

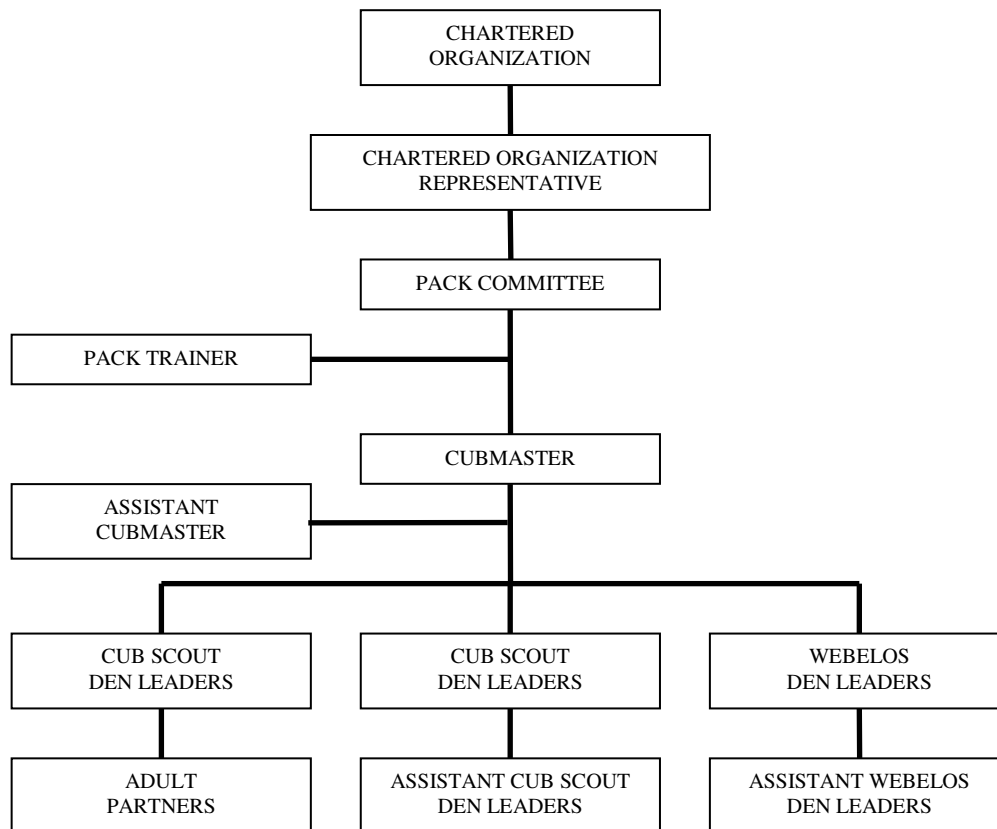
Cub Scout Pack 43 Guidelines

I. PURPOSE

A. The purpose of the Cub Scout Pack 43 Guidelines is to expand upon the By-Laws with respect to the Pack Leadership and responsibilities of the various leaders. These Guidelines have been developed from the Cub Scout Leader Book and are in no way meant to be a replacement but rather a simplified version to better acquaint new leaders with their role in the Pack.

II. PACK LEADERSHIP

A. The organization of P43 is based on the Pack Organization Chart provided by BSA in the Cub Scout Leader Book.



B. The Chartered Organization provides a suitable meeting place, adult leadership, supervision and opportunities for a healthy Scouting life for boys under its care.

C. The Chartered Organization Representative acts as a liaison between the Pack and the Chartered Organization.

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D. The Pack Committee is a group of adults who manage such things as record keeping, finances, leadership, training and registration. The positions in the Pack Committee should include at least the following leader positions but may include others as the size of the Pack warrants. Some of the major responsibilities are listed below, but detailed responsibilities for each position can be found in the Cub Scout Leader Book.

