

# Interest Topic: Leader Recruitment and Succession Planning

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team and participants	<p>Leader recruitment is the responsibility of the chartered organization. However, unit leaders are probably the most valuable resource the chartered organization has to help identify new leaders. Current leaders are often very familiar with the parents of current Scouts and parents of prospective Scouts.</p> <p>Where does a unit begin? When should leader recruiting happen? Have the group discuss how to identify leaders. Share the brochure “Selecting Cub Scout Leadership” (available online; see links in the Resources section) and the Family Talent Survey Sheet (in Resources). Share best practices on how the information can be used to recruit new pack leadership.</p> <p>Share and review the position specific new leader brochures, also available online (links in Resources). Share best practices for vetting prospective den leaders and pack leadership.</p> <p>Discuss orientation and training, and their impact on leader retention. Discuss other ways to support the leader. Who can teach him or her how to plan and conduct den meetings and how to communicate effectively with the parents?</p> <p>Discuss how a unit can recover if the wrong selection was made.</p> <p>Discuss succession planning (see Resources).</p> <p>Share your local council/district training chair information as well as how to learn about training events in your council.</p>
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions
5 minutes	Closing	Cub Scout roundtable commissioners	Leader appreciation ceremony (see Resources section).

## Topic: Leader Recruitment and Succession Planning

**Takeaway:** Leader recruitment is an ongoing process for every unit. The den leader is one of the most important volunteer roles we have, since the den leader will determine the quality of the experience each Cub Scout has. Sometimes it is a challenge to find the right person for the job, to find enough people to fill the positions, and to retain them.

### GENERAL SESSION

Note to presenter: Explain that every leader is a recruiter of another leader so that the pack will continue to grow and remain healthy. Give each participant a copy of “Selecting

Cub Scout Leadership” (see link in Resources), and tell them: “This BSA publication offers steps to success, lists the qualities of unit leadership, and includes ideas on selecting leaders. All of this information will be helpful to you in the process of recruiting leaders.”

Provide multiple copies of the six “So You’re a New ...” publications (see links in Resources) for participants to take home. Explain: “Once a leader has been recruited, how can we keep that leader? The process begins with orientation, then moves immediately to training and support. These additional BSA publications will acquaint a new leader with the job for which they have been recruited. Some units may also have positions such as “unit popcorn kernel,” “recruiting night coordinator,” and so on. For those

positions, a pack will need to create a position description or list of responsibilities to help each leader in his or her new position.

## Succession Planning

Change of leadership is to be expected in a Scouting unit. Often, leaders move up in the program with their child. It is extremely important that every unit have a succession plan. Succession planning is an ongoing process of systematically identifying, assessing, and developing talent to ensure the leadership continuity for all key positions in an organization.

For every unit position there should be someone preparing to take over that position at a later date. The newest members can observe and help. Experienced parents and leaders act as co-chairs and co-leaders.

Almost everyone has something to contribute, and may only be waiting for you to ask. A good place to begin is by asking a parent to help in a small way. If they do well, they can be asked to take on a larger responsibility in the future.

Create a culture of volunteering in your unit! When you sign up new Scouts, be sure the parents understand that once their child is registered, they are encouraged to help, even if it is a small responsibility.

You can give future leaders a head start by speaking with them early about the possibility of them taking on a volunteer role with the unit. This will give them time to observe what is currently being done in that role and begin to get training.

## Sample Succession Planning

**What are your leadership roles?** Every unit has leaders (Cubmaster and pack committee chair), assistant leaders, and key committee people such as the treasurer and coordinators for pinewood derby, the blue and gold banquet, etc. Assess the likelihood that those people may be leaving over the next year or two. Determine which den leaders will need to be replaced.

**Evaluate your resources.** List the adults in your pack who are not currently in a leadership role, including new parents. Try to determine their talents and abilities, and the job for which they would be best suited. Make certain that the parents of the youngest members of your unit are tapped early for small jobs that can lead to positions of greater responsibility. Vet your prospects so that you are selecting the very best person for each job.

**Approach the prospects.** Once you have confirmed an established leader's intent to depart at some future date, invite your prospects to consider the first steps toward taking over. If you plan ahead, the new leader could shadow the current leader for several months, receiving on-the-job training in the position.

**Set a final date for the transition.** If the parent of a second-year Webelos Scout is moving with their child to a troop, their position (as blue and gold banquet coordinator, for example) will likely open up sometime in late winter or spring. Agree with all parties on a transition date. Don't forget to have all your new leaders complete Youth Protection Training and ask them to complete basic training for the position.

## RESOURCES

### Selecting Cub Scout Leadership

Have a copy of this four-page publication to give each roundtable participant: [www.scouting.org/filestore/pdf/13-500.pdf](http://www.scouting.org/filestore/pdf/13-500.pdf)

### Family Talent Survey Sheet

Have all parents in the unit complete the Family Talent Survey Sheet shown on the next page. Explain why this document can be very helpful to a den leader and to pack leadership. The document is available for downloading at [www.scouting.org/filestore/CubScoutMeetingGuide/PDF/Appendix/34362.pdf](http://www.scouting.org/filestore/CubScoutMeetingGuide/PDF/Appendix/34362.pdf).

