

Pack Leadership Position Descriptions

Cub Master

A Cub Master oversees all Pack level activities and coordinates the efforts of the adult leaders in charge of each Den. Though he or she works mainly with adults, a Cub Master is ultimately in charge of the youth program.

- Conduct a program planning session to include monthly pack meetings and pack activities for one year.
- Coordinate the existing pack leadership, parents of boys, and outside assets to staff your pack program.
- Lead the monthly pack meeting.
- Work with the Den Leaders to make sure each den has a quality program.
- Attend monthly pack committee meetings and district Roundtables.
- Attend a one day training course.

Time commitment: 3 two hour meetings per month one of which you will need to spend time preparing for; a Pack activity or outing every other month; a one day training course; a fair amount of phone time.

Committee Chairman

A Committee Chairman oversees the pack committee that supports the pack program. He or she is also responsible for recruiting or dismissing pack leadership. The Committee Chairman governs the unit.

- Recruit for and fill all vacant leadership positions in the pack.
- Conduct a monthly committee meeting to coordinate pack assets to help the Cub Master and Den Leaders. (Advancement, Finance, Activities, Membership).
- Ensure that the pack program meets the aims and methods of the BSA, and that all activities follow our safety guidelines.
- Oversee the financial needs of the pack through a Treasurer and Fundraising Chairman, and support the Council FOS effort.
- Oversee the recognition of youth through a pack Advancement Chairman.
- Attend a one day training course.

Time commitment: 3 two hour meetings per month one of which you will need to spend time preparing for; a one day training course; a fair amount of phone time.

Den Leader

A Den Leader works directly with the boys. He or she will conduct a weekly meeting for their den (a group of 6-8 boys in the same age group). A den meeting is typically a 1 – 1 ½ hour meeting.

- Conduct a weekly den meeting
- Coordinate the efforts of Assistant Den Leaders and parents to support your den program.
- Plan out your den program and organize your materials to support the monthly pack theme prior to your meeting.
- Keep accurate records of youth advancement.
- Prepare for and support the program needs of the pack.
- Attend a one day training course.

Time commitment: 5 two hour meetings per month all of which will need to prepare for; a monthly Pack Committee meeting (at the discretion of the Committee Chairman); pack activities (about every other month); a one day training course; some phone time.

Member of Committee

A Member of the Pack Committee serves to assist with a specific function on the committee. Some of these are: Advancement, Treasurer, Fundraising, Activities, and Membership.

- Attend the Pack meeting and the monthly committee meeting.
- Assist the Cub Master and Den Leaders through your assigned function:
 - Advancement** - Gather advancement records from Den Leaders monthly. Complete an Advancement report and turn it in to the store when you purchase the awards. Work with the Cub Master on ceremonies to honor the boys when they receive their awards.
 - Treasurer** – Maintain the pack checkbook and provide a balance statement at each pack committee meeting. Be available to issue checks to the Cub Master or Den Leaders.
 - Fundraiser** – Coordinate all fundraising projects and the Popcorn Sale. Provide instructions and materials at Den and Pack meetings. Oversee the product distribution and the money collection. Assist with the prize distribution to top sales leaders.
 - Activities** – Assist the Cub Master by coordinating all off site activities and trips. Provide advance information on all such events to all parents in the pack (a newsletter is a good format). Collect fees, forms, and permission slips from participants. File the necessary BSA Tour Permits with the office. If patches or recognitions were earned, distribute them at the pack meeting.
 - Membership** – Maintain accurate records of all youth and leaders who is in the pack. Make sure that everyone is properly registered with the Boy Scouts. Conduct recruitment efforts to add new boys. Assist with the re-charter process.