

# The ROLES and RESPONSIBILITIES of BSA Cub Scout Leaders

*"To Guide and Influence, with Character and Honesty"*

---

## **Committee Chairman**

**Qualifications:** Be a U.S. citizen 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 procedures, with a deep concern for the pack's success. Preferably a member of the chartered organization, respected in the community, who 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 that 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:
  - Calling and presiding at pack leaders' meetings - Assigning duties to, and training, committee members - Planning for pack charter review, roundup, and re-registration - Approving bills before payment by the pack treasurer
- Conduct the annual pack program planning conference and pack leaders' meetings.
- Complete Pack Committee Fast Start Training and Cub Scout Leader Basic Training.
- Ask the committee to assist with recommendations for Cubmaster, assistant Cubmasters, den leader coaches, Webelos den leaders, and den leaders, as needed.

- Recognize the need for more dens, and see that new dens are formed as needed.
- 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 can earn money for materials and equipment.
- Maintain adequate pack records and take care of pack property.
- If the Cubmaster is unable to serve, assume active direction of the pack until a successor is recruited and registered.
- 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 other pack and troop leaders in effecting a smooth transition of Webelos Scouts into the troop.
- Prepare re-registration papers and an annual report to the chartered organization. Secure signatures and registration fees for the coming year.
- Ask the chartered organization representative to submit a charter application and annual report to the chartered organization for approval.
- Conduct an annual census of boys in the chartered organization for systematic recruitment. Work with pack committee members to promote recruitment plans.
- Work with the Cubmaster and Webelos den leader to see that Webelos Scouts and parents have a smooth transition into a Boy Scout troop.
- Work with the Cubmaster in following up on former pack members who are now Boy Scouts and potential den chiefs.

## **Cubmaster**

**Qualifications:** Be a U.S. citizen at least 21 years of age, 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:**

- Conduct a 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.
- Help establish and maintain good relationships with Boy Scout troops.
- Maintain good relationships with parents.
- See that 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.
- Supervise the support of the Tiger Cub dens.

- 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.
- Meet with Tiger Cubs and their adult partners prior to graduation to discuss Cub Scouting.
- Meet with the unit commissioner, Webelos den leader, and Scoutmaster to establish plans for the Webelos-to-Scout plan.
- Assist in planning and conducting stimulating graduation ceremonies involving parents, the Scoutmaster, the Webelos den chief, Webelos den leader, and troop junior leaders.
- Encourage high advancement standards for Cub Scouts and Webelos Scouts.
- Help bring families together at joint activities for Webelos dens (or packs) and Boy Scout troops.

**In general**, the Cubmaster (sometimes referred to as the unit leader) is the guiding hand behind the work of other pack leaders and serves as 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, Tiger Cub coach, Cub Scout den leaders, Webelos den leaders, den chiefs, and pack committee chairman and members to make sure all 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:** Be 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:** An assistant Cubmaster's responsibilities (as designated by the Cubmaster) are to:

- Assist the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary.
- Complete Cubmaster Fast Start Training and Cub Scout Leader Basic Training. Attend monthly roundtables.
- Participate in pack meetings.
- Help inform pack leaders of training opportunities and arrange for them to attend training sessions.
- Work with the pack committee to develop and promote an ongoing plan for recruiting new boys.
- Work with the Cubmaster and pack committee on pack re-registration.
- Assist in pack activities such as dinners, pinewood derbies, bike safety workshops, 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 pack leaders' meetings.

## **Pack Treasurer**

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Open or maintain a bank account in the pack's name 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. The 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 the den leader coach. Give receipts for these funds and deposit money in the 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 record keeping 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 encourage 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.
- Periodically report on the pack's financial condition at the monthly pack meeting. Make regular monthly reports to the 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 the pack in conducting council-approved, pack money-earning projects.

## **Pack Advancement (Awards)**

- 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 coach.
- Train parents and pack committee in ways to stimulate Cub Scout and Webelos Scout advancement.
- Arrange for Webelos graduation ceremonies with the Cubmaster, Webelos den leader, and Scoutmaster.
- Promote the use of Cub Scout and Webelos Scout 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 for use when ordering badges and insignia from the local council service center.
- Promote Boys' Life magazine as an aid to advancement.
- Help build or obtain advancement equipment for use in making advancement ceremonies more effective.
- Promote wearing and proper use of uniform and insignia.

## **Pack Public Relations (Newsletter and Web Page)**

- 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 Scouting Anniversary Week activities.
- 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 your neighborhood know a Cub Scout pack is available.
- Consider using a monthly or quarterly pack newsletter to inform parents of pack plans, guide new parents in pack policies, and create a feeling of unity 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.

## **Tiger Cub Coach**

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

The Tiger Cub coach's responsibilities are to

- Complete Tiger Cub Coach Fast Start Training.
- Organize and provide orientation for Tiger Cub dens.
- Maintain contact with each Tiger Cub den for that month's den meeting(s).
- Coordinate Tiger Cub participation in pack activities and the Tiger Cub graduation ceremony.
- Re-register 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 dens.
- Report on the progress of Tiger Cub dens at monthly pack leaders' meetings.
- Coordinate plans for involving the Tiger Cub den in Cub Scout pack activities.
- Maintain shared leadership by seeing to it that the responsibility for hosting den activities rotates among boy-adult partner teams within the den.
- Maintain the Tiger Cub Resource Book and distribute appropriate big idea support pages to the host team. Also, maintain the Tiger Cub Instant Recognition Kit and distribute the paw and beads as indicated.

## **Cub Scout Den Leader**

**Qualifications:** Be 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 be able to work with adults. May be a parent of a boy in the den. Recommended by the 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's responsibilities are to

- Give leadership in 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 gain satisfaction from their efforts.
- Use Boy's' Life and Scouting magazines, Cub Scout Program Helps, the boys' program books, and other Cub Scouting literature as sources for program ideas.
- Collect weekly den dues and turn them in to the pack treasurer at monthly pack leaders' meetings (or to the 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; encourage them to earn the advancement awards. Keep accurate advancement records and see that boys receive recognition for their achievements.

- 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 as often as needed to get acquainted and 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 annual pack 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 their den is an active and successful part of the pack.
- 2.** Plan, prepare for, and conduct den meetings 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:** Be a U.S. 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 the 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 the BSA.

**Responsibilities:** The assistant Cub Scout den leader's responsibilities are 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 annual pack 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 Cub Scout den leader shares the work of the Cub Scout den leader and may be called upon to serve as a parent contact or record keeper, or to handle other details of den operation.

## **Webelos Den Leader**

**Qualifications:** Be 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's responsibilities are 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 Den Leader Fast Start Training, Cub Scout Leader Basic Training, and Webelos Den 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 den chief training 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 gain satisfaction from his efforts.
- Use Boy's Life and Scouting magazines and Webelos Scout Program Helps as resources for ideas and information.
- Instill Scouting's 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 achievements.
- 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 the troop assistant Scoutmaster 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.
- 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 annual pack 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 at least one assistant den leader.

**Qualifications:** Be a U.S. 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 the 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's responsibilities are 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 Den Leader Fast Start Training, Cub Scout Leader Basic Training, and Webelos Den Leader Outdoor Training. Attend monthly roundtables.
- Attend monthly pack meetings and assist as needed.
- Take part in the annual pack 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.