

ATLANTA AREA COUNCIL



Cub Scout Pack and Den Team Roles (Leaders and Support)

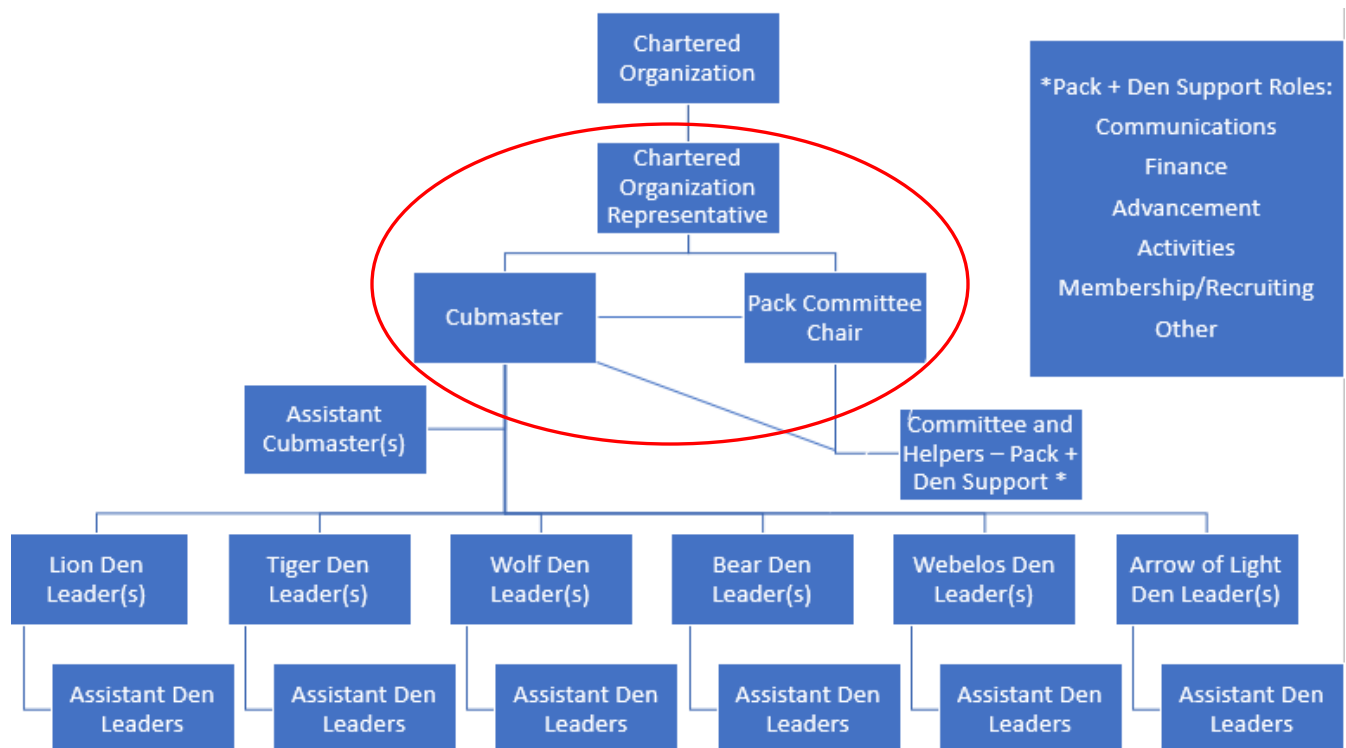
Overview: The Cub Scout program works only with a team of adults – usually parents – stepping up and working together to lead the Scouts in the Pack and its Dens. Each Pack is different, and your Pack and Den teams will look different – all depending on the size of your Pack and the extent of your activities.

- This is adapted from several sources, including the Cub Scout Leader Book (found at scouting.org/programs/cub-scouts/pack-meeting-resources/), which has much more detail.

Chartered Organization: A Cub Scout Pack is “chartered” to a community organization (often a school or church) by Scouting America through a local Council. Technically, the Chartered Organization owns the Cub Scout Pack, and it oversees the Pack operation and approves adult leaders.

Key Three Leaders: The Chartered Organization is represented in that oversight by a [Chartered Organization Representative](#) (a “COR”). The other key leaders are a [Pack Committee Chair](#) (or Pack Chair) and [Cubmaster](#). Together with the COR they are called the “Key 3” leaders (in the red oval below).

A Basic Pack Organization Chart – More Below:



Minimum Number of Adult Leaders: To be chartered or renew a charter, Scouting America requires that a Pack have at least six registered adult leaders 21 years or older approved by the COR – the Key 3 plus at least one Den Leader and two Committee Members. However, that number could change:

- If a COR is also registered as a Committee Chair/Member, a Pack only needs 5 registered adults.
- If the Pack has multiple Dens – the Pack needs registered Den Leaders and/or Assistants for each.

[FYI, the online Charter Renewal process won't **automatically** reject a Charter Renewal based on an insufficient number of Den Leaders (unlike the 5 or 6 minimum adults), but Chartered Orgs and Adult Leaders generally should be trustworthy and ensure that there are sufficient registered adult leaders at each event (“2 deep” minimum; at least one adult female if female youth are participating).]

