack committee in ways to stimulate Cub Scout and Webelos Scout advancement.
- Arrange for Webelos graduation ceremonies with the Cubmaster, Webelos den leader, and Scoutmaster.
- Promote the use of Cub Scout and Webelos Scout Den Advancement Charts to record advancement in the den and as an incentive for advancement.
- Promote the use of den doodles as a stimulus for advancement.
- Collect Den Advancement Reports at pack leaders' meetings for use when ordering badges and insignia from the local council service center.
- Promote Boys' Life magazine as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote wearing and proper use of uniform and insignia.

Training

- Have a working knowledge of the training plan for Cub Scout leaders.
- Promote leaders' attendance at Cub Scout leader training courses, monthly roundtables, Cub Scout leader pow wows, and Quarterly Leadership Updates.
- With the den leader coaches, coordinate Fast Start training for new adult leaders.
- Work with the Cubmaster and pack committee to set up a program for training parents.
- Arrange for BSA Youth Protection training for Pack Leaders annually
- Complete BSA Youth Protection Training.
- Develop and manage a pack library for use by den and pack leaders.
- Encourage full use of program materials in Cub Scout and Webelos Scout Program Helps, in Boys' Life and Scouting magazines, Cub Scout Leader Program Notebook, and other Cub Scouting literature.
- Promote den chief attendance at den chief training.

Pack Secretary, Fundraising & Public Relations Chair

Qualifications:

Be a U.S. citizen at least 21 years of age, appointed by the chartered organization and registered as an adult leader of the BSA. A person of good character, familiar with organization procedures, with a deep concern for the pack's success. Preferably a member of the chartered organization, respected in the community, who shows the willingness and ability to serve the Pack.

Responsibilities:

Secretary

- Keep informed of all Cub Scouting literature, materials, records, and forms so as to help leaders function effectively. Assist new den leaders by telling them what items are available.
- Acquaint den leaders with contents of the Pack Record Book so they will know how to supply the information that should be recorded there.
- Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book.
- Maintain an inventory of pack property.
- Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Keep notes on pack leaders and committee' meetings. Record only key items such as things needing follow-up or items for the history of the pack.
- Notify leaders of pack leaders' meetings and other activities.
- Provide den leaders with records and forms for meetings.

Fundraising

- Plan and conduct fundraisers
- Provide scouts with the materials to perform their sales activities
- Determine awards and market those awards to the scouts
- Provide sales training to the scouts, typically in the form of simple documentation and perhaps a skit at the Pack meeting that kicks off the fundraiser
- If applicable, meet with the others in the district to find out when, where, how much, and what we get back.
- Coordinate the product distribution to the scouts, securing a drop-off/distribution point (typically a Pack member's garage)

- Keep track of the sales, funds, and prizes, as well as the history of those sales so that trends and long-term (multi-year) prizes can be tracked and awarded.
- Work with the Treasurer to ensure proper review, reconciliation and disposition of the collected funds
- Work with the Camping Coordinator to ensure appropriate awarding of earned camp subsidies.
- Place orders with the vendors

Public Relations

- Promote family participation in all pack events such as blue and gold banquets, pack picnics, and other special events.
- Promote pack participation in appropriate programs of the chartered organization such as the worship service (Scout Sunday or Scout Sabbath if the charter organization is a church or synagogue).
- Publicize and promote pack participation in local service projects with the chartered organization, school, and community.
- Publicize and promote pack participation in Scouting Anniversary Week activities and Scout Sunday participation.
- Circulate Tiger Cub, Cub Scout, and Webelos Scout recruiting fliers and leaflets to invite boys to join. Work with the pack committee to promote new membership. Let the people in your neighborhood know a Cub Scout pack is available.
- Consider using a monthly or quarterly pack newsletter to inform parents of pack plans, guide new parents in pack policies, and create a feeling of unity among members of the pack family.
- Provide pack announcements for regular release in the official bulletins of your chartered organization.
- Make use of the news media in publicizing pack events.

Pack Outdoor Activities Chair

Qualifications:

Be a U.S. citizen at least 21 years of age, appointed by the chartered organization and registered as an adult leader of the BSA. A person of good character, familiar with organization procedures, with a deep concern for the pack's success. Preferably a member of the chartered organization, respected in the community, who shows the willingness and ability to serve the Pack.

