



The District Committee Position Description Handbook



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District Chairman:

Length of Service:

The District Chairman position is a two year commitment, renewable by mutual consent. The term is July 1st to June 30th.

Position Summary:

District Chairman is elected by the Charter Representatives and Members At Large, and approved by the Council Executive Board. The District Chairman leads the District Committee, initiates plans and helps committee chairmen carry out the functions of the district.

Position Description:

- Serve on the Council Executive Board as District Representative,
- Recruit Committee Chairs and committee members to carry out the district plans and functions.
- Work with the District Commissioner and District Executive to coordinate and achieve goals for the district, and ensure the success of the scouting units through the Key 3.
- Recognize individuals, committees, and chartered organizations for their Scouting accomplishments.
- Preside at monthly District Committee meetings.
- Support Local and National Scouting policies, procedures, and practices.
- Help to secure support for Scouting from top community leaders throughout the district.
- Annually appoint a District Nominating Committee to select nominees for District Officers and Members at large
- Contribute to Friends of Scouting.

District Commissioner:

Length of Service:

The District Commissioner position is a one year commitment, renewable by mutual consent.

Position Summary:

The District Commissioner assigns Unit Commissioners to individual units. The purpose is to provide guidance and resources to unit leaders and committees for organizing quality programs, and to address specific needs or issues as they arise.

Position Description:

- Work with the District Chairman and District Executive to help meet district goals.
- Coach the Chartered Organization Representatives.
- Guide roundtable commissioners to ensure that monthly roundtables are well attended, and provide practical and exciting unit program ideas.
- Recruit and train Commissioners so that all Scouting Units in the District receive regular, helpful service including:
 - Assistant District Commissioners.
 - Cub Scout Roundtable Commissioner.
 - Boy Scout Roundtable Commissioner.
 - Venture Roundtable Commissioner.
 - Unit Commissioners - enough to serve no more than three Units each.
- Supervise and motivate Unit Commissioners to visit each Unit regularly, identify Unit needs, and make plans to meet Unit needs.
- Oversee the Unit charter renewal plan so that each Unit reregisters on time with optimum membership.
- Plan and preside at monthly meetings of the District Commissioner Staff.
- Attend District Committee meetings to report on conditions of Units and to secure specialized help for Units.
- Contribute to Friends of Scouting.

Assistant District Commissioner:

Length of Service:

The Assistant District Commissioner position is a one year commitment, renewable by mutual consent.

Position Summary:

The Assistant District Commissioner reports to the District Commissioner. Supervises up to 5 unit commissioners.

Position Description:

- Recruit a full staff of Unit Commissioners to serve their assigned Units and area.
- Assist the District Commissioner with their tasks.
- Attend monthly District Commissioner Staff meetings; including a meeting with your Unit Commissioners to review Unit needs.
- Serve Units with as needed.
- Involve Unit adults in training and Roundtables.
- Evaluate, at least quarterly, the performance of Unit Commissioners.
- Support and become familiar with the District's and Council's program emphases and those offered by the BSA for Cub Scout Packs, Boy Scout Troops, Varsity Scout Teams, and Venturing Crews.
- Supervise the operation of the annual service plan for assigned Units.
- Promote proper BSA uniforming standards.
- Contribute to Friends of Scouting.

Journey To Excellence Commissioner:

Length of Service:

The Journey To Excellence Commissioner position is a one year commitment, renewable by mutual consent.

Position Summary:

The Commissioner Staff is a collection of experienced volunteer Scouters who work with unit leaders, committees, and chartered organization representatives to help them run a quality Scouting program for their youth. The Journey To Excellence Commissioner reports to the District Commissioner.

Position Description:

- Help each Unit qualify for Journey To Excellence.
- Know each phase of Scouting, its literature, and be able to describe how each works.
- Know all aspects of Scouting's Journey To Excellence program.
- Provide District Executive with unit JTE progress monthly.
- Make certain that proper techniques are used to select and recruit Unit leaders.
- Attend all meetings of the Commissioner Staff.
- Become trained:
 - Initial orientation and Basic training
 - Arrowhead Honor and Scouter's Key
 - Annual Council Commissioner Conference
- Know the resources available to the Unit in the neighborhood, District, and Council.
- Contribute to Friends of Scouting.