1. Committee Chair

- a. Confer with the Cubmaster on policy matters relating to Cub Scouting and the Chartered Organization.
- b. Supervise Pack Committee operation by:
 - i. Calling and presiding at committee meetings.
 - ii. Assigning duties to committee members.
 - iii. Planning for Pack charter review, roundup and reregistration.
 - iv. Approving bills before payment by the Pack Treasurer.
- c. Conduct the annual Pack program planning conference and committee meetings.
- d. Complete Pack committee Fast Start Training and Basic Leader Training for the position.
- e. Ask the Committee for recommendations for Cubmaster, assistant Cubmasters, Tiger Cub Den Leaders, Cub Scout Den Leaders and Webelos Den Leaders, as needed.
- f. Recognize the need for new dens and see that new dens are formed as needed.
- g. Work with the Chartered Organization Representative to provide adequate and safe facilities for Pack meetings.
- h. Cooperate with the Cubmaster on council-approved money-earning projects so the Pack can earn money for materials and equipment.
- i. If the Cubmaster is unable to serve, assume active direction of the Pack until a successor can be recruited and registered.
- j. Appoint a Committee Member or other registered adult to be responsible for Youth Protection Training.
- k. Support the policies of the BSA.

2. Assistant Committee Chair

- a. Assist the Committee Chair in the fulfillment of their responsibilities.

3. Treasurer

- a. Help the Pack Committee and Cubmaster establish a sound financial program for the Pack with a pack budget plan.
- b. Maintain a bank account in the Pack's name and arrange for all transactions to be signed by any two of the Cubmaster, Committee Chair, Secretary or Treasurer.
- c. Approve all budget expenditures. Check all disbursements against budget allowances and pay bills by check. The Committee Chair should approve bills before payment.
- d. Collect dues from Den Leaders at the committee meeting preferably in sealed den dues envelopes. Open envelopes in the presence of Den Leaders. Give receipts for these funds and deposit the money in the bank

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account. Promptly write disbursement checks to the Den Leader for their portion of the dues, if required.

- e. Record all money received/spent and report on the Pack's financial condition at the monthly committee meeting.
- f. Prepare the annual budget for the Program Planning meeting based on the Pack Program prepared by the Committee and Cubmaster.
- g. On the request of den leaders, sympathetically counsel with a boy who does not pay dues, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and Pack Committee Chairperson so that the boy can earn dues.

4. Secretary

- a. Keep informed of all Cub Scouting literature, materials, records and forms to help leaders function effectively. Help new den leaders by telling them what resources are available.
- b. Maintain an inventory of Pack property.
- c. Handle correspondence for the Pack. This may include letters of appreciation or requests for use of facilities. Although the Secretary may not necessarily write all correspondence, he/she should be provided with a copy if written by someone else.
- d. Keep records of Committee Meetings and items that require follow up.
- e. Acquaint den leaders with the contents of the Pack Record Book so that they will know how to supply the information that should be recorded there.
- f. Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book

5. Advancement Chair

- a. Maintain up-to-date information on membership, leadership, attendance, training and advancement for the Pack. Pack Master is used to maintain an electronic version of this information, but a hard-copy version should be maintained as well for backup purposes.
- b. Coordinate advancement reports at for use when ordering badges and insignia from the local council service center.
- c. Help plan and conduct Advancement Ceremony for Tiger Cub, Cub Scout and Jr. Webelos scouts with the Cubmaster, respective Den Leaders and Scoutmaster.
- d. Acquaint den leaders with the contents of Pack Master so that they will know how to supply the information that should be recorded there.

6. Public Relations Chair

- a. Stimulate pack service projects in the charter organization, school and community.
- b. Promote family participation in all pack events such as the Blue & Gold Banquet, pack picnics, and other special events.

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- c. Urge pack participation in appropriate programs of the charter organization such as the Worship Service on Scout Sunday. Suggest ways of showing interest in the chartered organization's overall program.
- d. Publicize and promote pack participation in Scouting Anniversary Week activities.
- e. Circulate Tiger Cub, Cub Scout and Webelos Scout recruiting fliers and leaflets to invite boys to join. Work with the pack committee to promote new membership. Let the people in the neighborhood know a Cub Scout Pack is available.
- f. Consider using a monthly or quarterly pack newsletter to inform families of pack plans, guide new parents and guardians in pack policies and create a feeling of unity among members of the pack family.
- g. Provide pack announcements for regular release in the official bulletins, newsletters, web sites, etc. of your chartered organization.
- h. Make use of the news media in publicizing pack events.

