

# LEADERSHIP QUALIFICATIONS AND RESPONSIBILITIES

## *Chartered Organization Representative*

**Qualifications:** An adult citizen of the United States 21 years of age or older and member of the chartered organization, other than the unit leader or assistant unit leader, appointed by the chartered organization to be its official Scouting representative and registered as an adult leader of BSA.

**Responsibilities:** The chartered organization representative has the responsibility to:

- Help recruit the right leadership for the unit.
- Encourage unit leaders and committee members to take training.
- Promote well-planned unit programs.
- Serve as a liaison between the units and the organization.
- Organize enough units.
- Promote the recruiting of new members.
- See that boys graduate from unit to unit.
- Assist with the rechartering.
- Suggest Good Turns for the organization.
- Encourage unit committee meetings.
- Emphasize advancement and recognition.
- Bring district help and promote its use.
- Use approved unit finance policies.
- Encourage recognition of leaders.
- Cultivate resources to support the organization.
- Represent the organization on the council.

The chartered organization representative is the direct contact between the pack and the chartered organization. This individual is also the contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the council. If the chartered organization has more than one unit, the representative serves all.

**CITIZENSHIP REQUIREMENT:** Individuals serving in any official relationship with the Boy Scouts of America shall subscribe to the statement of religious principles, page 90, and the Scout Oath and Law. They either shall be citizens of the United States or satisfy one of the approved alternates (pursuant to article VIII, section 2, of the Rules and Regulations of the Boy Scouts of America).

## *Pack Committee Chairman*

**Qualifications:** An adult citizen of the U.S., at least 21 years of age, appointed by the chartered organization, and registered as an adult leader of the BSA. A person of good character, familiar with organization procedure, with a deep concern for the pack's success. Preferably a member of the chartered organization, respected in the community, and shows the willingness and ability to be the Cubmaster's chief adviser.

**Responsibilities:** The pack committee chairman's job is to:

- Maintain a close relationship with the chartered organization representative, keeping this key person informed of the needs of the pack which must be brought to the attention of the organization or the district.
- Report to the chartered organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to the Cub Scout program and the chartered organization.
- Supervise pack committee operation by:
  - a. Calling and presiding at pack leaders' meetings.
  - b. Assigning duties to and training committee members.
  - c. Planning for pack charter review, roundup, and reregistration.
  - d. Approving bills before payment by pack treasurer.
- Conduct the annual pack program planning conference and pack leader meetings.
- Complete Pack Committee Fast Start Training and Cub Scout Leader Basic Training.
- Ask committee to assist with recommendations for Cubmaster, assistant Cubmasters, den leader, coaches, Webelos den leaders, and den leaders, as needed.
- See that new dens are formed when needed and be alert to recognize the need for more Webelos dens.
- Work with the chartered organization representative to provide adequate and safe facilities for pack meetings.
- Cooperate with the Cubmaster on council-approved money-earning projects so the pack may have money for material and equipment.
- Control finances through adequate financial records.
- Maintain adequate pack records and take care of pack property.
- Assume active direction of the pack, if the Cubmaster is unable to serve, until a successor is recruited and commissioned.
- Provide a parent training program.
- Develop and maintain strong pack/troup relationships, sharing with the troop committee the need for graduations into the troop.
- Work closely with the unit commissioner and other pack and troop leaders in effecting a smooth transition of Webelos Scouts into the troop.
- Help bring families together at joint Webelos den (or pack)/troop activities.
- Support the policies of the Boy Scouts of America.

## ***The Pack Committee Functions***

Every pack is under the supervision of a pack committee, consisting of a minimum of three qualified US. citizens of good character, 21 years of age or older, selected by the chartered organization and registered as adult leaders of the BSA. One of these is designated as pack committee chairman.

Obviously, with a committee of three, members must assume responsibility for more areas of service than with a committee of seven or more, where the responsibilities can be spread around. Although packs can and do operate with a minimum of three committee members, experience proves that a larger committee generally ensures a stronger, more stable pack.