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Be an “Every Parent Helps” Pack! (see the “Every Parent Helps” policy found in these downloads)

Overview of Key Roles + How They Handle / Coordinate **Pack and Den Support Roles**:

Program Roles (Leading Youth in Program)		Roles Supporting Pack and Den Program	
Cubmaster	Den Leaders (and Den Co-Leaders)	Pack Chair	Chartered Organization Representative
<i>Program Leader for the Scouts at Pack events</i>	<i>Program Leader for the Scouts in a single Den</i>	<i>Overall Organizational Coordinator + Recruiter</i>	<i>Oversight of Pack Operations</i>
Cubmaster/Den Leaders should not “do” 100% of the leading of Pack or Den activities – <i>better to coordinate a team</i> to lead parts of those activities. Registered help includes Assistant Cubmasters + Assistant Den Leaders – often Committee too!		Chair doesn’t “do” all support of program – Chair coordinates help Helpers come from other leaders + Parents	Key Role: approve adult leaders. Representative to the local Scouting District and Council

A strong Pack will see the **Pack and Den Support Roles** linked below done *by someone*.
In a small Pack, most tasks linked below will be done by a Key 3 or other registered leader.
As a Pack grows, Key 3 Leaders will want to grow the number of leaders and parent helpers and delegate many of these linked roles ... *some are necessary – others just super “helpful to have”*.

Communications Chair, with **Webmaster (Writer)** // **Database Director** // **Social Media Gurus** // **Public Relations Mogul (Historian)** // **Paparazzi** // **Pack Trainer** // **Pollster** // **Secretary**.

Finance Functions led by a **Treasurer**, including **Budget Development** // **Financial Education** // **Collections** // **Financial Aid Advisor** // **Fundraising Coordinators** // **Friends of Scouting**.

Advancement and Recognition Chair, involving tasks of **Advancement Recordkeeper** // **Advancement Reporting** // **Badge Buys** // **Ceremony Advisor** // **Adult Recognition Coordinator**

Activities Chair, where sub-parts of the job can be sliced off, including **Campout Coordinator(s)** // **Activity Coordinator(s)** (Day Events + Field Trips) // **Pinewood Derby Commissioner or Raingutter Regatta Commodore** // **Blue and Gold Awards Banquet Coordinator** // **Health and Safety Monitor**.

Membership/Recruiting Chair, where recruiting help can be divided into a **Welcome Team** // **Parent Promotion Promoter** // **Open House Organizer** // **Sign-Up Event Coordinators** // **Flyer Creator** // **On Line Presence Promoter** // **School Staff Liaison** // **Application Analyst** // **Pack “Member Stuff” Coordinator** // **Pre-K Liaison** // **Graduation Guide** // **End of Year Pack Party Planner** // **Renewal Reminder** // **Exit Interviewers** // **Unit Charter Renewal**.

Other Roles, like **Community Service Coordinator** // **Interpreter** // **Special Needs Ambassador** // **Pack Meeting/Campfire Coordinator** // **Hospitality** // **Pack Equipment Coord.** // **Troop Liaison**.

*Many leaders/helpers will handle more than one **Pack and Den support role** in the list above.*
The Chair, with help from the Cubmaster, decides how the responsibilities should be divided and makes assignments – if nobody takes on an essential element or they don’t follow through, it falls to the Chair and Cubmaster to do the work (or to see the Pack be less because it doesn’t get done).

Some roles above will “report” to the Chair – some to the Cubmaster
(See the next page for ways for Chair and Cubmaster might allocate oversight.)

Possible “Splits” of Cubmaster + Chair Focus and Oversight – and Venn Diagram Overlaps

(There is No One Right Way – It Depends on the Skills and Bandwidth of Chair and Cubmaster)

Example One – Heavy Chair Responsibilities and Limited Cubmaster Role. In this example:

- **Cubmaster** is mostly a “Master of Ceremonies” for Pack Events plus oversees Den Leaders
- **Chair Does (in a small Pack) and/or Oversees (large Pack) most Pack and Den Support Roles.**
- Some overlap in the Pack Trainer and Meeting/Campfire Coordinator roles.

Cubmaster Focus and Oversight

Pack Chair Focus and Oversight

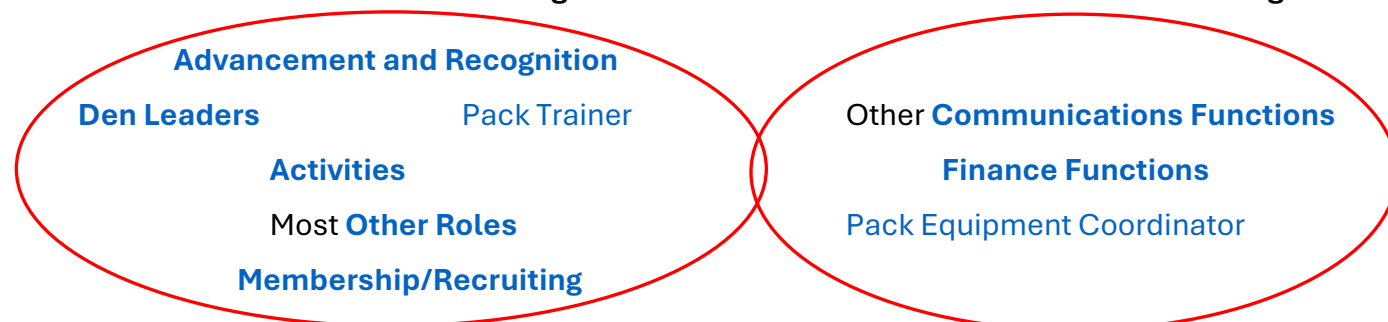


Example Two – Heavy Cubmaster Role and Lighter Chair Role. In this example:

- **Cubmaster** is “MC” plus DLs, Advancement, Membership / Recruiting, Activities, Most Other Roles
- **Chair** just oversees Communication, Finance, Equipment. *(But they do coordinate w/each other)*

Cubmaster Focus and Oversight

Pack Chair Focus and Oversight



Example Three – Cubmaster and Chair Medium Split and Overlap. In this example:

- **Cubmaster** is “MC” plus DLs, and Advancement. **Chair** oversees Finance. Big overlap on others.
- They work out how to split oversight parts of Communication, Activities, Membership, Other Roles.