7. Outings Chair

- a. Help the Cubmaster plan and arrange outdoor activities.
- b. Arrange for property, fire and tour permits when required.
- c. Locate new picnic areas.
- d. Arrange for safe transportation when needed.
- e. Plan first aid for emergencies.
- f. Help Webelos Den Leaders plan Webelos overnight campouts. Help arrange for equipment as needed.
- g. Arrange for Safe Swim Defense implementation for all outings involving swimming.
- h. Plan outings to help pack and dens qualify for the National Summertime Pack Award.
- i. Help inform parents and guardians about opportunities for family camping. Ensure that at least one adult has completed Basic Adult Leader Outdoor Orientation (BALOO) before any pack campout.
- j. Help promote day camp and resident camp opportunities.
- k. Be aware of BSA health and safety requirements and see that they are implemented.
- l. Know and carry out the BSA outdoor program policy related to Cub Scouting. Review all activities to ensure that unit leaders comply with BSA policies in the *Guide to Safe Scouting*.

8. Friends of Scouting Chair

- a. Build an organization to enroll family members and Cub Scout leaders in FOS.
- b. Enroll as a Friend of Scouting.
- c. For every five families in the pack, recruit one person as an enroller.
- d. Attend an FOS kickoff meeting.
- e. Enroll each enroller as a Friend of Scouting.
- f. Train enrollers.
- g. Conduct report meetings.

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- h. Follow up until all FOS cards have been accounted for.
- i. Give recognition to contributors and enrollers.
- j. Work closely with the pack committee on public relations for FOS.

E. The Pack Trainer is responsible for the training of new families and leaders within the Pack. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book.

1. Conduct orientation of new families and pack leaders.
2. Coordinate training of each new leader and pack committee member for his/her specific position using FASTSTART Video or online training.
3. Conduct other training as designated by the district and/or council
4. Encourage pack leaders to attend ongoing training, i.e. Roundtable, University of Scouting, Wood Badge, Indoor/Outdoor Training, and Webelos Training.
5. Keep Advancement Chair advised of training records for each leader

F. The Cubmaster is responsible for conducting a Pack Program in accordance with the policies of the BSA. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book.

1. Attend monthly roundtables.
2. 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.
3. See that the Pack Program, leaders, and Cub Scouts positively reflect the interests and objectives of the chartered organization and the BSA.
4. Work with the Pack Committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan.
5. Guide and support den leaders. See that they receive the required training for their positions.
6. Help organize Webelos dens and encourage graduation into Boy Scouts.
7. Help establish and maintain good relationships with Boy Scout troops.
8. Maintain good relationships parents and guardians. Seek their support and include them in activities.
9. See that Tiger Cubs, Cub Scouts and Webelos Scouts receive a quality, year-round program filled with fun and activities that qualify the dens and pack for the National Summertime Pack Award,
10. Help the Committee Chair conduct the annual Pack Program Planning Conference and the monthly committee meeting.
11. Take part in the charter review meeting and annual charter presentation ceremony.
12. Meet with the Unit Commissioner, Webelos Den Leader and Scoutmaster to establish plans for the Webelos Scouts' transition to Boy Scouting.
13. Support the policies of the BSA.

G. The Assistant Cubmaster is responsible for aiding the Cubmaster in fulfilling his/her responsibilities. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book.

1. Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
2. Participate in Pack Meetings.
3. Supervise Den Chiefs and see that they are trained.

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4. Help inform Pack Leaders of training opportunities and arrange for them to attend training sessions.
5. Work with the Pack Committee to develop and promote an ongoing plan for recruiting new boys.
6. Work with the Cubmaster and Pack Committee on Pack Recharter.
7. Help with Pack activities such as dinners, derbies, bike safety workshops, service projects, etc.
8. Participate in the annual Pack Program Planning Conference and attend the monthly committee meeting.
9. Promote the religious emblems program.
10. Support the policies of the BSA.

H. The Tiger Cub Den Leader is responsible for guiding the Tiger Den in achieving the rank of Tiger Cub. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book.