**Responsibilities:** Regardless of the size of the pack committee, these responsibilities must be carried out:

- Recommend leaders' membership in the pack to the chartered organization for final approval.
- Recruit the Cubmaster and one or more assistant Cubmasters, with the approval of the chartered organization.
- Provide adequate and safe facilities for pack meetings.
- Coordinate the pack program with the program of the chartered organization through the chartered organization representative.
- Assist with pack charter renewal.
- Help to stimulate the interest of parents through proper programming.
- Supervise finances and equipment.
- Work closely with Cubmaster.
- Assure Cub Scouts and Webelos Scouts of a year-round quality program.
- Complete Pack Committee Fast Start Training and Cub Scout Leader Basic Training.
- Conduct, with the help of the Cubmaster, periodic training for parents.
- Cooperate with other Scouting units.

A strong pack committee will have individual members assigned to such areas as recordkeeping and correspondence, finance, advancement, training, public relations, membership, and reregistration. The pack committee chairman decides how the responsibilities should be divided and makes assignments to committee members. Details of the various pack committee functions follows.

### ***Secretary***

- Keep informed of all Cub Scout program literature, materials, records, and forms so as to help leaders function effectively. Help new den leaders by telling them what items are available.
- Acquaint den leaders with contents of the Pack Record Book so they will know how to supply the information that needs to be recorded there.
- Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book.
- Maintain an inventory of pack property.

- Handle correspondence for the pack. This may be writing letters of appreciation, writing for reservations, or sending orders for supplies to the council service center.
- Keep notes on pack leaders and committee meetings. Only key items need to be recorded such as things needing follow-up or items for the history of the pack.
- Notify leaders of pack leaders' meetings and other activities.
- Provide den leaders with records and forms for meetings.

### ***Treasurer***

- Help the pack committee and Cubmaster in establishing a sound financial program for the pack with a pack budget plan.
- Open or maintain a bank account in the name of the pack and arrange for all transactions to be signed by any two: Cubmaster, chairman, secretary, or treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. Pack committee chairman should approve bills before payment.
- Collect dues from Cub Scout and Webelos den leaders at the pack leaders' meeting, preferably in sealed den dues envelopes. Open envelopes in presence of den leaders or den leader coach. Give receipts for these funds and deposit money in bank account.
- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the Finance Section of the Pack Record Book. Credit each Cub Scout with payment of dues. From time to time, compare the records with those of the den leaders to make sure they are in agreement. Give leadership in developing a coordinated recordkeeping system in the pack.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his family, so that boys will accept responsibility for paying dues and parents will be alert for opportunities for boys to earn dues money and develop habits of thrift.
- On request of den leaders, sympathetically counsel with a boy who does not pay dues, determine the reason, and stimulate regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so the boy can earn dues.
- Make periodic reports on the pack's financial condition at monthly pack meeting. Make regular monthly reports to pack committee at pack leaders' meeting, and report to chartered organization as often as desirable on the financial condition of the pack.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Guide pack in conducting council-approved pack money-earning project.

## **Advancement**

- Have a working knowledge of the Cub Scout and Webelos Scout advancement plans.
- Help plan and conduct induction and advancement recognition ceremonies.
- Arrange for Tiger Cub graduation ceremonies with the Cubmaster and Tiger Cub group coach.
- Train parents and pack committee in ways of stimulating Cub Scout and Webelos Scout advancement.
- Arrange for Webelos graduation ceremonies with Cubmaster, Webelos den leader, and Scoutmaster.
- Promote the use of Cub Scout and Webelos Den advancement charts to record advancement in the den and as an incentive for advancement.
- Promote the use of den doodles as a stimulus for advancement.
- Collect Den Advancement Reports at pack leaders' meetings. Order badges and insignia from the local council service center, using Advancement Report.
- Promote Boys' Life magazine as an aid to advancement.
- Help build or get advancement equipment for use in making advancement ceremonies more effective.
- Promote wearing and proper use of uniform and insignia.

## **Training**

- Have a working knowledge of the training plan for Cub Scout leaders.
- Promote leaders' attendance at Cub Scout leader training courses, monthly roundtables, Cub Scout leader pow wows, and workshops.
- With the den leader coaches, coordinate Fast Start training for new adult leaders.
- Work with Cubmaster and pack committee to set up a program for training parents.
- Develop a pack library for use by den and pack leaders.
- Encourage full use of program material in Cub Scout and Webelos Scout Program Helps, Boys' Life and Scouting magazines, Cub Scout Leader Program Notebook, and other Cub Scout literature.
- Promote den chiefs' attendance at den chief training conferences.