Cubmaster Focus and Oversight

Pack Chair Focus and Oversight



Those are just Three Examples – Cubmaster and Chair may split handling and oversight of Pack and Den Support Roles in many other ways, and it will change from year to year as roles change (new Cubmaster and/or Chair with different bandwidth, skills, and passions) and Pack program evolves.

Common Issues for Cubmasters, Chairs, CORs and Packs

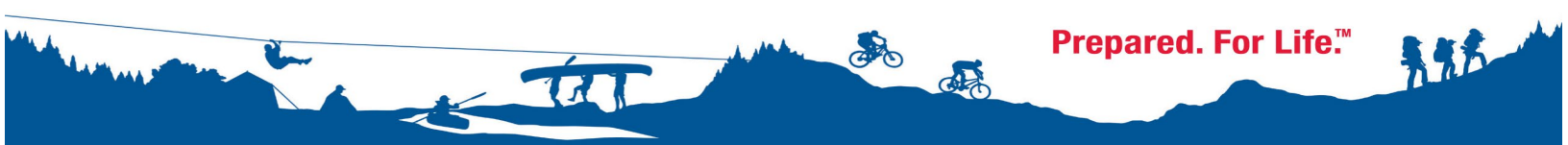
Incorporated into the roles of [Cubmaster](#), [Pack Chair](#), and [Chartered Organization Representative](#) – and successful operation of any Cub Scout Pack – are a number of common issues and decisions outlined below about [Pack Program](#), the [Pack Planning Process](#), [Communication and Administration](#), [Recruiting](#), and [Troop Relations and Crossover to Troops](#). Rather than restate them in each job description, they are set out here. More can be found in the generic [Pack Parents And Leaders \(“PAL”\) Meeting Agenda](#).

Program Issues: [Cubmaster](#) leads Scout programs at Pack events and the [Pack Chair](#) is the overall organizational coordinator for the Pack to support the program, both coordinating the help of others.

- Goal: With assistance from other leaders and parents (maybe a [Pack Meeting/Campfire Coordinator](#)), see that Cub Scouts receive a quality, year-round program filled with fun and activities that:
 - a) are exciting, appealing, and memorable – fun for Scouts and families, and
 - b) provide an opportunity for Cub Scouts to earn their badge of rank in [advancement](#).
- Key Program Decisions (*note that there is no one right way to do Cub Scouting*):
 - *What Pack-wide activities will we do?* Ideally at least one fun Pack-wide activity each month.
 - Note: [full Pack “meetings”](#) in a room (opening, announcements, skits/songs/presentations, closing) are not required and should be done *only if you can make them really fun*.
 - Many Packs only have [Pack Activities](#) and [Den Meetings](#)! [Fun activities](#) + [advancement](#).
 - Some Pack so-called “meetings” are just “Opening and Announcements” before Den Meeting breakouts, with “Closing and Recognition” at the end of the Den Meetings. *And that’s fine!*
 - *How often do our Dens meet?* Could be once a month, maybe more (but weekly meetings are hard for most leaders). With trained, engaged [Den Leaders](#) and Co-Leaders, different dens – even at the same grade – might have different meeting days and meeting locations.
 - *Where do our Dens meet?* Maybe at the Chartered Organization, or a school, park, playground, backyard ... different dens might meet in different places with “two deep” leadership present.
 - *How many Dens?* Depends on how many Scouts – ideal Den size is 6 to 8 (no more than 10). Over that number, form new Dens and share advice for coordination between Dens (especially Dens at the same grade who can do many activities together like openings and games).

Planning Process: The [Pack Chair](#) and [Cubmaster](#) will work together and with others to conduct (1) an annual Pack program planning conference to set your annual program plan, plus (2) [parent orientations](#) at the start of the school year, and (3) regular (monthly?) [Pack PAL \(Parent And Leaders\) meetings](#).

- Note: Planning meetings should not be limited to select adult and not called “Committee Meetings” or “Leaders Meetings”, because those sound like others cannot attend. Better to have “PAL” Meetings – “**P**arents **A**nd **L**eaders Meetings” – to better invite ideas and participation from all families.
- Goal: Work with Pack Parents, Committee and Leaders on planning and delivering the program. Develop a financial budget and fundraising plan. Cultivate, educate, and motivate all Pack Leaders and parents/guardians about Cub Scouting to develop teams of leaders.
 - Plan fun and engaging [Pack Activities](#) for Scouts and families (involve parents too!).
 - Review of the “Program Planning” section of the [Cub Scout Leader Book](#) helps, as do the ideas, resources, videos and other links at scoutingatl.org/cubcalendarplanning.



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- Guide and support Den Leaders, Committee Members, and other helpers those in [Other Pack and Den Support Roles](#). See that they receive the training and resources for their roles – and feel free to adapt these descriptions to fit your Pack program – there is no “one way” to do Cub Scouting!