Unit Commissioner:

Length of Service:

The Unit Commissioner position is a one year commitment, renewable by mutual consent.

Position Summary:

The Commissioner Staff is a collection of experienced volunteer Scouters who work with unit leaders, committees, and chartered organization representatives to help them run a quality Scouting program for their youth. The Unit Commissioner reports to the District Commissioner or Assistant District Commissioner.

Position Description:

- Help each Unit qualify for Journey To Excellence.
- Know each phase of Scouting, its literature, and be able to describe how each works.
- Visit Units (Unit Checkups), usually once a month, by phone, email, or in person and log visits in the Unit Visit Tracking System 2.0 (UVTS).
- Provide District Executive with annual unit calendar, roster, and budget by Sept 30.
- Work to ensure effective Unit Committees:
 - Visit with the Unit Committee periodically.
 - Observe the Committee, offer suggestions for improvement, and work to solve problems.
- Make certain that proper techniques are used to select and recruit Unit leaders.
- Facilitate on-time charter renewal of all units:
 - Help the Unit conduct a membership inventory of youth and adults.
 - Help the Unit Committee Chair conduct the charter renewal meeting.
 - See that a completed charter renewal application is returned to the Council Service Center.
- Contact the head of the Chartered Organization following the charter renewal meeting to describe the Unit's progress and to make arrangements for the charter presentation ceremony.
- Attend all meetings of the Commissioner Staff.
- Become trained:
 - Initial orientation and Basic training
 - Arrowhead Honor and Scouter's Key
 - Annual Council Commissioner Conference
- Know the resources available to the Unit in the neighborhood, District, and Council.
- Contribute to Friends of Scouting.

Cub Scout/Boy Scout/Venture Roundtable Commissioner:

Length of Service:

The Roundtable Commissioner position is a one year commitment, renewable by mutual consent.

Position Summary:

The Roundtable Commissioner reports to the District Commissioner.

Position Description:

- Conduct monthly Roundtable meetings:
 - Develop regular Roundtable plans that include training.
 - Participate in the annual Council Roundtable planning conference.
 - Meet with the District Executive and District Commissioner to review the Council's master Roundtable plan and to adapt to the District plans.
 - Lead a monthly Roundtable planning session.
 - Determine what contributions can be made by resource people, and arrange for their participation.
- Recruit Roundtable Staff, as needed, to handle elements, projects, physical arrangements, hosting, and participation.
- Coach the Chartered Organization Representatives.
- Train Roundtable Staff.
- Promote Roundtable attendance:
 - Obtain the Unit Commissioner's help in bringing new leaders to Roundtables.
 - Follow up on Units not participating.
 - Keep Roundtable attendance records and share them with the District Commissioner.
- Evaluate Roundtables:
 - Appraise the effectiveness of Roundtables twice a year.
 - Seek suggestions from Unit leaders.
- Attend monthly Commissioner Staff meetings; report on the Roundtable program and attendance.
- Contribute to Friends of Scouting.

Cub Scout Chair:

Length of Service:

The Cub Scout Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Cub Scout Chair is in charge of overseeing the Cub Scout Committee and reports to the District Chair.

Position Description:

- Recruits, assigns, trains, supervises and motivates the Cub Scout committee chairs, i.e. the camping chair, membership chair, activities and civic service chair, training chair and advancement and recognition chair so that program support is available to all units in the district.
- Attends district meetings and reports on the plans and work of the camping committee, activities and civic service committee, training committee and advancement and recognition committee if their individual chairmen are not in attendance. Encourages attendance of all committee chairmen at the district meetings.
- Encourages attendance of all committee chairmen (camping chair, activities and civic service chair, training chair and advancement and recognition chair) at the council related meetings.
- Contacts schools and keeps track of status of access (i.e. flyer distribution, boy talks)
- Runs annual Fall Round-up training in August.
- Contacts Packs to ensure round up nights are scheduled and keeps track of results.
- Coordinates follow-up efforts to reach membership goals.
- Promotes spring recruitment of Tiger Cubs.
- Recognizes units that have reached or surpassed yearly membership goal.
- Contribute to Friends of Scouting.