### New Leader Orientation

Information contained in the BSA publications listed below will acquaint new leaders with the job for which they have been recruited:

- So You're a New Tiger Cub Den Leader, [www.scouting.org/filestore/pdf/510-233.pdf](http://www.scouting.org/filestore/pdf/510-233.pdf)
- So You're a New Cub Scout Den Leader, [www.scouting.org/filestore/pdf/510-239.pdf](http://www.scouting.org/filestore/pdf/510-239.pdf)
- So You're a New Webelos Den Leader, [www.scouting.org/filestore/pdf/510-247.pdf](http://www.scouting.org/filestore/pdf/510-247.pdf)
- So You're a New Cubmaster, [www.scouting.org/filestore/pdf/510-237.pdf](http://www.scouting.org/filestore/pdf/510-237.pdf)
- So You're a New Pack Committee Member, [www.scouting.org/filestore/pdf/510-240.pdf](http://www.scouting.org/filestore/pdf/510-240.pdf)
- So You're a New Den Leader (English/Spanish), [www.scouting.org/filestore/pdf/510-239.pdf](http://www.scouting.org/filestore/pdf/510-239.pdf)

### Closing: Leader Appreciation Ceremony

**Materials:** Four candles

The Cub Scout roundtable commissioner says the following:

Scouting is made up of many things, people, and ideas. Tonight we are going to take a few minutes to reflect on some of the more pertinent aspects of Scouting.

(Lights the first candle.) First, Scouting is a program. As depicted by our first candle, it is a program dedicated to

the development of character, citizenship, and the mental and physical fitness of our youth.

(Lights the second candle.) Second, Scouting is for the youth of our community. Young people who are learning expect to gain recognition by advancement. But, most of all, they expect to have fun with others their own age.

(Lights the third candle.) Third, Scouting is for the parents of our Scouts. Without parents taking an interest in the activities of their children, taking them to meetings, and fulfilling their part of the Scouting program, we could not have Scouts.

But, as you can see, this leaves one lone candle. This candle represents the leaders of Scouting. As I call your name, would you please come forward? (Calls each of the leaders receiving appreciation.)

(Lights the fourth candle.) Leaders, I light this candle for you, for you have been a faithful leader to us and we want you to know that your work, dedication, and tireless effort are greatly appreciated. Without your leadership and the leadership of ALL Cub Scout leaders, the first three candles—program, youth, and parents—would be meaningless. Thank you!



## CUB SCOUTING AND YOUR FAMILY

The Cub Scout program helps to meet your child's developmental needs, such as:

- 1 To learn new physical skills.** This can be done through games, sports, and projects. As coordination is developed, a child gains a sense of worthiness and acceptance by their peers.
- 2 To learn to get along with others of the same age.** Your child needs to form friendships with other children and learn how to balance giving and receiving in order to relate well to peers. Your child needs to belong to a group of others of the same age. Being a part of a Cub Scout den helps fulfill these needs.
- 3 To develop mental processes.** Your child can develop mental processes by reading, writing, and calculating. Children need opportunities to use language to express ideas and to influence others. They must move from a preoccupation with self to understanding how and what others think of them. Opportunities for observation and experimentation will help your child learn self-reliance. Den activities and meetings help your child develop mentally.
- 4 To develop a value system.** Your child is developing a sense of what is right and wrong and what is fair and unfair. Children will do this by cooperating with others, by being taught, by examples of adults, and from positive reinforcement.
- 5 To develop personal independence.** Your child is becoming less dependent on adults. Same-age friends become important to your child. In a Cub Scout den, and in the pack, your child exercises independence while learning to get along with others.

Your child also needs to belong to a group of the same age. This group is a key component of the Cub Scout program. A den is like a neighborhood group of six or eight youth in which your child will achieve status and recognition.

As you learn more about how Cub Scouting works and what goes on in a den and a pack, you will see that the program helps your child in these five important developmental needs. The uniqueness of Cub Scouting is that you, as family, participate in the program with your child. You will help all along the way.

To find out how you can support your child by becoming a Cub Scout family, please turn the page and complete the Family Talent Survey Sheet. **Please turn it in at this meeting. Your cooperation and help are appreciated.**



# FAMILY TALENT SURVEY



Pack \_\_\_\_\_

Each adult family member is invited to fill out a separate sheet.

Date \_\_\_\_\_

Welcome to our Cub Scout pack. Cub Scouting is for adult family members as well as youth. We have a fine group of families who have indicated a willingness to help. We invite you to add your talents and interests so that the best possible program can be developed for your child. We hope that you will enjoy being part of our pack's team and want you to know that whatever you can do to help will be appreciated.