Communication and Administration: The [Cubmaster](#) and [Pack Chair](#) will want to be sure that what you’re planning and what help you need is communicated with the right people.

- From time to time (and issue to issue), that will include communication (1) among the “Key Three” Leaders (Chair and Chartered Org Rep), (2) with the full set of registered Pack Leaders and Committee Members, (3) with all parents and guardians, and (4) with District and Council support (professionals and volunteers, like your Unit Commissioner, if you have one).
 - The [Cubmaster](#) and [Pack Chair](#) will be in close contact with each other, and with the [Chartered Org Rep](#), to keep each other informed of Pack and Chartered Org priorities, needs and concerns. A Pack wants to maintain harmonious relations with the Chartered Organization.
 - Each of the Key Three will assist as needed with charter and membership renewal processes.
 - It is common for a Cubmaster and/or Chair to approve payments before disbursement by the [Treasurer](#) (Treasurer to seek approval and demonstrate compliance with the Pack budget).

Recruiting Issues: With the Pack Committee and Den Leaders and other leaders and parents, especially those handling [Membership/Recruiting](#) functions:

- Determine what roles you must fill to deliver the program, including additional Den Leaders (Co-Leaders) and how to create and recruit [Other Pack and Den Support Roles](#) to best fit your Pack. Being an “Every Parent Helps” Pack is more rewarding for Scouts and builds stronger families.
- Develop and execute a plan for recruiting new families into Cub Scouting – youth and adults. See scoutingatl.org/recruitingresources for steps to successful and sustainable recruiting.
- Recruit Adult Leaders! Maintain good relationships with parents. Help find ways for them to help and lead – and recognize them for it!
 - See scoutingatl.org/RecruitingLeaders for ways to turn parents into leaders.
 - Being an “Every Parent Helps” Pack is more rewarding for Scouts and builds stronger families.

Troop Relations and Crossover to Troops: In coordination with others (maybe a [Troop Liaison](#)), the [Cubmaster](#) and [Pack Chair](#) will help organize + encourage crossover of Arrow of Light Scouts into a Troop by establishing and maintaining good relationships with one or more local Troops.

- Meet with the Arrow of Light Den Leader(s) and relevant Scoutmaster(s) at the start of the program year to make plans for the Arrow of Light Scouts’ transition to a Troop, including joint activities.
- Request Den Chiefs for all Cub Scout Dens and, after selection, see that they are trained.
- Recognize the Den Chiefs at Pack events and Troop Courts of Honor.

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Cubmaster Role

Overview: The Cubmaster is the Program Leader for the Scouts at Pack events, working with Den Leaders and Co-Leaders, and ideally with the assistance of Assistant Cubmasters.

- This is adapted from several sources, like the Cub Scout Leader Book (found at scouting.org/programs/cub-scouts/pack-meeting-resources/).
- See also the [General Leader Attributes and Actions](#) at the end of this document for other elements of the Cubmaster Job that apply also to most other Cub Scout Adult Leader roles.



Note: Being Cubmaster does not mean “Do It All”! A Cubmaster (in concert with Chair and others) should seek and enable parents and other leaders to work together to put on the Cub Scout program.

- With a Chair and/or COR recruiting Den Leaders and recruiting [Pack and Den support roles](#) (like a [Membership/Recruiting Chair](#) to coordinate recruiting, an [Advancement and Recognition Chair](#) to coordinate records and badge buys and ceremonies, and an Activities Chair to coordinate individual activity organizers), **Cubmaster becomes a fun job of being the “program leader” or Master of Ceremonies for the Pack events**, and of helping out Den Leaders and activity organizers.
 - But many Cubmasters will help handle some of those [Pack and Den support roles](#) that line up with their skills and interests.
- If you are a Pack that applies an “Every Parent Helps” policy to share the lead and the load you’ll have more fun! It’s better with a Team of Leaders!

Skills Needed: Meeting facilitation and public speaking (present awards, lead cheers and songs); organizational and communication skills (especially ability to ask people to help and letting them know your plan, so they can help). Ability to have fun (Goofiness). Ability to inspire. Wears the uniform.

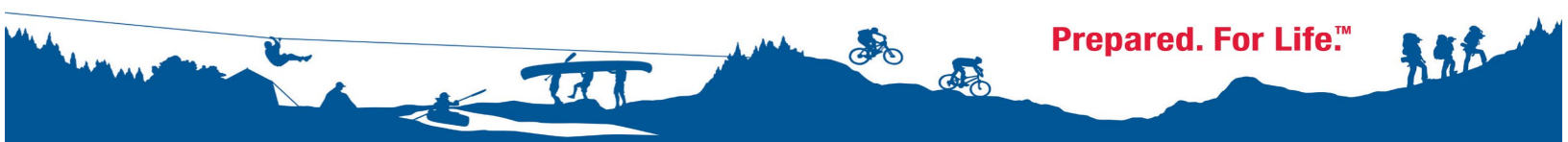
- The Cubmaster cannot be *registered* in another role like Den Leader or Chair or COR – but may perform or assist with other roles until full time help is recruited and engaged.
- The Cubmaster should not serve as the “administrative coordinator” of any event, because administrative coordination will leave you unable to lead program / inspire Scouts / be the “MC”.

Time Commitment: Maybe 5 to 10 hours a month, exclusive of events one attends with your Scout. The high end of the range is July thru September (as the program year ramps up); other months require less time. Depends on (1) size of Pack, (2) extent of able Leader/Helper Teams (especially in [Other Pack and Den Support Roles](#)), and (3) extent of program (more events mean more time needed to coordinate).