1. Give leadership in carrying out the Pack program in the den.
2. Attend monthly roundtable meetings.
3. Lead the den in its participation at Pack Meetings.
4. Work in harmony with other den and pack leaders.
5. Coordinate shared leadership among the Tiger Cub adult partners.
6. Ensure that each Tiger Cub and adult partner have the opportunity to be the host team, planning and executing the den activities, rotating the responsibilities monthly.
7. Make pack and den resources available to the host team.
8. Keep accurate records of den dues and attendance.
9. Encourage Tiger Cubs to earn advancement awards.
10. Stimulate the Tiger Cubs imagination on the program theme for the month.
11. Help the Cubmaster or Assistant Cubmaster provide a meaningful recognition ceremony for the transition of Tiger Cub dens as they enter Wolf dens at the end of the year.
12. Throughout the year, keep in mind the transition goal of moving the boys to the next level of Cub Scouting.
13. Participate in the annual Pack Program Planning Conference and attend the monthly committee meeting.
14. Support the policies of the BSA.

I. The Adult Partners are responsible for hosting one or more months den meetings in conjunction with the Tiger Cub Den Leader.

J. The Cub Scout Den Leader is responsible for leading their Wolf or Bear Scouts in achieving their badge of rank through a fun-filled and educational den program. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book.

1. Give leadership in carrying out the Pack program in the den.
2. Attend monthly roundtable meetings.
3. Lead the den in its participation at Pack Meetings.
4. Work in harmony with other den and pack leaders.

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5. Provide meaningful jobs for the denner and assistant denner so that they may learn responsibility and gain satisfaction from their efforts.
6. Keep accurate records of den dues, expenses and attendance.
7. Encourage Cub Scouts to earn advancement awards.
8. Stimulate the Cub Scouts imagination on the program theme for the month.
9. Help the Cubmaster or Assistant Cubmaster provide a meaningful recognition ceremony for the transition at the end of the year.
10. Throughout the year, keep in mind the transition goal of moving the boys to the next level of Cub Scouting.
11. Participate in the annual Pack Program Planning Conference and attend the monthly committee meeting.
12. Support the policies of the BSA.

K. The Assistant Cub Scout Den Leader is responsible for aiding the Den Leader in fulfilling his/her responsibilities. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book.

1. Help the Den Leader as needed. Be ready to fill in for the Den Leader, if necessary.
2. Carry out the duties assigned by the den leader..
3. Help establish a close working relationship with the den leader and den chief, if present, functioning with them as a leadership team.
4. Attend Pack Meetings and help as needed.
5. Participate in the annual Pack Program Planning Conference and attend the monthly committee meeting.
6. Work in harmony with other den and Pack leaders.
7. Support the policies of the BSA.

N. The Webelos Den Leader is responsible for leading their Webelos Scouts in earning their badge of rank and achieving their Arrow of Light through a fun-filled and educational Webelos program. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book.

1. Give leadership in carrying out a year-round program of activities for the Webelos den to achieve the purposes of Cub Scouting.
2. Attend monthly roundtable meetings.
3. Lead the den in its participation at Pack Meetings.
4. Work in harmony with other den and pack leaders.
5. Keep accurate records of den dues, expenses and attendance.
6. Encourage Webelos Scouts to advance. Maintain high advancement standards.
7. Work with the Scoutmaster and Assistant Scoutmaster to plan and conduct meaningful joint activities.
8. With the help of the Cubmaster, Pack Committee and Unit Commissioner determine one or more neighborhood Boy Scout troops into which Webelos Scouts may be graduated, and establish a good working relationship with those troops. Try to graduate every Webelos Scout into a troop.
9. Work with the Cubmaster to see that impressive graduation ceremonies are conducted in the pack.

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10. Participate in the annual Pack Program Planning Conference and attend the monthly committee meeting.
11. Support the policies of the BSA.

O. The Webelos Assistant Den Leader is responsible for aiding the Webelos Den Leader in fulfilling his/her responsibilities. Some of the major responsibilities are listed below, but detailed responsibilities can be found in the Cub Scout Leader Book.

1. Help the Webelos Den Leader as needed. Be ready to fill in for the Webelos Den Leader, if necessary.
2. Carry out the duties assigned by the den leader..
3. Help establish a close working relationship with the den leader and den chief, if present, functioning with them as a leadership team.
4. Attend Pack Meetings and help as needed.
5. Participate in the annual Pack Program Planning Conference and attend the monthly committee meeting.
6. Work in harmony with other den and Pack leaders.
7. Support the policies of the BSA.