Boy Scout Chair:

Length of Service:

The Boy Scout Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Boy Scout Chair is in charge of overseeing the Boy Scout Committee and reports to the District Chair.

Position Description:

- Recruits, assigns, trains, supervises and motivates the Boy Scout committee chairs, i.e. the camping chair, membership chair, activities and civic service chair, training chair and advancement and recognition chair so that program support is available to all units in the district.
- Coordinates efforts of these four chairs for purposes of planning, morale and activity budget building.
- Attends district meetings and reports on the plans and work of the camping committee, activities and civic service committee, training committee and advancement and recognition committee if their individual chairmen are not in attendance. Encourages attendance of all committee chairmen at the district meetings.
- Reports back to the committee on information or requests from units received through commissioner's contacts.
- Works in harmony and cooperates with the district chair, district commissioner and district executive in ensuring the district's achievement of Journey To Excellence through the district's goals and objectives.
- Encourages attendance of all committee chairmen (camping chair, activities and civic service chair, training chair and advancement and recognition chair) at the council related meetings.
- Contribute to Friends of Scouting.

Venturing Chair:

Length of Service:

The Venturing Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Venturing Chair is in charge of overseeing the Venturing Committee and reports to the District Chair.

Position Description:

- The Venturing Chair recruits, assigns, trains, supervises and motivates the Venturing committee chairs, i.e. the membership chair, activities chair, and training chair so that program support is available to all units in the district.
- Coordinates efforts of these three chairs for purposes of planning, morale and activity budget building.
- Attends district meetings and reports on the plans and work of the camping committee, activities and civic service committee, training committee and advancement and recognition committee if their individual chairmen are not in attendance. Encourages attendance of all committee chairmen at the district meetings.
- Reports back to the committee on information or requests from units received through commissioner's contacts.
- Works in harmony and cooperates with the district chair, district commissioner and district executive in ensuring the district's achievement of Journey To Excellence through the district's goals and objectives.
- Encourages attendance of all committee chairmen (membership chair, activities chair, and training chair) at the council related meetings.
- Contribute to Friends of Scouting.

Exploring Chair:

Length of Service:

The Exploring Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Exploring Chair is in charge of overseeing the Exploring Committee and reports to the District Chair.

Position Description:

- The Exploring Chair recruits, assigns, trains, supervises and motivates the Exploring adults so that program support is available to all units in the district.
- Coordinates efforts of these three chairs for purposes of planning, morale and activity budget building.
- Attends district meetings and reports on the plans and progress of Exploring in our District. Encourages attendance of all committee chairmen at the district meetings.
- Reports back to the committee on information or requests from units received through commissioner's contacts.
- Works in harmony and cooperates with the district chair, district commissioner and district executive in ensuring the district's achievement of Journey To Excellence through the district's goals and objectives.
- Contribute to Friends of Scouting.

Finance Chair:

Length of Service:

The Finance Chair position is a one year commitment, renewable up to three years by mutual consent.

Position Summary:

The Finance Committee is responsible for raising funds to build, improve and operate camps, to maintain a professional staff, and to provide training and other services to units throughout the District.

Position Description:

- Ensure implementation of council finance policies.
- Achieve district's share of the council's finance campaign.
- Recruit and train committee on tasks provided by council finance committee.
- Support Friends of Scouting (FOS) plan and campaign, develop prospects, and encourage unit participation in Family FOS campaign.
- Support council "project selling" (gift in kind) program and "trust fund" promotion.
- Support district activities that involve income and expenses, assuring proper policy and adult control.
- Contribute to Friends of Scouting.

Marketing Chair:

Length of Service:

The Marketing Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Marketing Chair is responsible for all public relations for the District, as well as communication within the District.

Position Description:

- Advise units on how to publicize and promote their activities in the local news media in accordance with the BSA guidelines.
- Publicize Scouting and District Scouting events in the local news media.
- Coordinate with Council in promoting a positive image of Scouting.
- Contribute to Friends of Scouting.

Boy Scout Camping Promotion:

Length of Service:

The Boy Scout Camping Promotion Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Boy Scout Camping Promotion Chair is in charge of overseeing all Boy Scout camping for the District. This position reports to the Boy Scout Chair and is responsible for recruiting members for the Boy Scout Camping sub-committee.