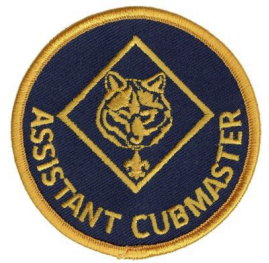
- **Tenure Expectation:** Ideally two+ years, but with a strong succession/rotation plan, could be one.
- **Training Expectation:** Yes, you absolutely will enjoy being Cubmaster more if you complete Cub Scout Leader Training – even more if you gather your team of Leaders and Parents to [take the training together](#) and then instantly start collaborating. Review of the [Cub Scout Leader Book](#) helps too!

Specific Cubmaster Jobs:

- **Program:** Cubmaster leads Scout programs at Pack events, coordinating the help of others to do so.
 - See the [Pack Program](#) section above for a description of program issues in a Pack and program decisions that you’ll need to address like: *What Pack-wide activities will we do? How often do our Dens meet? Where do our Dens meet? How many Dens do we need?*



- As the Program Leader, a Cubmaster is the natural “Master of Ceremonies” for Pack events – leading songs and cheers, telling stories and jokes, presenting awards and other recognitions, being fun and silly for the Scouts when appropriate but serious and inspiring when needed.
 - A Cubmaster might seek help from others (maybe a [Pack Meeting / Campfire Coordinator](#), maybe a [Hospitality Team](#)) to put on fun, exciting, appealing, and memorable events.
- Conduct and/or support impressive [advancement, recognition, graduation, and crossover ceremonies](#). Additional ideas [here](#). More ideas [here](#).
- **Planning:** Help the Pack Committee Chair conduct the [Pack Planning Process](#), including (1) an annual Pack program planning conference, (2) [parent orientations](#), and (3) regular (monthly?) [Pack PAL \(Parent And Leaders\) meetings](#).
 - Goal: Plan fun and engaging [Pack Activities](#) for Scouts and families (involve parents too!), including pure [fun activities](#) plus Cub Scout [advancement](#).
- **Communication and Administration:** Participate in necessary [Communication and Administration](#) with Pack leaders and parents, and to keep the Pack running well.
- **Recruiting:** With the Pack Committee and Den Leaders and other leaders and parents – especially those handling [Membership/Recruiting](#) functions – participate in the [Recruiting](#) process for the Pack.
 - The Cubmaster is on the front lines of recruiting adult leaders and applying your “Every Parent Helps” policy. See scoutingatl.org/RecruitingLeaders for ways to turn parents into leaders.
- **Troop Relations and Crossover:** In coordination with others (maybe a [Troop Liaison](#)), help with [Troop Relations and Crossover to Troops](#) so that Arrow of Light Scouts find a Troop to join.
 - For Arrow of Light rank advancement ceremonies, involve Scoutmasters and other Troop Leaders.
 - You should help recognize the Den Chiefs at Pack events and Troop Courts of Honor.
- **Assistant Cubmaster Supervision.** See that the responsibilities specified for your Assistant Cubmasters are carried out, including identification, coaching and development of the “next” Cubmaster(s).
 - **Assistant Cubmaster Role** –will vary depending on your Pack and People, but a good start is:
 - Serve as Cubmaster at activities when the Cubmaster can’t attend.
 - Take on one or more roles that could otherwise be performed by a Cubmaster, most likely (a) those that the Assistant is keen on doing (Jokes? Hiking? Biking? Boating? Singing? Snakes? Ceremonies? Games?), and (b) those that the Cubmaster is not keen on doing!
 - Two great Assistant Cubmaster roles are (1) “Next Year’s Cubmaster”, to learn the role from the current Cubmaster, and (2) “Last Year’s Cubmaster”, a role a Cubmaster can step into that will let you guide the new Cubmaster in the role while still an active parent of a 4th or 5th Grade Cub Scout.



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Pack Chair Role

Overview: The Chair (or “Pack Committee Chair”) is the lead overall organizational coordinator and organizer for the Cub Scout Pack, responsible to develop the overall policies, organization of the Pack while working with all Leaders, plus Committee Members and parent helpers. The Chair is the lead recruiter of Pack volunteers, including finding the next Chair and Cubmaster, supporting the Cubmaster and Den Leaders and coordinating those in [Other Pack and Den Support Roles](#) to help Leaders and Scouts.



- This is adapted from several sources, like the Cub Scout Leader Book (found at scouting.org/programs/cub-scouts/pack-meeting-resources/).
- See also the [General Leader Attributes and Actions](#) at the end of this document for other elements of the Chair Job that apply also to most other Cub Scout Adult Leader roles.

Skills Needed: Organizational and delegation skills; judgment and listening; meeting facilitation skills; communication skills (especially ability to ask people to help). Wearing the uniform is a plus.

- The Chair can also be registered as the COR but cannot be *registered* as Cubmaster or Den Leader – but a Chair may perform or assist with other roles until full time help is recruited and engaged.

Time Commitment: Maybe 2 to 10 hours a month, exclusive of events one attends with your Scout. The high end of the range is July thru September (as the program year ramps up); other months require less time. Depends on (1) size of Pack, (2) extent of able Leader/Helper Teams (especially in [Other Pack and Den Support Roles](#)), and (3) extent of program (more events mean more time needed to coordinate).