## **Public Relations**

- Stimulate pack service projects in the chartered organization, school, and community.
- Promote family participation in all pack events such as blue and gold banquets, pack picnics, and other special events.
- Urge pack participation in appropriate programs of the chartered organization such as the worship service on Scout Sunday or Scout Sabbath if the organization is a church or synagogue, and Cub Scouts are members. Suggest ways of

showing interest in the chartered organization's overall program.

- Publicize and promote pack participation in Anniversary Week activities.
- Circulate Tiger Cub, Cub Scout, and Webelos Scout recruiting fliers and leaflets to invite boys to join. Work with pack committee to promote new membership. Let the people in your neighborhood know a Cub Scout pack and Tiger Cub group are available.
- Consider using a monthly or quarterly pack newsletter to inform parents of pack plans, to guide new parents in pack policies, and create a feeling of oneness among members of the pack family.
- Provide pack announcements for regular release in the official bulletins of your chartered organization.
- Make use of the news media in publicizing pack events.

## **Outings**

- Help the Cubmaster plan and arrange for outdoor activities.
- Arrange for property, fire, and tour permits when required.
- Locate new picnic areas.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.
- Help the Webelos den leaders plan Webelos overnights. Help arrange for equipment, as needed.
- Arrange for Safe Swim Defense for all outings involving swimming.
- Plan outings to help pack and dens qualify for National Summertime Pack Award.
- Help inform parents about opportunities for family camping.
- Assist in the promotion of day camp and resident camp opportunities.
- Be aware of BSA health and safety requirements and see that they are carried out.
- Know and carry out BSA outdoor program policy related to Cub Scouting.

## **Membership and Reregistration**

- Prepare reregistration papers and annual report to chartered organization. Secure signatures and registration fees for coming year.
- Ask chartered organization representative to submit charter application and annual report to chartered organization for approval.
- Arrange with unit commissioner for periodic uniform inspections, annual membership inventory and uniform inspection, and annual charter review meeting which is held at least a month before charter expiration.
- Assist Cubmaster and chartered organization representative in planning and conducting the formal charter presentation.

- Conduct an annual census of boys in the chartered organization for systematic recruiting. Work with pack committee to promote recruiting plans.
- Visit new families in their homes. Review with them the Bobcat requirements and parent guide in the boy's Cub Scout book. Emphasize the part parents play in their son's advancement. Stress parent participation at all pack functions and see that new families are introduced and feel welcome at pack meetings.
- Work with the Cubmaster and pack committee to develop and carry out a plan for year-round membership growth.
- Work with Cubmaster and pack committee to see that eligible boys and parents are moved into a Webelos den at the appropriate time.
- Work with Cubmaster and Webelos den leader to see that Webelos Scouts and parents have a smooth transition into a Boy Scout troop.
- Work with Cubmaster in following up on former pack members who are now Boy Scouts and potential den chiefs. Follow up on Cub Scout dropouts to return them to full, active membership.

## **Cubmaster**

**Qualifications:** An adult U.S. citizen, 21 years of age or older, of good moral character and interested in working with boys. Need not be an expert in all Cub Scout activities but should be a leader who is able to deal with adults as well as boys. Should be able to delegate responsibilities; set a good example by behavior, attitude and uniform; and believe in the values and principles of Cub Scouting. Preferably a member of the chartered organization. Recruited and appointed by the pack committee with the approval of the chartered organization, and registered as an adult leader of the BSA.

**Responsibilities:** The Cubmaster has the responsibility to:

- Conduct pack program according to the policies of the Boy Scouts of America.
- Complete Cubmaster Fast Start Training and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Plan and help carry out the Cub Scout program in the pack. This includes leading the monthly pack meeting, with the help of other leaders.
- Know about and use literature of the program including Boys' Life and Scouting magazines and Cub Scout and Webelos Scout Program Helps.
- See that the pack program, leaders, and Cub Scouts reflect positively the interests and objectives of the chartered organization and the Boy Scouts of America.
- Work with the pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their position.
- Recruit den leader coaches as needed.
- Help organize Webelos den(s) and encourage graduation into a Boy Scout troop.