Responsibilities:

- Help the Cubmaster and Pack Committee plan and arrange for outdoor activities.
- Arrange for property, fire, and tour permits when required.
- Locate new picnic areas.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.
- Help the Webelos den leaders plan Webelos overnights.
- Help arrange for equipment, as needed.
- Arrange for Safe Swim Defense implementation for all outings involving swimming.
- Plan outings to help pack and dens qualify for National Summertime Pack Award.
- Help inform parents about opportunities for family camping.
- Assist in the promotion of day camp and resident camp opportunities.
- Complete BSA Youth Protection Training.
- Be aware of BSA health and safety requirements and see that these are carried out.
- Know and carry out BSA outdoor program policy related to Cub Scouting. Review all activities to ensure unit leaders comply with BSA policies in the Guide to Safe Scouting.

Pack Membership and Re-Registration Chair

Qualifications:

Be a U.S. citizen at least 21 years of age, appointed by the chartered organization and registered as an adult leader of the BSA. A person of good character, familiar with organization procedures, with a deep concern for the pack's success. Preferably a member of the chartered organization, respected in the community, who shows the willingness and ability to serve the Pack.

Responsibilities:

- Prepare re-registration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year.
- Ask the chartered organization representative to submit a charter application and annual report to the chartered organization for approval.
- At least a month before charter expiration, also arrange for the annual membership inventory, a uniform inspection, and the annual charter review meeting.
- Assist the Cubmaster and chartered organization representative in planning and conducting the formal charter presentation.
- Conduct an annual census of boys in the chartered organization for systematic recruitment. Work with pack committee members to promote recruitment plans.
- Work with the Cubmaster and pack committee to develop and carry out a plan for year-round membership growth.
- Work with the Cubmaster and pack committee to see that eligible boys and parents are advanced into a Webelos den at the appropriate time.
- Work with the Cubmaster, Webelos Den Leader and Troop liason to see that Webelos Scouts and parents have a smooth transition into a Boy Scout troop.
- Work with the Cubmaster in following up on former pack members who are now Boy Scouts and potential den chiefs.
- Follow up on Cub Scout dropouts to return them to full, active membership.

Cubmaster

Qualifications:

Be a U.S. citizen at least 21 years of age, of good moral character and interested in working with boys. Need not be an expert in all Cub Scout activities but should be a leader who is able to deal with adults as well as boys. Should be able to delegate responsibilities; set a good example by behavior, attitude, and uniform; and believe in the values and principles of Cub Scouting. Preferably a member of the chartered organization. Recruited and appointed by the pack committee with the approval of the chartered organization, and registered as an adult leader of the BSA.

Responsibilities:

- Conduct a pack program according to the policies of the Boy Scouts of America.
- Complete Cubmaster Fast Start Training and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Complete BSA Youth Protection Training.
- Plan and help carry out the Cub Scout program in the pack. This includes leading the monthly pack meeting, with the help of other leaders.
- Know about and use literature of the program, including Boys' Life and Scouting magazines and Cub Scout and Webelos Scout Program Helps.
- See that the pack program, leaders, and Cub Scouts reflect positively the interests and objectives of the chartered organization and the Boy Scouts of America.
- Work with the pack committee on:
 - (1) Program ideas
 - (2) Selecting and recruiting adult leaders
 - (3) Establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their position.
- Recruit den leader coaches as needed.
- Help organize Webelos den(s) and encourage graduation into a Boy Scout troop.
- Help establish and maintain good relationships with Boy Scout troops.
- Maintain good relationships with parents. Seek their support and include them in activities. Involve male relatives such as uncles and grandfathers, so Cub Scouts will have additional male role models.
- See that Cub Scouts and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award.
- Guide Cub Scouts in goodwill and conservation projects.