- **Tenure Expectation:** Ideally two+ years, but with a strong succession/rotation plan, could be one.
- **Training Expectation:** You absolutely will enjoy being a Pack Chair more if you complete Cub Scout Leader Training – even more if you bring the full team of Leaders and Parents to [take the training together](#) and then instantly start collaborating. Review of the [Cub Scout Leader Book](#) helps too!

Specific Chair Jobs:

- **Program:** Chair is the overall organizational coordinator for the Pack to support the program.
 - See the [Pack Program](#) section above for a description of program issues in a Pack and program decisions that you'll need to address like: *What Pack-wide activities will we do? How often do our Dens meet? Where do our Dens meet? How many Dens do we need?*
 - Work with the Chartered Organization Rep to provide adequate and safe facilities for [Den Meetings](#) and [Pack Activities](#) and coordinate schedules for use of Chartered Org or other facilities.
 - If the Cubmaster can't serve, assume active direction of the Pack until a successor is recruited.
- **Planning:** In concert with the Cubmaster, conduct and preside over the [Pack Planning Process](#), including (1) an annual Pack program planning conference, (2) [parent orientations](#), and (3) regular (monthly?) [Pack PAL \(Parent And Leaders\) meetings](#).
 - Goal: Support the Cubmaster in planning fun and engaging [Pack Activities](#) for Scouts and families (involve parents too!), including pure [fun activities](#) plus Cub Scout [advancement](#).
 - Guide and support Committee Members and other helpers those who serve in [Other Pack and Den Support Roles](#). See that they receive the training and resources for their roles – and feel free to adapt these descriptions to fit your Pack program – there is no “one way” to do Cub Scouting!



- **Communication and Administration:** Participate in necessary [Communication and Administration](#) with Pack leaders and parents, and to keep the Pack running well.
- **Recruiting:** With the Pack Committee and Den Leaders and other leaders and parents – especially those handling [Membership/Recruiting](#) functions – participate in the [Recruiting](#) process for the Pack.
 - **Recruit Adult Leaders!** Maintain good relationships with parents. Help find ways for adults to help and lead – see scoutingatl.org/RecruitingLeaders for ways to turn parents into leaders.
 - Make recommendations regarding Pack leadership to the Chartered Organization Representative for final approval of Pack leadership by the Chartered Organization Representative.
 - Determine whether your online Adult Applications will require Committee Chair Recommendation *and* Chartered Org Representative Approval, or only COR Approval.
- **Troop Relations and Crossover:** In coordination with others (maybe a [Troop Liaison](#)), help with [Troop Relations and Crossover to Troops](#) so that Arrow of Light Scouts find a Troop to join.
 - Meet with the Arrow of Light Den Leader(s) and relevant Scoutmaster(s) at the start of the program year to make plans for the Arrow of Light Scouts’ transition to a Troop, including joint activities.
 - Request Den Chiefs for all Cub Scout Dens and, after selection, see that they are trained.
- **Committee Members and Helpers.** See that the responsibilities specified for any Committee Members and other helpers (see [Other Pack and Den Support Roles](#)) are carried out (see below), including identification, coaching and development of any Assistant Chairs like the “next” Chair.

Assistant Chairs – the role will vary depending on your Pack and your People, but this is a good start:

- Serve as Chair at meetings and activities when the Chair is unable to attend.
- Take on one or more roles that could otherwise be performed by a Chair (like those in [Other Pack and Den Support Roles](#)), most likely (a) those that the Assistant is keen on doing, and (b) those that the Chair is not keen on doing!
- Two great Assistant Chair roles are (1) “Next Year’s Chair”, to learn the role from the current Chair, and (2) “Last Year’s Chair”, a role a Chair can step into that will let you guide the new Chair in the role while still an active parent of a 4th or 5th Grade Cub Scout.
- To help with recruiting and communication, some Packs have “Assistant Chairs” at each Den Level.

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Chartered Organization Representative Role

Overview: The Chartered Organization Representative (“COR”) provides oversight of Pack operations and leadership. The COR is the primary liaison between the Pack and the Chartered Organization that owns the Pack – and represents the Chartered Organization at the District and Council level.

- This is adapted from several sources, like the Cub Scout Leader Book (found at scouting.org/programs/cub-scouts/pack-meeting-resources/).
- See also the [General Leader Attributes and Actions](#) at the end of this document for other elements of the Chartered Organization Rep job that apply also to most other Cub Scout Adult Leader roles.



Skills Needed: Trust of the leadership of the Chartered Organization; judgment and listening; meeting facilitation skills; communication skills for interacting with Chair and Cubmaster.

- The COR can also be registered as the Chair but cannot be *registered* as Cubmaster or Den Leader.
- If the Chartered Org has more than one Unit (like a Pack and a Troop), the COR serves all the Units.

Time Commitment: Maybe 0 to 2 hours a month, exclusive of events one attends with your Scout. The high end of the range is July thru September (as the program year ramps up); other months require less.

- **Tenure Expectation:** Ideally two or more years – often a long-term role if filled by a long-term employee of the Chartered Organization.
- **Training Expectation:** You will be much more effective as a Chartered Organization Representative if you complete Cub Scout Leader Training – review of the [Cub Scout Leader Book](#) helps too!