- Help establish and maintain good relationships with Boy Scout troops.
- Maintain good relationships with parents. Seek their support and include them in activities. Involve male relatives such as uncles and grandfathers, so Cub Scouts will have additional male role models.
- See that Cub Scouts and Webelos Scouts receive a quality, year-round program filled with fun and activities and qualifies the dens and pack for the National Summertime Pack Award.
- Guide Cub Scouts in goodwill and conservation projects.
- Supervise the support of the Tiger Cub groups.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Assist the pack committee chairman in conducting the annual pack program planning conference and the monthly pack leaders' meetings.
- Work as a team with the pack committee chairman to cultivate, educate, and motivate all pack leaders and parents in Cub Scouting.
- Take part in the charter review meeting and annual charter presentation ceremony.
- Recruit den chiefs for all dens. Recognize the den chiefs at pack meetings.
- Meet with Tiger Cubs and their adult partners prior to graduation into the pack to discuss Cub Scouting.
- Conduct an impressive graduation ceremony for Tiger Cubs graduating into the pack.
- Meet with unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos-to-Scout transition.
- Assist in planning and conducting stimulating graduation ceremonies involving parents, the Scoutmaster, the Webelos den chief, Webelos den leader and troop junior leaders.
- Conduct impressive Webelos den induction and Arrow of Light Award ceremonies.
- Encourage high advancement standards for Cub Scouts and Webelos Scouts.
- Help bring families together at joint Webelos den (or pack)/troop joint activities.

In general, the Cubmaster (who is sometimes referred to as the unit leader) is the guiding hand behind the work of other pack leaders and program adviser to the pack committee -a recruiter, a supervisor, a director, a planner, a motivator of other leaders. The responsibilities can be boiled down to the following:

1. Work directly with the den leader coach, the Tiger Cub group coach, the Cub Scout den leaders, Webelos den leaders, den chiefs, chairman, and members of the pack committee to make sure all groups and dens are functioning well.
2. Plan the den and pack programs with the help of other leaders.
3. Lead the monthly pack meeting, with the help of others. Involve all dens in some way.

#### 4. Coordinate the total Cub Scout program in the pack.

Everything the Cubmaster does is aimed at helping the individual boy. Securing strong leaders, planning den and pack activities, advising other leaders and parents -these are all ways in which the Cubmaster affects the kind of Cub Scouting each boy in the pack is offered. Although this job is an executive position, the Cubmaster has direct influence on the lives of individual boys by keeping in mind that boys can be made better through Cub Scouting.

### **Assistant Cubmaster**

Every pack should have at least one assistant Cubmaster. In most packs, two or three will be helpful, allowing the Cubmaster to divide the responsibilities.

**Qualifications:** A U.S. citizen, at least 18 years of age, of good moral character and interested in working with boys. At least one assistant Cubmaster should be able to fill the Cubmaster's shoes in case of an emergency. Recommended by the Cubmaster, approved by the pack committee and chartered organization, and registered as an adult leader of the BSA.

**Responsibilities:** (as designated by the Cubmaster). The assistant Cubmaster(s) job is to:

- Assist the Cubmaster as needed. Be ready to take over the leadership of the pack, if necessary.
- Complete Cubmaster Fast Start Training and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Participate in pack meetings.
- Supervise den chiefs and see that they are trained.
- Work with neighborhood troops that supply den chiefs and into which Cub Scouts will graduate.
- Help inform pack leaders of training opportunities and arrange for them to attend training sessions.
- Work with pack committee to develop and promote an ongoing plan for recruiting new boys.
- Work with the Cubmaster and pack committee on pack reregistration.
- Assist in pack activities such as dinners, pinewood derby, bike safety, service projects, etc.
- Work with the pack committee on outings to see that the pack and dens qualify for the National Summertime Pack Award.
- Participate in the pack's annual program planning conference and pack leaders' meetings.
- Promote the religious emblems programs for Cub Scouts of all faiths.
- Support the policies of the Boy Scouts of America.

### **Den Leader Coach**

**Qualifications:** A U. S. citizen, at least 21 years of age, of good moral character. Should be an experienced person (usually a former den leader) who is a good listener and capable of recruiting, encouraging and training Cub Scout or Webelos den leaders. Preferably a member of chartered

organization. Recommended by Cubmaster, approved by pack committee and chartered organization, and registered as an adult leader of the BSA. If a pack has three or more Webelos dens, a Webelos den leader coach should be selected, in addition to a den leader coach for Cub Scout dens.