- Supervise the support of the Tiger Cub dens.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Assist the pack committee chair in conducting the annual pack program planning conference and the monthly pack leaders' meetings.
- Work as a team with the pack committee chair to cultivate, educate, and motivate all pack leaders and parents in Cub Scouting.
- Take part in the charter review meeting with sponsor.
- Recruit den chiefs for all dens. Recognize the den chiefs at pack meetings.
- Meet with Tiger Cubs and their adult partners prior to graduation to discuss Cub Scouting.
- Conduct an impressive graduation ceremony for Tiger Cubs.
- Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos-to-Scout plan.
- Assist in planning and conducting stimulating graduation ceremonies involving parents, the Scoutmaster, the Webelos den chief, Webelos den leader, and troop junior leaders.
- Conduct impressive Webelos den induction and Arrow of Light Award ceremonies.
- Encourage high advancement standards for Cub Scouts and Webelos Scouts.
- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.

In general, the Cubmaster (sometimes referred to as the unit leader) is the guiding hand behind the work of other pack leaders and serves as program adviser to the pack committee—a recruiter, a supervisor, a director, a planner, a motivator of other leaders. The responsibilities can be boiled down to the following:

1. Work directly with the den leader coach, Tiger Cub coach, Cub Scout den leaders, Webelos den leaders, den chiefs, and pack committee chair and members to make sure all dens are functioning well.
2. Plan the den and pack programs with the help of other leaders.
3. Lead the monthly pack meeting with the help of others. Involve all dens in some way.
4. Coordinate the total Cub Scout program in the pack. Everything the Cubmaster does is aimed at helping the individual boy. Securing strong leaders, planning den and pack activities, advising other leaders and parents. These are all ways in which the Cubmaster affects the kind of Cub Scouting each boy in the pack is offered. Although this job is an executive position, the Cubmaster has direct influence on the lives of individual boys by keeping in mind that boys can be made better through Cub Scouting.

Assistant Cubmaster

Qualifications:

Be a U.S. citizen at least 21 years of age, of good moral character and interested in working with boys. Need not be an expert in all Cub Scout activities but should be a leader who is able to deal with adults as well as boys. Should be able to delegate responsibilities; set a good example by behavior, attitude, and uniform; and believe in the values and principles of Cub Scouting. Preferably a member of the chartered organization. Recruited and appointed by the pack committee with the approval of the chartered organization, and registered as an adult leader of the BSA.

Responsibilities:

An assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to:

- Assist the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
- Complete Cubmaster Fast Start Training and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Complete BSA Youth Protection Training.
- Participate in pack meetings.
- Supervise den chiefs and see that they are trained.
- Work with neighborhood troops that supply den chiefs and into which Cub Scouts may graduate.
- Help inform pack leaders of training opportunities and arrange for them to attend training sessions.
- Work with the pack committee to develop and promote an ongoing plan for recruiting new boys.
- Work with the Cubmaster and pack committee on pack re-registration.
- Assist in pack activities such as dinners, pinewood derbies, bike safety workshops, service projects, etc.
- Work with the pack committee on outings to see that the pack and dens qualify for the National Summertime Pack Award.
- Participate in the annual pack program planning conference and pack leaders' meetings.

Den Leader

Qualifications:

Be a U.S. citizen at least 21 years of age, of good moral character and interested in working with boys. Need not be an expert in all Cub Scout activities but should be a leader who is able to deal with adults as well as boys. Should be able to delegate responsibilities; set a good example by behavior, attitude, and uniform; and believe in the values and principles of Cub Scouting. Preferably a member of the chartered organization. Recruited and appointed by the pack committee with the approval of the chartered organization, and registered as an adult leader of the BSA.

Responsibilities:

The Cub Scout den leader's responsibilities are to

- Give leadership in carrying out the pack program in the den.
- Complete Den Leader Fast Start Training and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Complete BSA Youth Protection Training.
- Lead the den in its participation at pack meetings. Serve as den host or hostess for den parents at pack meetings.
- Work in harmony with other den and pack leaders.
- Cooperate with the Cubmaster (or assistant Cubmaster) in recruiting new boys.
- Help train the den chief and guide him to work with the Cub Scouts. See that he receives recognition for his efforts at den and pack meetings.
- Meet regularly with the den chief. Let him help plan den meetings and den activities, and allow him to serve as den activities assistant.
- Provide meaningful jobs for the denner and assistant denner so they can learn responsibility and gain satisfaction from their efforts.
- Use Boy's' Life and Scouting magazines, Cub Scout Program Helps, the boys' program books, and other Cub Scouting literature as sources for program ideas.
- Collect weekly den dues and turn them in to the pack treasurer at monthly pack leaders' meetings (or to the den leader coach at monthly den leader-den leader coach meetings). Keep accurate records of den dues and attendance.
- Maintain a friendly relationship with Cub Scouts; encourage them to earn the advancement awards. Keep accurate advancement records and see that boys receive recognition for their achievements.
- Stimulate the Cub Scouts' imaginations on the program theme for the month and help the den prepare its stunts and exhibits for the pack meeting.
- Help the den and pack earn the National Summertime Pack Award.