Position Description:

- Encourage camping experiences for all Boy Scout units, including summer camp, winter camp, and High Adventure experiences.
- Promote the Order of the Arrow as an honorary camping society for the service to Scouts and units.
- Guide units to comply with the National camp standards and policies including local and national tour permits.
- Help units with camping skills.
- Help units with financial difficulties receive camperships.
- Recruit others.

Cub Scout Camping Promotion:

Length of Service:

The Cub Scout Camping Promotion Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Cub Scout Camping Promotion Chair is in charge of overseeing all Cub Scout camping for the District. This position reports to the Cub Scout Chair and is responsible for recruiting members for the Cub Scout Camping sub-committee.

Position Description:

- Encourage camping experiences for all Cub Scout units.
- Promote Cub Scout Hibes/Prowls, Cub Scout Day Camp, Webelos Camp, and Cub Scout Family Camping.
- Guide units to comply with the National camp standards and policies including local and national tour permits.
- Encourage units to earn the Cub Scout Summertime Pack Award.
- Help units with camping skills.
- Help units with financial difficulties receive camperships.
- Recruit others.

Boy Scouts Training:

Length of Service:

The Boy Scout Training Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Boy Scout Training Chair's goal is to have 100% of unit leadership BSA trained in their position responsibilities and to advise unit leaders on training needs and opportunities. This position reports to the Boy Scout Chair and is responsible for recruiting members for the Boy Scout Training sub-committee.

Position Description:

- Remain current with training material and program updates.
- Keep track of troop training records and submit updated trained leader reports to the district and council.
- Hold Basic Leader Training as needed to meet the requirements of the District.
- Promote District, Council, Regional and National training events.
- Support youth leader training such as Den Chief and Junior Leader Training.
- Establish District training objectives to train leaders.
- Participate in Council Training Committee meetings dealing with training policies, program, and procedures.
- Recruit and orient Training Committee members and Course Instructors.
- Prepare an inventory of all leaders who need training.
- Plan, schedule, and coordinate an annual District training program based on training inventory.

Cub Scout Training

Length of Service:

The Cub Scout Training Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Cub Scout Training Chair's goal is to have 100% of unit leadership BSA trained in their position responsibilities and to advise unit leaders on training needs and opportunities. This position reports to the Cub Scout Chair and is responsible for recruiting members for the Cub Scout Training sub-committee.

Position Description:

- Remain current with training material and program updates.
- Keep track of pack training records and submit updated trained leader reports to the district and council.
- Hold Basic Leader Training as needed to meet the requirements of the District.
- Promote District, Council, Regional and National training events.
- Establish District training objectives to train leaders.
- Participate in Council Training Committee meetings dealing with training policies, program, and procedures.
- Recruit and orient Training Committee members and Course Instructors
- Prepare an inventory of all leaders who need training.
- Plan, schedule, and coordinate an annual District training program based on training inventory.

Venturing Training:

Length of Service:

The Venturing Training Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Venturing Training Chair's goal is to have 100% of unit leadership BSA trained in their position responsibilities and to advise unit leaders on training needs and opportunities. This position reports to the Venturing Chair and is responsible for recruiting members for the Venturing Training sub-committee.

Position Description:

- Remain current with training material and program updates.
- Keep track of crew training records and submit updated trained leader reports to the district and council.
- Hold Basic Leader Training as needed to meet the requirements of the District.
- Promote District, Council, Regional and National training events.
- Establish District training objectives to train leaders.
- Participate in Council Training Committee meetings dealing with training policies, program, and procedures.
- Recruit and orient Training Committee members and Course Instructors.
- Prepare an inventory of all leaders who need training.
- Plan, schedule, and coordinate an annual District training program based on training inventory.

Cub Scout Advancement:

Length of Service:

The Cub Scout Advancement Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Cub Scout Advancement Chair is responsible for ensuring all Scouts have the opportunity to advance in rank and earn awards.

Position Description:

- Assist packs in resolving advancement questions and issues, and help unit leaders establish and maintain proper advancement procedures in their units.
- Provide guidelines and instructions to unit leaders and committees for award ceremonies (Blue & Gold, Arrow Of Light, etc).
- Recognize adults in the district for exemplary service to youth and community through the presentation of District and Council awards, such as the District Award of Merit.
- Promote non-rank related advancement including the religious awards for Cub Scouts, and other recognition awards for Scouts.

