

Pack Job Description CUBMASTER

- Conduct pack program according to the policies of the Boy Scouts of America.
- Complete Cubmaster Fast Start 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.
- 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 positions
- Recruit den leader coaches as needed.
- Help organize Webelos den(s) and encourage graduation in to 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 grandfathers and uncles, so Cub Scouts will have additional male role models.
- See that Cub Scouts and Webelos Scouts receive a quality, year-round program that is filled with fun and activities and qualifies the dens and pack for the National Summertime Pack & Den Awards.
- Guide Cub Scouts in goodwill conservation projects.
- See that the responsibilities specified for the assistant Cubmaster are carried out.
- Assist the pack committee chairman in conducting the annual planning conference and the monthly pack leader's meeting
- Take part in charter review and annual charter presentation ceremony.
- Meet with Tiger Cubs and their adult partners prior to their graduation into the pack to discuss Cub Scouting.

Pack Job Description COMMITTEE SECRETARY

- Keep informed of all Cub Scout program literature, materials, records and forms so as to help leaders function effectively. Help new Cub Scout and Webelos den leaders by telling them what items are available.
- Acquaint Leaders w/ the contents of *Pack Record Book* so they will know how to supply information to be recorded there.
- Maintain the 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 leader 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 monthly pack leaders' meeting and other activities.
- Record advancement in *Pack Record Book*.
- Provide den leaders with records and forms for meetings.

Pack Job Description Advancement Member

- Have a working knowledge of the Cub Scout & 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 committee in ways of stimulating Cub Scout & Webelos Scout advancement.
- Arrange for graduation ceremonies with Cubmaster, Webelos den leader, and Scoutmaster.
- Promote the use of Cub Scout and Webelos Scout advancement charts to promote and record advancement in dens.
- Collect den advancement reports at monthly pack leaders' meetings. Order badges and insignia on the advancement report form from council service center.
- Promote Boys' Life magazine as an aid to advancement.
- Promote the wearing and proper use of uniform & insignia.

Pack Job Description TRAINING MEMBER

- Promote leaders' attendance at Cub Scout leader training courses, monthly roundtables, and Cub Scout leader Pow Wows.
- With the den leader coaches, coordinate Fast Start training for new adult leaders.
- Work with the 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, Scouting Magazine, Cub Scout Leader Book and other Cub Scout literature.
- Promote den chief's attendance at den chief training conferences.

Pack Job Description TIGER CUB COACH

- Complete Tiger Cub Coach Fast Start training.
- Organize and provide orientation for Tiger Cub dens affiliated with the Pack and assist with their first meeting.
- Maintain monthly contact with each Tiger Cub den through the Den Coordinator.
- Coordinate Tiger Cub participation in Pack activities and Tiger Cub graduation ceremony.
- Conduct registration of Tiger Cubs and their adult partners as a part of the Pack charter renewal process.
- Follow up to ensure graduation of all Tiger Cubs into Cub Scouting between May and August.
- Serve as a resource person for the Tiger Cub dens.
- Report on progress of Tiger Cub dens at monthly Pack Committee meetings.

Pack Job Description FOS CHAIRMAN

- Build organization to enroll parents and Cub Scouters in the Pack.
- Enroll as a sustaining member.
- Recruit one person as enroller for every five families in the Pack
- Attend Kick-Off meeting.
- Enroll each enroller as sustaining member.
- Train enrollers.
- Conduct report meetings.
- Follow up until all cards are accounted for.
- Give recognition to contributors and enrollers.
- Work closely with Pack Committee public relationships member.

Pack Job Description PUBLIC RELATIONS MEMBER

- Stimulate pack goodwill in the home, religious organization, school and community.
- Promote parent participation in all pack events such as blue and gold dinners, 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.
- Publicize and promote pack participation in Scouting Anniversary Week activities.
- Circulate Cub Scout recruiting fliers and leaflets to invite new members to join.
- Provide pack announcements for regular release in official bulletins of your chartered organization.
- Make use of the news media in publicizing pack activities.
- Consider use of a monthly or quarterly pack newsletter to keep families informed.

