

## **Pack 10 Volunteer Position Descriptions**

Adult volunteers are essential to having a great Cub Scout pack with fun activities for families. We ask that each family contribute one adult to serve in a volunteer position in some capacity during your family's time with the pack.

The **pack leaders** (cubmaster and den leaders) are responsible for planning and running fun activities for each pack and den meeting. The **pack committee** is responsible for selecting the pack leaders, planning the yearly schedule, and handling the business matters of the pack.

All volunteers are expected to complete the appropriate BSA and St. Pius training as soon as possible and to participate in one evening planning meeting per month throughout the year.

### **Cubmaster**

- Lead one pack meeting per month, to include a fun activity and recognition of advancement.
- Meet with den leaders monthly to plan pack meetings, and suggest ideas for den meetings.
- Jump in as needed to make events and activities run smoothly.

### **Den Leaders**

- Lead at least one den meeting per month that helps scouts advance in rank.
- Encourage scouts to complete advancement requirements at home.
- Meet with cubmaster monthly to plan upcoming den and pack meetings.
- Participate actively in pack meetings.

### **Assistant Den Leaders**

- Participate in all den meetings to ensure "two-deep" leadership.
- Lead den meeting when den leader is not available.

### **Committee Chair**

- Plan and lead monthly pack committee meetings and yearly program planning meeting.
- Recruit quality adult volunteers to fill all pack leadership positions.
- Ensure all adult volunteers complete the appropriate BSA and St. Pius training.
- Ensure the organization is rechartered correctly and on time.
- Coordinate with parish, council, and other packs and troops as needed.

### **Secretary - Membership**

- Maintain accurate records of pack membership.
- Organize and collect registration paperwork and dues each fall.
- Work with committee chair to complete unit rechartering in November.
- Work with public relations to ensure email lists etc. are up to date.

### **Secretary - Advancement**

Collect advancement information from den leaders each month.  
Maintain advancement data in Packmaster or other appropriate software.  
Purchase patches from council office and organize for presentation at each pack meeting.  
Monitor overall progress in advancement, point out cases where assistance may be needed.

#### **Treasurer**

Keep accurate financial records.  
Process incomes and outlays in a timely manner.  
Advise the committee on the financial health of the pack.  
Organize and run an appropriate fundraiser each year.

#### **Public Relations**

Maintain accurate calendar of upcoming events.  
Maintain an informative web page for the pack with stories and pictures of completed events.  
Communicate with families via timely and accurate emails, announcements, and flyers.  
Organize recruiting activities, like “meet the scouts” after mass.

#### **Activities (2-4 people)**

Plan and lead monthly pack activities throughout the year, such as camping, pinewood derby, blue and gold banquet, etc.  
Communicate event details well in advance to the public relations chair.  
Participate in overall committee planning and discussion.