1. My interests/pastimes include:  Social Media  Music  Sports (please specify): \_\_\_\_\_  
 Health & Fitness  STEM  Travel  Other Parent Groups (please specify): \_\_\_\_\_  
 Family Activities  Gardening  Cooking  Crafts  Video Games  DIY Projects  Writing  Art  
 Other Volunteer Work (please specify): \_\_\_\_\_ Other (please specify): \_\_\_\_\_

2. A topic I would enjoy teaching youth is: \_\_\_\_\_

3. My job, business, or profession might be of interest to Cub Scouts: \_\_\_\_\_

4. I have training or experience that might be helpful.  
 First Aid or Safety-Related Training or Credentials (please specify): \_\_\_\_\_  
 Teaching, Coaching, or Mentoring (please specify): \_\_\_\_\_  
 Previous Scouting Experience (please specify): \_\_\_\_\_  
 Other: \_\_\_\_\_

5. I am willing to help my child and the pack by providing behind-the-scene support such as:  
 posting on social media  helping to welcome other new parents  making contacts for trips and activities  
 providing transportation  serving as a pack committee member  being part of a New Member Coordinator team

6. I would be willing to help my child and the pack by assisting to present the program, perhaps serving as:  
 an occasional presenter  part of a team helping a Cub Scout den  Den Leader or Assistant  Cubmaster or Assistant

7. I can help in these areas (please check applicable boxes for all ranks):

### General Activities

- Carpentry
- Swimming/watercraft safety
- Games
- Nature
- Sports
- Outdoor activities
- Crafts
- Music/songs
- Citizenship/flag etiquette
- Bookkeeping

- Computer skills
- Drawing/art
- Radio/electricity
- Dramatics/skits
- Cooking/banquets
- Sewing
- Transportation
- Hiking
- Other \_\_\_\_\_

### Special Program Resources

- I have a van  SUV  or truck
- I have a workshop.
- I have family camping gear.
- I have camping gear that others could use.
- I have access to a cottage, camping property or boat.
- I can help Webelos Scouts with Boy Scout skills.
- I can give other help. \_\_\_\_\_

### Tiger Activity Areas

- Nutrition/health
- Magic
- Biking
- Astronomy
- First aid

### Wolf Activity Areas

- Knots
- Sign language
- Coin collecting
- Physics
- Math/codes
- Collections
- Disabilities awareness
- Dinosaurs
- Compass use
- Health
- Gardening
- Civil service/military

### Bear Activity Areas

- Pocketknives/wood carving
- Camping
- Computers/technology
- Citizenship/flag etiquette
- Fishing
- American Indian culture
- Animal care
- Forensics
- Physics
- Marbles
- Robotics
- General science

### Webelos Activity Areas

- Outdoor cooking
- First aid
- Camping
- General science
- Disabilities awareness
- Survival skills
- Geocaching
- Geology
- Engineering
- Home repair
- Game design
- Wildlife
- Plant life
- Moviemaking

Adult Name \_\_\_\_\_

E-Mail address \_\_\_\_\_

[The best way to reach me is via  email  text  cell phone  home phone  business phone.]

Street address \_\_\_\_\_

Youth Name \_\_\_\_\_

Phone(s) H- \_\_\_\_\_ C- \_\_\_\_\_ B- \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## Training

Once a leader has been recruited and has received some orientation, the best way to help them become successful is training. Training is conducted by local district training volunteers. Using the nationally approved materials ensures our leaders are trained across the country using the same information.

It's important to know and understand what training is needed for the various positions.

EVERY leader must have Youth Protection Training. Other training requirements will be based on the program level of the volunteer (Cub Scouting, Scouting, Venturing, & Sea Scouting) and position of the volunteer (den leader, Webelos leader, committee member, Cubmaster, etc.).

## Cub Scout Adult Leader Requirements by Position

### Cubmaster (CM) and Assistant Cubmaster (CA)

Y01 Youth Protection Training

C40: Cubmaster and Assistant Position-Specific Training, OR

Online: Cubmaster Position-Specific Training  
Cubmaster – Before the First Meeting  
Cubmaster – First 30 Days

### Pack Committee Chairman (CC) and Pack Committee Member (MC)

Y01 Youth Protection Training

C60 Pack Committee Challenge, OR

Online: Pack Committee Position-Specific Training  
Pack Committee – Before the First Meeting  
Pack Committee – First 30 Days

### Cub Scout Den Leader, including Tiger, Cub Scout, Cub Scout Assistant, and Webelos

Youth Protection Training

C42 Cub Scout Den Leader and Assistant Position-Specific Training, OR

Online: Den Leader Position-Specific Training  
Den Leader – Before the First Meeting  
Den Leader – First 30 Days

### Chartered Organization Representative (CR)

Youth Protection Training

D72 Training the Chartered Organization Representative

Adult leaders in units are considered trained—and are eligible to wear the official “trained” emblem—once they

- Have completed Youth Protection Training and the training courses outlined above, OR
- Have completed Youth Protection Training and a previous basic training course when it was current.

**Note to presenter:** If time permits and internet access is available, present a quick tutorial on the online modules from the e-learning portal at [my.Scouting.org](http://my.Scouting.org).