- Help establish a close working relationship with the assistant den leader and den chief, functioning as a den leadership team.
- Develop a good working relationship with den parents and families. Use their talents to help enrich the den program. Hold den parents' meetings as often as needed to get acquainted and strengthen den operation. Have open communications with den families.
- Involve den fathers, uncles, and grandfathers in outings and other den activities so boys will have additional male role models.
- See that a leader is available for all den meetings and activities. Call on the assistant den leader or den leader coach to fill in when necessary.
- Take part in the annual pack program planning conference and pack leaders' meetings (or den leader-den leader coach meetings).
- Help set a good example for the boys by behavior, attitude, and proper uniforming.
- Support the policies of the Boy Scouts of America.

The responsibilities can be summarized as the following:

1. Work directly with other den and pack leaders to ensure their den is an active and successful part of the pack.
2. Plan, prepare for, and conduct den meetings with the assistant den leader and den chief.
3. Attend the pack leaders' meetings.
4. Lead the den at the monthly pack activity.

Assistant Den Leader

Qualifications:

Be a U.S. citizen at least 21 years of age, of good moral character and interested in working with boys. Need not be an expert in all Cub Scout activities but should be a leader who is able to deal with adults as well as boys. Should be able to delegate responsibilities; set a good example by behavior, attitude, and uniform; and believe in the values and principles of Cub Scouting. Preferably a member of the chartered organization. Recruited and appointed by the pack committee with the approval of the chartered organization, and registered as an adult leader of the BSA.

Responsibilities:

The assistant Cub Scout den leader's responsibilities are to:

- Assist the den leader as needed.
- Carry out the duties assigned by the den leader.
- Be ready to fill in for the den leader in case of emergency.
- Help establish a close working relationship with the den leader and den chief, functioning as a den leadership team.
- Complete Den Leader Fast Start Training and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Complete BSA Youth Protection Training.
- Attend pack meetings and assist as needed.
- Take part in the annual pack program planning conference and pack leaders' meetings (or den leader-den leader coach meetings).
- Work in harmony with other den and pack leaders.
- Support the policies of the Boy Scouts of America.

The assistant Cub Scout den leader shares the work of the Cub Scout den leader and may be called upon to serve as a parent contact or record keeper, or to handle other details of den operation.

Den Chief

Qualifications:

An older Boy Scout, Varsity Scout, or Explorer who has been a Boy Scout. Preferably a former Cub Scout, ideally at least First Class rank. Selected by the senior patrol leader and Scoutmaster or Varsity Scout Coach or Explorer Advisor upon request by the Cubmaster. Approved by the Cubmaster and pack committee for recommendation to the den leader. Registered as a youth member of a troop, team, or post.

Responsibilities:

The Cub Scout den chief's responsibilities are to

- Know the purposes of Cub Scouting.
- Help Cub Scouts achieve the purposes of Cub Scouting.
- Serve as the activities assistant at den meetings.
- Set a good example by attitude and uniforming.
- Be a friend to the boys in the den.
- Take part in weekly den meetings.
- Assist the den in its part of the monthly pack meeting.
- Know the importance of the monthly theme and pack meeting plans.
- Meet regularly with the den leader to review den and pack meeting plans. Meet as needed with adult members of the den, pack, and troop.
- Receive training from the den leader (and Cubmaster or assistant Cubmaster). Attend den chief training.
- Encourage Cub Scouts to become Webelos Scouts when they are eligible.
- Help the denner and assistant denner to be leaders.