

DISTRICT COMMITTEE RESPONSIBILITY CARDS

BOY SCOUTS OF AMERICA

District committee leadership includes the district chair, one or more vice chairs, and chairs for the membership committee, finance committee, and program function. The program function includes tasks to be performed related to training, advancement/ recognition, camping/outdoors, and activities/civic service. The district chair also appoints special and ad hoc committees. The district commissioner provides communication with the commissioner staff and the condition of all Scout units.

DISTRICT CHAIR

A district chair leads the district and does the following:

- Identify and recruit enough of the right people as operating committee chairs.
- Initiate plans and help committee chairs recruit an adequate number of members to carry out the functions of the district.
- Plan (with the district executive) and preside at district committee meetings.
- With the district commissioner and district executive, stimulate and coordinate the work of the district to ensure the success of Scouting units.
- In cooperation with the district executive, ensure the attainment of district goals.

DISTRICT MEMBERSHIP CHAIR

- Report to district chair.
- Recruit enough of the right kind of people for the district membership committee.
- Serve on the council membership/relationships committee.
- Establish year-round plan for unit and membership growth.
- Recruit and train new-unit organizers.
- Work with district training team to make sure new units have trained personnel.
- Plan and conduct youth and chartered organization surveys.
- Cultivate relationships with potential chartered organizations and community groups.
- Share with other district leaders how to work effectively with various types of organizations.

The district membership committee gathers information on prospective chartered organizations, helps organize new units, reorganizes dropped units and units not meeting, and recruits new members in a systematic way. It establishes and maintains mutually beneficial relationships with major community organizations and strategic alliances, both those with and without Scouting units. These include religious, educational, civic, fraternal, and veteran organizations and associations; labor unions; business and industry; professional societies; and other organizations with objectives compatible with the Boy Scouts of America.

DISTRICT FINANCE CHAIR

- Report to district chair.
- Ensure implementation of council finance policies.
- Serve as council finance committee member if so stated in council bylaws.
- Recruit and train committee on tasks provided by council finance committee.
- Carry out the annual district Friends of Scouting campaign and meet the goal by the target date.
- Maintain cooperative relationship with the United Way.
- Develop prospects and retain interest of contributors.
- Support council "project selling" program.
- Support council endowment development.

Successful funding of the council is the direct result of successfully conducted fund development programs within each district. Each district within the council has funding goals. These goals are based upon a fair-share formula, based on the potential of the district and the needs of the council. The district fund development chair assists in determining and raising the goals.

DISTRICT PROGRAM CHAIR

- Report to district chair.
- Recruit enough of the right people as activities and civic service, training, camp promotion and outdoor, and advancement and recognition chairs.
- Ensure that district operating committee chairs and committee members are trained to carry out the functions of the district.
- Help district operating committee chairs recruit an adequate number of members to carry out the program functions of the district.
- Plan (with the district executive) the district's annual program planning conference and program review meeting.

PROGRAM - DISTRICT CAMP PROMOTION AND OUTDOOR CHAIR

- Report to district program chair.
- Recruit and orient enough of the right kind of people for the district camp committee.
- Track each unit's camping and outdoor record.

- Implement the council's outdoor promotion plan in the district.
- Work with commissioners to help packs, troops, teams, and crews plan a year-round schedule of camping and outdoor program events.
- Promote use of camperships.
- Give guidance on health and safety concerns.
- Promote youth participation in camping and outdoor programs:
 - Boy Scout camping
 - National high-adventure programs
 - Cub Scout outdoor program

The district camp promotion and outdoor committee provides outdoor programs that most units are unable to provide on their own, and outdoor programs are often the main reason youth join a Scout unit. From Cub Scout day camp to high-adventure programs, this committee helps make exciting outdoor programs available for Cub Scouts, Boy Scouts, and Venturers.

PROGRAM - DISTRICT ACTIVITIES AND CIVIC SERVICE CHAIR

- Report to district program chair.
- Develop and implement a plan for activities and civic service projects in district.
- Ensure that activities are in accordance with national policy.
- Recruit and orient enough of the right kind of people for the district activities committee.
- Support and strengthen units by assuring program visibility and balance of activities.
- Promote and conduct displays and skill events:
 - Booth shows
 - Webelos-rees (Webelos Woods)
 - Camporees
 - First aid contests
 - Swim meets
 - Window displays
 - Shopping mall shows

The district activities and civic service committee's job is to provide mountaintop experiences that dramatically capture the attention of the whole Scouting community: a Scout color guard at a city hall ceremony, or presentation of the Award of Merit to leaders at a district recognition dinner. Your efforts help make these great events happen in the lives of Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, and leaders.

PROGRAM - DISTRICT ADVANCEMENT AND RECOGNITION CHAIR

- Report to district program chair.

- Stimulate advancement and recognition of Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers.
- Ensure that advancement and recognition remain in accordance with National Council requirements and procedures.
- Recruit and orient enough of the right kind of people for the district advancement committee.
- Establish district advancement goals, develop a plan to achieve goals, and track goal attainment.
- Assist packs, troops, teams, and crews, giving special assistance to units with little or no advancement.

The district advancement committee implements procedures that help achieve BSA advancement procedures. The committee helps Cub Scout packs, Boy Scout troops, Varsity teams, and Venturing crews succeed. Units help youth members advance in rank. If they advance, they will have a good experience and will grow in their Scouting adventure.

PROGRAM - DISTRICT TRAINING CHAIR

- Report to district program chair.
- Establish district training objectives to train leaders, not just run training courses.
- Participate in council meetings dealing with training policies, program, and procedures.
- Recruit and orient enough of the right kind of people for the training committee and course instructors.
- Prepare an inventory of training for all leaders.
- Plan, schedule, and coordinate an annual district training program based on training inventory.
- Evaluate and report on training progress.
- Maintain district training records.

The district training committee's job is to get adult leaders trained. One of the keys to the success of the Scouting program is trained volunteer leadership. Second only to the selection of the right person for each responsibility is his or her training in the purposes of Scouting, the methods through which these purposes are achieved, and the techniques of their individual job.

As chair of the district training committee, a committee member, or as a trainer, you help volunteers find the answers to the two basic questions, "What is my role?" and "How do I do it?" The Boy Scouts of America's leadership training program is designed to meet the needs of each volunteer position. It is varied and flexible enough to reach all leaders through group training experiences, personal coaching, self-study, or on-the-job training. And you will help make this program a dynamic success in your district.