**Responsibilities:** The den leader coach's responsibilities are to:

- Help ensure stable, active, enthusiastic den leaders for all Cub Scout or Webelos dens.
- Complete Fast Start training, Cub Scout Leader Basic Training, and the Den Leader Coach Seminar. Attend monthly roundtables.
- Help Cub Scout or Webelos den leaders understand the purposes, policies, and procedures of the chartered organization and the Boy Scouts of America.
- Give immediate help and Fast Start training to new den leaders. Help them plan and conduct their first several meetings.
- Encourage den leaders to attend basic training and to qualify for Cub Scout leader recognition awards. See that they are appropriately recognized.
- Encourage den leaders to attend monthly roundtables, or represent them there.
- Hold monthly meetings with den leaders to help plan den activities and programs agreed upon at monthly pack leaders' meetings.
- Be thoroughly informed and up to date on the latest program literature and material.
- Give continuing support and help to den leaders. Offer help, encouragement, direction, training, and new ideas, without taking over the den.
- Be available to attend den meetings as needed.
- See that dens are never without a leader and assistant. Be ready to fill in for a den leader in case of emergency.
- Help Cubmaster in recruiting new den leaders and assistant den leaders.
- Be sure den leaders understand the pack budget plan.
- Be sure den leaders understand the importance of den records and how to keep them.
- Serve as the communications link between the Cubmaster and Cub Scout or Webelos den leaders. Keep the Cubmaster informed on the successes and needs of dens.
- Participate in the pack's annual program planning conference and pack leaders' meetings.
- Participate in pack meetings.
- Support the policies of the Boy Scouts of America.

### **Tiger Cub Group Coach**

The Tiger Cub group coach is a member of the pack leadership, recommended by the Cubmaster and approved by the pack committee and chartered organization. Responsibilities are:

- Complete Tiger Cub Group Coach Fast Start Training.

- Organize and provide orientation for Tiger Cub groups.
- Maintain contact with each Tiger Cub group through the host team for that month's group gathering(s).
- Coordinate Tiger Cub participation in pack activities and Tiger Cub graduation ceremony.
- Reregister the Tiger Cubs and their adult partners as a part of the pack's annual charter renewal process.
- Follow up to ensure graduation of all Tiger Cubs into Cub Scouting.
- Serve as a resource person for the Tiger Cub groups.
- Report on progress of Tiger Cub groups at monthly pack leader meetings.

## ***Cub Scout Den Leader***

**Qualifications:** A US. citizen at least 21 years of age and of good moral character. Should be interested in and enjoy working with boys and able to work with adults. May be a parent of one of the boys in the den. Recommended by Cubmaster after consultation with parents of the Cub Scouts involved, and approved by the pack committee and chartered organization. Registered as an adult leader of the BSA.

**Responsibilities:** The Cub Scout den leader has the responsibility to:

- Give leadership to carrying out the pack program in the den.
- Complete Den Leader Fast Start Training and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Lead the den in its participation at pack meetings. Serve as den host or hostess for den parents at pack meetings.
- Work in harmony with other den and pack leaders.
- Cooperate with the Cubmaster (or assistant Cubmaster) in recruiting new boys.
- Help train the den chief and guide him to work with the Cub Scouts. See that he receives recognition for his efforts at den and pack meetings.
- Meet regularly with the den chief. Let him help plan den meetings and den activities, and allow him to serve as den activities assistant.
- Provide meaningful jobs for the denner and assistant denner so they can learn responsibility and have satisfaction from their efforts.
- Use Boys' Life and Scouting magazines, Cub Scout Program Helps, the boys' books, and other Cub Scout literature as a source of program ideas.
- Collect weekly den dues and turn them in to the pack treasurer at monthly pack leaders' meetings (or to den leader coach at monthly den leader/den leader coach meetings). Keep accurate records of den dues and attendance.
- Maintain a friendly relationship with Cub Scouts, encouraging them to earn the advancement awards. Keep accurate advancement records and see that boys receive recognition for their achievement.
- Stimulate the Cub Scouts' imaginations on the program theme for the month and help the den prepare its stunts and exhibits for the pack meeting.

- Help the den and pack earn the National Summertime Pack Award.
- Help establish a close working relationship with the assistant den leader and den chief, functioning as a den leadership team.
- Develop a good working relationship with den parents and families. Use their talents to help enrich the den program. Hold den parents' meetings to get acquainted and as often as needed to strengthen den operation. Have open communications with den families.
- Involve den fathers, uncles, and grandfathers in outings and other den activities so boys will have additional male role models.
- See that a leader is available for all den meetings and activities. Call on the assistant den leader or den leader coach to fill in when necessary.
- Take part in the pack's annual program planning conference and pack leaders' meetings (or den leader/den leader coach meetings).
- Help set a good example for the boys by behavior, attitude, and proper uniforming.
- Support the policies of the Boy Scouts of America.