Reproduce then cut these cards apart and use them as you are recruiting adults to fill vacant positions in the Pack. These can also be useful in improving a current leaders effectiveness.

Pack Job Description DEN LEADER COACH

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

Pack Job Description WEBELOS DEN LEADER/ASSISTANT

- Plan and carry out a year-round program of activities for the Webelos den to achieve the purposes of Cub Scouting.
- Complete Webelos Leader Fast Start and Cub Scout Basic Training and the Webelos Leader Outdoor training. Attend monthly roundtables.
- Lead the Webelos den in its participation at the monthly pack meetings.
- Cooperate with the other pack leaders.
- Have a plan for recruiting new boys.
- Train the Webelos den chief, guide him in working with the Webelos Scouts, and attend the den chief conference with him.
- Use Boys' Life and Scouting magazines and Cub Scout and Webelos Scout Program Helps as sources of ideas and information.
- Collect dues and turn them in to the Pack secretary/treasurer.
- Encourage boys to advance in rank. Maintain accurate records, and see that Webelos Scouts are appropriately recognized for their achievement.
- Instill Scouting's spirit and moral values through personal example, ceremonies and meaningful activities such as goodwill and conservation projects.
- Work with pack committee to establish good relationships with neighborhood Boy Scout troops. Try to graduate every Webelos Scout into a troop.
- Work with the Scoutmaster and assistant Scoutmaster of a neighboring Boy Scout troop to plan and conduct meaningful joint activities.
- Ask qualified persons, including adult family members of Webelos Scouts, to serve as activity badge counselors.
- Encourage parents of Webelos Scouts to help plan and carry out Webelos overnights and other outdoor activities.
- Help the den earn the National Summertime Den Award.
- Follow the policies of the Boy Scouts of America.
- Have a plan to ensure that a leader is available for all meetings and activities.
- Participate in the annual planning conference and the monthly pack leaders' meeting.

DEN LEADER/ASSISTANT

- Give leadership to carrying out the pack program in the den.
- Complete Den Leader Fast Start and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Lead the den in its participation at the monthly pack meetings.
- Work in harmony with the other den and pack leaders.
- Cooperate with the assistant Cubmaster in recruiting new boys.
- Help train the den chief and guide him to work with the Cub Scouts.
- Use Boys' Life and Scouting magazines, Program Helps and other Cub Scouting literature as sources of ideas.
- Collect dues and turn them in to the pack secretary/treasurer.
- Encourage boys to earn the advancement awards, keep accurate advancement records and see that they receive recognition for their achievement.
- Help the den earn the National Summertime Award.
- Establish good working relationships with parents, utilizing their talents.
- Involve the fathers, uncles, and grandfathers of the boys in outings and other activities of the den so that boys will have male role models.
- See that 2 adults are available for all meetings and activities.
- Take part in the annual planning conference and the monthly pack leaders' meetings.
- Support the policies of the Boy Scouts of America.

Pack Job Description DEN LEADER/ASSISTANT

- Give leadership to carrying out the pack program in the den.
- Complete Den Leader Fast Start and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Lead the den in its participation at the monthly pack meetings.
- Work in harmony with the other den and pack leaders.
- Cooperate with the assistant Cubmaster in recruiting new boys.
- Help train the den chief and guide him to work with the Cub Scouts.
- Use Boys' Life and Scouting magazines, Program Helps and other Cub Scouting literature as sources of ideas.
- Collect dues and turn them in to the pack secretary/treasurer.
- Encourage boys to earn the advancement awards, keep accurate advancement records and see that they receive recognition for their achievement.
- Help the den earn the National Summertime Award.
- Establish good working relationships with parents, utilizing their talents.
- Involve the fathers, uncles, and grandfathers of the boys in outings and other activities of the den so that boys will have male role models.
- See that 2 adults are available for all meetings and activities.
- Take part in the annual planning conference and the monthly pack leaders' meetings.
- Support the policies of the Boy Scouts of America.