Specific Chartered Organization Representative Jobs:

- **Program:** Support the Pack to deliver a well-planned, quality, year-round [Pack Program](#) for Scouts and families, including outdoor activities, advancement, and recognition.
 - Work with the Pack leadership to provide adequate and safe facilities for [Pack Activities](#) and [Den Meetings](#) and coordinate schedules for use of Chartered Org or other facilities.
 - A COR might suggest service projects to benefit the Chartered Organization.
 - Ensure that any special training requirements of the Chartered Organization are satisfied.
- **Planning:** Support and attend the [Pack Planning Process](#), (1) the annual Pack program planning conference, (2) a [parent orientation](#), and (3) regular [Pack PAL \(Parent And Leaders\) meetings](#).
- **Communication and Administration:** Participate in necessary [Communication and Administration](#) with Pack leaders and parents, and to keep the Pack running well.
- **Recruiting:** Help select the right leadership for the unit. With Pack Leaders and parents – especially those handling [Membership/Recruiting](#) functions – participate in the [Recruiting](#) process for the Pack.
 - Receive recommendations for final approval of Pack leadership – review applications, contact references or confirm that references have been contacted, conduct other appropriate review.
 - Determine whether your Pack’s online Adult Applications will require Committee Chair Recommendation *and* Chartered Org Representative Approval, or only COR Approval.
 - Determine whether you will allow Chair to be a COR Delegate to issue COR online approvals.
- **Troop Relations and Crossover:** Help with [Troop Relations and Crossover to Troops](#) so that Arrow of Light Scouts find a Troop to join. If the Chartered Org does not have a Troop, consider starting one!

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Den Leader (Den Co-Leader) Role

Overview: The Den Leader is the lead coordinator of the Cub Scout program in a Den – this is the most important role in Cub Scouting because of your close connection with a small group of Scouts. A Den Leader works as a team with Co-Leaders, Assistants, and all parents of Scouts in the Den. While not a “Key 3” role, it is the most important for the Scouts and their families – often the hardest but most rewarding.



- This is adapted from several sources, like the Cub Scout Leader Book (found at scouting.org/programs/cub-scouts/pack-meeting-resources/).
- See also the [General Leader Attributes and Actions](#) at the end of this document for other elements of the Den Leader (Den Co-Leader) Job that apply also to most other Cub Scout Adult Leader roles.

Note: Den Leader does not mean that you “Do It All For The Den” – a Den Leader should seek and enable parents **and** other leaders to work together to put on the Cub Scout program. Being an “Every Parent Helps” Den is more rewarding for Scouts and builds stronger families.

Skills Needed: Enthusiasm. Patience. Can Coordinate, Have Fun (Goofiness), Inspire. Communication (ability to ask to help and let people know your plan, so they can help). Wears the Uniform.

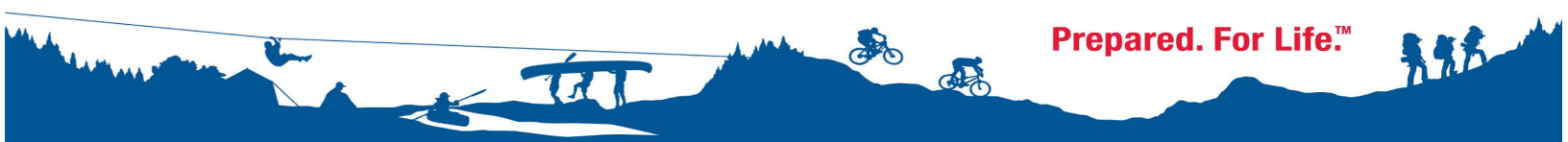
- The Den Leader cannot be *registered* in another role like Cubmaster or Chair or COR – but may perform or assist with other roles until full time help is recruited and engaged.

Time Commitment: Maybe 3 to 10 hours a month, exclusive of events one attends with your Scout. The high end of the range is July thru September (as the program year ramps up); other months require less time. Depends on how often you meet and are you new and in need of more training/ramp up time?

- **Tenure Expectation:** Ideally two+ years, but with a strong succession/rotation plan, could be one.
- **Training Expectation:** You absolutely will enjoy being a Den Leader more if you complete Cub Scout Leader Training – even more if you work with Cubmaster and Chair to have the full team of Leaders + Parents to [take the training together](#) and then instantly start collaborating. Review of the [Cub Scout Leader Book](#) helps too, especially the sections on Basics, Program, Parents + Family, and Activities.

Specific Den Leader Jobs:

- **Program:** Den Leader is the Program Leader for the Scouts in a Den, coordinating the help of others.
 - With assistance from other leaders and parents, see that Cub Scouts receive a quality, year-round program filled with fun and activities that (a) are exciting, appealing, and memorable, and (b) provide an opportunity for Cub Scouts to earn their badge of rank.
 - The essential Den program activity is a “Den Meeting”, often working on [Cub Scout Adventures](#), maybe just pure [fun activities](#).
 - See scouting.org/programs/cub-scouts/den-meeting-resources/ for some information about Den Meetings. More at scoutingatl.org/den-activities. And more [here](#).
 - A Scout is Hungry! Maybe engage some Den [Hospitality Team](#) volunteers to bring snacks.
 - See the [Pack Program](#) section above for a description of program issues in a Pack and program decisions that you’ll need to address like: *What Pack-wide activities will we do? How often do our Dens meet? Where do our Dens meet? How many Dens do we need?*
 - As the Program Leader, a Den Leader is the natural “Master of Ceremonies” and “Director” for Den activities – leading some parts of meetings and directing/coordinating parents to lead others.
 - You guide, support, motivate, and inspire the Scouts in your Den.