The responsibilities can be boiled down to the following:

1. Work directly with other den and pack leaders to ensure his/her den is an active and successful part of the pack.
2. Plan, prepare for, and conduct den meeting with the assistant den leader and den chief.
3. Attend the pack leaders' meetings.
4. Lead the den at the monthly pack activity.

## ***Assistant Cub Scout Den Leader***

Each den should have at least one assistant den leader, and more, if needed.

**Qualifications:** A US. citizen, at least 18 years of age, of good moral character, and able to perform the duties assigned by the den leader. Should be able to fill in for the den leader in case of emergency. Recommended by Cubmaster after consultation with the den leader and parents of the Cub Scouts involved, and approved by the pack committee and chartered organization. Registered as an adult leader of BSA.

**Responsibilities:** The assistant Cub Scout den leader has the responsibility to:

- Assist the den leader as needed. Carry out the duties assigned by the den leader. Be ready to fill in for the den leader in case of emergency.
- Help establish a close working relationship with the den leader and den chief, functioning as a den leadership team.
- Complete Den Leader Fast Start Training and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Attend pack meetings and assist as needed.
- Take part in the pack's annual program planning conference and pack leaders' meetings (or den leader/den leader coach meetings).

- Work in harmony with other den and pack leaders.
- Support the policies of the Boy Scouts of America.

The assistant den leader shares the work of the Cub Scout den leader and may be called upon to serve as a parent contact, recordkeeper, or handle other details of den operation.

## ***Webelos Den Leader***

**Qualifications:** A U.S. citizen, at least 21 years of age, and of good moral character. Should be interested in and enjoy working with boys and able to work with adults. May be a parent of one of the boys in the den. Recommended by the Cubmaster after consultation with parents of the Webelos Scouts involved, and approved by the pack committee and chartered organization. Registered as an adult leader of the BSA.

**Responsibilities:** The Webelos den leader has the responsibility to:

- Give leadership to planning and carrying out a year-round program of activities for the Webelos den to achieve the purposes of Cub Scouting.
- Complete Webelos Leader Fast Start Training, basic training, and Webelos Leader Outdoor Training. Attend monthly roundtables.
- Lead the den in its participation at the monthly pack meetings.
- Help establish a close working relationship with the assistant Webelos den leader and Webelos den chief, functioning with them as a den leadership team.
- Work in harmony with other den and pack leaders.
- Work with the Cubmaster and pack committee in recruiting new Webelos Scouts.
- Help train the Webelos den chief and guide him to work with Webelos Scouts. Attend the den chief training conference with him. See that he receives recognition for his efforts at den and pack meetings.
- Meet regularly with the Webelos den chief. Let him help plan Webelos den meetings and activities. Give him meaningful assignments.
- Provide worthwhile tasks for the Webelos denner so he can assume some responsibility and have satisfaction from his efforts.
- Use Boys' Life and Scouting magazines and Webelos Scout Helps as resources for ideas and information.
- Instill Scoutings' spirit and moral values by personal example, ceremonies, and meaningful activities such as service projects.
- Collect den dues and turn them in to the pack treasurer at the pack leaders' meeting. Keep accurate records of den dues and attendance.
- Encourage Webelos Scouts to advance. Maintain high advancement standards. Keep accurate advancement records and see that the boys are promptly recognized for their achievement.
- With the help of the Cubmaster, pack committee, and unit commissioner, determine one or more neighborhood Boy Scout troops into which Webelos Scouts will be graduated and establish a good working relationship with those troops. Try to graduate every Webelos Scout into a troop.
- Work with the Scoutmaster and assistant Scoutmaster to plan and conduct meaningful joint activities.
- Work with the Cubmaster to see that impressive graduation ceremonies are conducted in the pack. Invite the Scoutmaster and troop leaders to take part.
- Ask qualified persons, including adult family members, to serve as activity badge counselors.
- Encourage parents of Webelos Scouts to help plan and carry out overnight campouts and other outdoor activities. Work with troop assistant or Scoutmaster to arrange for loan of troop equipment and on joint Webelos den/troop activities.
- Help the den and the pack earn the National Summertime Pack Award.
- Follow the policies of the Boy Scouts of America.
- Have a plan to ensure that a leader is available for all Webelos den meetings and activities. Call on the assistant Webelos den leader to fill in, as needed.
- Participate in the pack's annual program planning conference and the monthly pack leaders' meetings.
- Keep the Cubmaster and pack committee informed on the status and needs of the Webelos den.