Pack Job Description OUTINGS MEMBER

- Help the Cubmaster plan and arrange for outings.
- 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 Webelos leader plan Webelos overnights. Help arrange for necessary equipment.
- Arrange for safe swim defense plan for all outings.
- 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 policies and see that they are carried out.
- Know and carry out the outdoor program policy related to Cub Scouting.

Pack Job Description MEMBERSHIP AND REREGISTRATION MEMBER

- Request the Chartered Organization Representative to submit charter application and annual report to governing board of chartered organization for approval.
- Arrange with the unit commissioner for annual membership inventory and uniform inspection and charter review meetings.
- Aid 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 public relations chairman to promote recruiting plans.
- Visit new parents in their homes and review with them the Bobcat requirements and the parent guide in the boy's Cub Scout book. Emphasize the part they play in their son's advancement. Stress parent participation at all pack functions and introduce the new family at a pack meeting.
- Work with the Cubmaster and pack committee to develop and carry out a plan for year-round membership growth.
- Prepare reregistration papers and report to the chartered organization. Secure signatures and registration fees from leaders for the coming year.
- Help eligible boys and parents into a Webelos den.
- Help Webelos Scouts and parents into Boy Scouting.
- Follow up with Scoutmasters and former pack members who are now Boy Scouts and potential den chiefs.

Pack Job Description Chartered Organization Representative

- Help recruit the right leadership.
- Encourage unit leaders and committee members to take training.
- Promote well-planned unit programs.
- Serve as liaison between your units and your organization.
- Organize enough units.
- Promote the recruiting of new members.
- See that boys graduate from unit to unit.
- Assist with unit rechartering.
- Suggest Good Turns to your organization.
- Encourage unit committee meetings.
- Emphasize unit advancement & recognition.
- Bring district help and promote its use.
- Emphasize unit advancement and recognition.
- Use approved unit finance policies.
- Encourage recognition of leaders.
- Cultivate resources to support your organization's units.
- Represent the organization on the Council and Districts Committee.
- Support the policies of the Boy Scouts of America.
- Accept district committee assignments.

Pack Job Description ASSISTANT CUBMASTER

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

Pack Job Description COMMITTEE CHAIRMAN

- 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 district and council.
- Report to the chartered organization to cultivate harmonious relations.
- Confer with the Cubmaster on policy matters relating to Cub Scouting and the chartered organization.
- Supervise pack committee operation by:
 - A. Calling and presiding at pack leaders' mtgs.
 - B. Assigning duties to and training committee members.
 - C. Planning for pack charter review, roundup and reregistration.
 - D. Approving bills before payment by treasurer.
- Conduct the annual pack program planning conference and the monthly pack leader's meeting.
- Complete Pack Committee Fast Start and Cub Scout Leaders Basic Training.
- Ask committee to assist with recommendations for Cubmaster, Asst. Cubmaster, Webelos Den Leaders, Den Leader Coaches and Den Leaders, as needed.
- See that new dens are formed when needed and be alert to the need for more Webelos dens.
- Work with 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 can have money for material and equipment.
- Control finances through adequate finance 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/troop relationships, sharing with the troop committee the need for graduations into the troop.
- Work closely with the unit commissioner and pack and troop leaders in effecting a smooth transition of Webelos Scouts into the troop.
- Help bring families together at joint Webelos den/troop activities.
- Support the policies of the Boy Scouts of America.

Pack Job Description COMMITTEE TREASURER

- Help the pack committee and Cubmaster in establishing a sound financial program for the pack with a pack budget plan.
- Open 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 budget expenditures.
- Collect dues from Den and Webelos Leaders at the monthly pack leaders' meeting.
- Keep up-to-date records. Enter all income and expenditures under the proper budget item in the finance section of the pack record book.
- Be responsible for thrift training within the pack. Encourage each den leader to explain the pack financial plan to each boy and his parent.
- Make periodic reports on the pack's financial condition.
- Provide petty cash needs by leaders. Keep record of expenditures.
- Guide pack in conducting council-approved pack money-earning projects.