Boy Scout Advancement:

Length of Service:

The Boy Scout Advancement Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Boy Scout Advancement Chair is responsible for ensuring all Scouts have the opportunity to advance in rank and earn awards.

Position Description:

- Assist troops and teams in resolving advancement questions and issues, and help unit leaders establish and maintain proper advancement procedures in their units.
- Provide guidelines and instructions to unit leaders and committees for conducting Boards of Review and Courts of Honor.
- Provide Merit Badge counselor list.
- Review and approve service project plans submitted by Eagle Scout candidates.
- Arrange and conduct Troop Boards of Review for Eagle Scout candidates.
- Recognize adults in the district for exemplary service to youth and community through the presentation of District and Council awards, such as the District Award of Merit.
- Promote non-rank related advancement including the religious awards for Boy Scouts, and other recognition awards for Scouts.

Cub Scout Membership:

Length of Service:

The Cub Scout Membership Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Cub Scout Membership Chair reports to the Cub Scout Chair. They are responsible for organizing new units and helping existing units recruit leaders.

Position Description:

- Organize new Packs.
- Recruit and train organizers for units (new and reorganized).
- Cultivate interest of potential chartered organizations and community groups.
- Work with District Commissioner and District Training staff to provide new units with personnel.

Boy Scout Membership:

Length of Service:

The Boy Scout Membership Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Boy Scout Membership Chair reports to the Boy Scout Chair. They are responsible for organizing new units and helping existing units recruit leaders.

Position Description:

- Organize new Troops.
- Recruit and train organizers for units (new and reorganized).
- Cultivate interest of potential chartered organizations and community groups.
- Work with District Commissioner and District Training staff to provide new units with personnel.

Venturing Membership:

Length of Service:

The Venturing Membership Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Venturing Membership Chair reports to the Venturing Chair. They are responsible for organizing new units and helping existing units recruit leaders.

Position Description:

- Organize new Venturing Crews.
- Recruit and train organizers for units (new and reorganized).
- Cultivate interest of potential chartered organizations and community groups.
- Work with District Commissioner and District Training staff to provide new units with personnel.

Cub Scout Activities:

Length of Service:

The Cub Scout Activities Chair position is a one year commitment, renewable mutual consent.

Position Summary:

The Cub Scout Activities Chair reports to the Cub Scout Chair. They are responsible for all aspects of District Cub Scout Activities.

Position Description:

- Develop and implement a plan for activities in the District and ensure activities remain in accordance with National policy.
- Plan events such as the District Day Camp, Haunted Cub Prowl and Cabin Fever.
- Recruit and orient District Activities Committee.
- Support and strengthen Units by ensuring visibility and balance of District activities.
- Coordinate activities at the District annual meeting and Scouters' recognition dinner.
- Implement Council activities.
- Conduct an annual poll of Unit leaders to determine Unit needs and wishes for District activities.

Boy Scout Activities:

Length of Service:

The Boy Scout Activities Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Boy Scout Activities Chair reports to the Boy Scout Chair. They are responsible for all aspects of District Boy Scout Activities.

Position Description:

- Develop and implement a plan for activities in the District and ensure activities remain in accordance with National policy.
- Plan events such as the District Fall Camporee, the Klondike Derby, and Merit Badge Weekends.
- Recruit and orient District Activities Committee.
- Support and strengthen Units by ensuring visibility and balance of District activities.
- Coordinate activities at the District annual meeting and Scouters' recognition dinner.
- Implement Council activities.
- Conduct an annual poll of Unit leaders to determine Unit needs and wishes for District activities.

Venturing Activities:

Length of Service:

The Venturing Activities Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Venturing Activities Chair reports to the Venturing Chair. They are responsible for all aspects of District Venturing Activities.

Position Description:

- Develop and implement a plan for activities in the District and ensure activities remain in accordance with National policy.
- Recruit and orient District Activities Committee.
- Support and strengthen Units by ensuring visibility and balance of District activities.
- Coordinate activities at the District annual meeting and Scouters' recognition dinner.
- Implement Council activities.
- Conduct an annual poll of Unit leaders to determine Unit needs and wishes for District activities.