The responsibilities can be boiled down to the following:

1. Work directly with other den and pack leaders to ensure the den is an active and successful part of the pack.
2. Plan, prepare for, and conduct den meetings with the assistant and den chief.
3. Attend pack leaders' meetings.
4. Lead the den at the pack meetings and activities.

## ***Assistant Webelos Den Leader***

Every Webelos den should have one or more assistant den leaders.

**Qualifications:** A US. citizen at least 18 years of age, of good moral character and able to perform the duties assigned by the Webelos den leader. Should be able to fill in for the Webelos den leader in case of emergency. Recommended by Cubmaster after consultation with the Webelos den leader and parents of the Webelos Scouts involved, and approved by the pack committee and chartered organization. Registered as an adult leader of the BSA.

**Responsibilities:** The assistant Webelos den leader has the responsibility to:

- Assist the Webelos den leader as needed. Carry out the duties assigned by the Webelos den leader. Be ready to fill in for the den leader in case of emergency.
- Help establish and maintain a close working relationship with the Webelos den leader and Webelos den chief, functioning with them as a den leadership team.

- Help establish and maintain good relationships with neighborhood Boy Scout troops into which Webelos Scouts will graduate.
- Complete Webelos Leader Fast Start Training, Cub Scout Leader Basic Training, and Webelos Leader Outdoor Training. Attend monthly roundtables.
- Attend monthly pack meetings and assist as needed.
- Take part in the pack's annual program planning conference, and monthly pack leaders' meetings.
- Support the policies of the Boy Scouts of America. The assistant Webelos den leader shares the work of the Webelos den leader and may be called upon to handle various details of den operation.

### ***Cub Scout Den Chief***

**Qualifications:** An older Boy Scout, Varsity Scout, or Explorer (formerly a Boy Scout). Preferably a former Cub Scout, ideally at least First Class rank. Selected by the senior patrol leader and Scoutmaster or Varsity Scout Coach or Explorer Advisor upon request by Cubmaster. Approved by Cubmaster and pack committee for recommendation to den leader. Registered as a member of a troop, team, or post.

**Responsibilities:** The Cub Scout den chief has the responsibility to:

- Know the purposes of Cub Scouting.
- Help Cub Scouts achieve the purposes of Cub Scouting.
- Serve as the activities assistant at den meetings.
- Set a good example by attitude and uniforming.
- Be a friend to the boys in the den.
- Take part in weekly den meetings.
- Assist the den in its part of the monthly pack meeting program.
- Know the importance of the monthly theme and pack meeting plans.
- Meet regularly with the den leader to review den and pack meeting plans. Meet as needed with adult members of the den, pack, and troop.
- Receive training from the den leader (and Cubmaster or assistant Cubmaster). Attend den chief training conference.
- Encourage Cub Scouts to become Webelos Scouts when they are eligible.
- Help the denner and assistant denner to be leaders.

### ***Webelos Den Chief***

**Qualifications:** An older, experienced Boy Scout, Varsity Scout, or Explorer who has been a Boy Scout. Preferably a boy who is 13 or older and at least First Class rank. Selected by the senior patrol leader and Scoutmaster, Varsity Scout Coach, or Explorer Advisor upon request by Cubmaster or Webelos den leader. Approved by Cubmaster and pack committee for recommendation to Webelos den leader. Registered as a member of a troop, team, or post.

**Responsibilities:** The Webelos den chief has the responsibility to:

- Know the purposes of Cub Scouting.
- Help Webelos Scouts achieve the purposes of Cub Scouting.
- Be the activities assistant in Webelos den meetings.
- Set a good example by attitude and uniforming.
- Be a friend to the boys in the Webelos den.
- Take part in weekly den meetings.
- Assist the Webelos den in its part of the monthly pack meeting.
- Meet regularly with Webelos den leader to review den meeting plans.
- Assist Webelos den leaders as requested.
- Help Webelos Scouts in their work with activity badge counselors.