

## **Youth Leaders**

### **Crew President**

- Key Youth Leader
- Works closely with the Advisor & Leadership team to plan program
- Presides at Crew Meetings & Crew Officer's Meetings
- Represents Crew Members through the Venturing Officer's Association

### **Vice President of Administration**

- Responsible for membership, recognition, and "Paperwork Items"
- Leads the recruiting effort for new Crew Members
- Recognizes achievements by individual Crew Members
- Assumes the responsibility of the Crew President in his/her absence

### **Vice President of Program**

- Surveys members about their interests to help plan program activities
- Arranges the program planning process, schedules activities, and maintains the Crew Calendar
- Provides support and accountability for the Activity Chairs
- Assumes the responsibility of the Crew President in the VP Administration's Absence

### **Vice President of Communication**

- Serves as the Communications Officer
- Maintains Crew Membership and Attendance Records
- Coordinates publicity
- Takes meeting minutes
- Handles postings of Crew events, reminders, etc. On Social Medias

### **Vice President of Finance**

- Serves as the Financial Officer
- Maintains the financial records
- Monitors the Crew Budget
- Collects and disburses crew funds

## **Activity Chair**

- Appointed by the VP of Program to chair a crew activity or project
- Serves through completion of his or her appointed task and is then reappointed to chair or assigned to work on upcoming crew activities

## **Adult Leaders**

### **Advisor**

- Serves as program advisor to the committee
- Works directly with the Venturers to train and guide them
- Conducts the annual crew officer's seminar
- Upholds the standards, policies, guidelines, and requirements of the chartered organization and the BSA
- Seeks to cultivate within the members of a crew capacity to enjoy life and to have fun through the Venturing experience

### **Associate Advisor of Administration**

- Takes over for Advisor in his/her absence
- Supports the youth VP of Administration and assists with the Crew's recruitment, recognition efforts, and "paperwork items"
- Sees that every youth has a smooth transition into the Crew
- Helps plan and conduct induction & recognition ceremonies
- Provides required two-deep leadership

### **Associate Advisor of Program**

- Takes over for Advisor in his/her absence
- Supports the Youth VP of Program to help determine the interests of members, plan the year's program, and ensures that the Crew Calendar is maintained
- Advises youth leadership in the annual crew program planning conference and approves the plan
- Provides required two-deep leadership

### **Associate Advisor of Communication**

- Keeps minutes of Crew Committee Meetings
- Keeps crew record book
- Advises VP of Communications
- Helps with the charter renewal application and Crew Program Capability Inventory
- Over-looks VP of Communications in Social-Media and other postings

### **Other Adult Leaders (Committee)**

#### **Chartered Organization Representative**

- The direct contact between the crew and the chartered organization, and the chartered organization and the BSA Local Council
- Responsible for recruiting the Crew Committee, Advisor, and Associate Advisors
- The organization's contact with the district committee and the local council

#### **Committee Chair**

- Ensures that all Committee positions are filled
- Presides at regular monthly meetings of committee and supervises committee operations
- Completes and maintains the Crew's Program Capability Inventory
- Secures equipment, facilities, and resources
- Seeks needed help from Unit Commissioner, District Committee, and other Troops & Crews
- Sees that the Charter Renewal Application is completed and turned into Council Office before expiration month
- Supports the policies of the BSA

#### **Treasurer**

- Advises VP of Finance in developing a sound Crew Budget Plan
- Keeps Crew Financial Record Book and is responsible for Crew Bank Account
- Guides the Crew in Conducting Council-approved-money-earning projects
- Supervises Program and Super Activity savings plans

### **Associate Advisor**

- Helps the crew Advisor carry out his/her responsibilities and takes over in their absence
- Assists Crew Committee and Youth Leadership with equipment, transportation, tour and activity plans, activities, projects, and the super activity.

### **Consultants**

- Provides expertise to the Crew's program and assists Activity Chairs in Planning Activities