Eagle Board Chair

Length of Service:

The Eagle Board Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Eagle Board Chair reports to the Boy Scout Advancement Chair. They are responsible for all aspects of potential Eagle Scouts.

Position Description:

- Attends monthly committee meetings.
- Conducts monthly Eagle Boards of Review and ensures adequate staffing.
- Communicates with the District Executive and the appropriate person at the Council office on status of Eagle Boards, project approval, etc.
- Recruits a pool of volunteers to sit on Eagle Boards of Review.
- Reviews Eagle project proposals.
- Completes review of projects, schedules Boards of Review, and communicates with candidates in a prompt manner.
- Upholds BSA policies and the integrity of the Eagle Scout Board of Review.

Scouting for Food Chair

Length of Service:

The Scouting For Food Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Scouting For Food Chair reports to the Marketing Chair. They are responsible for all aspects of the Scouting For Food campaign.

Position Description:

- Attends monthly committee meetings.
- Ensures all units are taking part in Scouting for Food.
- Defines unit territories in communities where necessary.
- Oversees bag distribution.
- Contacts units and keeps track of amount of food collected to report to Council.
- Promotes Good Turn for America.

Service Chair

The Service Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Service Chair plans and conducts activities that will provide service to the community by the youth. The Service Chair reports to the Marketing Chair.

Position Description:

- Work with community members and units to create service project opportunities
- Attend monthly district committee meetings to share information and promote district and council events.
- Attend quarterly council program meetings to help plan and promote council events and to stay informed on program updates.
- Work as a liaison to communities and community organizations.

Family Friends Of Scouting Chair

Length of Service:

The Family FOS Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Family FOS Chair reports to the Finance Chair. They are responsible for all aspects of the District Family Friends of Scouting Campaign.

Position Description:

- Attends monthly committee meetings.
- Schedules FOS presentations with each unit.
- Recruits and assigns presenters for each unit.
- Attends annual Council FOS Kick-off meeting.
- Coordinates follow up plan to reach and surpass the District's Family Friends of Scouting goal.

Community Friends Of Scouting Chair

Length of Service:

The Community FOS Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Community FOS Chair reports to the Finance Chair. They are responsible for all aspects of the District Community Friends of Scouting Campaign.

Position Description:

- Attends monthly committee meetings.
- Schedules FOS presenters to work prospects.
- Recruits and assigns presenters.
- Attends annual Council FOS Kick-off meeting.
- Coordinates follow up plan to reach and surpass the District's Community Friends of Scouting goal.

Popcorn Chair

Length of Service:

The Popcorn Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Popcorn Chair reports to the Finance Chair. They are responsible for all aspects of the popcorn campaign.

Position Description:

- Attends monthly committee meeting.
- Attends Council Popcorn meetings.
- Promotes unit participation in annual popcorn sale.
- Helps run annual popcorn briefing for the District in August.
- Secures location of pick-up site(s).
- Coordinates pick up site(s) (i.e. unit pick-up scheduling, staff, distribution).

District Volunteer Dinner Chair

Length of Service:

The District Volunteer Dinner Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The District Volunteer Dinner Chair reports to the District Activities and Service Chair. The District Volunteer Dinner Chair works closely with the District Executive in giving leadership to this event.

Position Description:

- Determine location and date.
- Decide on budget and fees.
- Set program schedule.
- Arrange to have presenters and all recognition items at the event.
- Promote the event.
- Recruit a large enough team to accomplish the task.
- Attend or have representation at district committee meetings, district commissioner meetings and roundtables to promote.

Newsletter/Media Chair

Length of Service:

The Newsletter/Media Chair position is a one year commitment, renewable by mutual consent.

Position Summary:

The Newsletter/Media Chair plans and oversees all District communication. The Newsletter/Media Chair reports to the Marketing Chair.

Position Description:

- Work with community members and units to create a monthly newsletter.
- Prepare press releases about Scouting news/stories for local press outlets.
- Share Scouting's story with the community.
- Attend monthly district committee meetings to share information and promote district and council events.
- Attend quarterly council program meetings to help plan and promote council events and to stay informed on program updates.