- You guide the Scouts in your den through the advancement process and keep advancement records that are also shared with [Advancement Recordkeeper](#) so badges, loops and/or pins can be purchased and awarded in a timely fashion.
 - At Pack events, Den Leaders and Assistants keep their Den together, in order, doing their part.
 - Facilitate your Den's participation in [Pack Activities](#), such as helping to prepare your Den for Pinewood Derby, performing skits at campfires, or conducting flag ceremonies when needed.
- **Planning:** Participate in the [Pack Planning Process](#), including (1) the annual Pack program planning conference, (2) [parent orientations](#), and (3) regular (monthly?) [Pack PAL \(Parent + Leaders\) meetings](#).
 - Determine your schedule for completing Adventures and coordinate shared leadership.
 - Share the Load: for any Adventure, share the lead of parts of a Den Meeting (the “Assembled” Den Meeting Plans at the bottom of the 126 Adventure pages found here prompt that sharing of leadership of different parts of each Den Meeting: southfultonscouting.com/node/3163).
 - Share other parts, like “bring snacks” and “take pictures” or “record advancement”.
 - Some Dens might rotate overall meeting leadership to allow that each family to take the lead to plan and execute a Den meeting Adventure that aligns with their skills and interests.
 - Coordinate with other Den and Pack Leaders to share ideas and activities where appropriate.
- **Communication and Administration:** Participate in necessary [Communication and Administration](#) with Pack leaders and Den parents – or get someone to do that communication for you.
 - Most commonly, share with Den parents and guardians what you're doing at meetings and what you did. Share [links to Adventure ideas](#) to allow families to “catch up” if they missed a meeting.
 - Coordinate with other leaders about common activities, and your needs and concerns.
 - Apply for reimbursement of costs incurred in the Den that align with the Pack budget.
 - Assist as needed with membership renewal processes.
- **Recruiting:** With other Pack leaders and parents – especially those handling [Membership/Recruiting](#) functions – participate in the [Recruiting](#) process for the Pack.
 - The Den Leader is on the front lines of applying your “Every Parent Helps” policy to get parents to help. See scoutingatl.org/RecruitingLeaders for ways to turn parents into leaders.
- **Troop Relations and Crossover:** In coordination with others, support crossover into a Troop by establishing and maintaining good relationships with one or more local Troops.
 - If available, use Den Chiefs to help your Scouts. Help train and guide the Den Chief in working with Cub Scouts and see that they receive recognition for their efforts at Den and Pack meetings.
 - Arrow of Light Den Leader(s) should meet with relevant Scoutmaster(s) at the start of the program year to make plans for Arrow of Light Scouts' transition to a Troop, including joint activities with the Troop. (A joint activity counts as a “visit” to satisfy a requirement for the Bobcat Adventure.)
- **Denners and Other Scout Helpers.** Provide meaningful responsibilities for the denner (the role should rotate at each meeting) to learn responsibility and gain satisfaction from their efforts.
 - You might have every Scout have a responsibility at every Den meeting and activity.
 - Roles beyond denner could include pledge leader, oath leader, law leader, song leader, cheer leader, joke teller, photographer, game leaders, line leader ... where do you need help?

- **Assistant Den Leaders and Co-Leaders.** See that the responsibilities specified for your Assistant Den Leaders are carried out, including identification, coaching and development of the “next” Den Leader(s). The role will vary depending on your Den and your parents, but a good start is:



- Serve as Den Leader at activities when the Den Leader can't attend.
- Take on one or more roles that could otherwise be performed by the lead Den Leader, most likely:
 - a) those that the Assistant is keen on doing, and
 - b) those that the Den Leader is not keen on doing!

For example, you might have different Assistants do (i) outdoor stuff (snakes! fishing!), (ii) craft stuff (art!), and (iii) performance stuff (singing!), based on their abilities.

- Two great Assistant Den Leader roles are (1) “Next Year’s Den Leader”, to learn the role from the current Leader, and (2) “Last Year’s Den Leader”, a role a Den Leader can step into that will let you guide the new Leader in the role while still an active parent of Cub Scout.
- A key “assistant” role for a leader or parent is crowd control – someone who is not “presenting” should be the one to keep order and handle any disruptors.
- **Den Chiefs.** If you have one, coach your Den Chief to perform the helper roles you assign. A Den Chief supports the Den Leader as a helper, role model, and friend to the Scouts, someone who can help teach Scout skills and lead games.
 - Qualifications: An experienced, registered older Scout, ideally at least First Class rank, or a Venturer or Sea Scout. Selected by the Troop Scoutmaster, and approved by the Cubmaster and the Den Leader who would be working with the Scout.
 - Responsibilities: The Den Chief’s responsibilities are to help Den Leaders as requested, and:
 - Attend Den Chief training, with the Den Leader if possible.
 - Know and help Cub Scouts achieve the purposes of Cub Scouting.
 - Set a good example through attitude and uniforming.
 - Meet regularly with the Den Leader to review Den and Pack meeting plans.
 - At no time is a Den Chief responsible for supervision of Scouts or for disciplinary actions.

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Other Pack and Den Support Roles

Overview: These are roles that are essential in a fully functioning Pack and/or would be very beneficial to operate, sustain and grow a Pack.

- Adapted in part from the Cub Scout Leader Book (scouting.org/programs/cub-scouts/pack-meeting-resources/) but also from practical experience with successful Packs.
- Roles might be filled by Key Three Leaders or Den Leaders or Assistants or Committee Members or unregistered parent helpers, but remember that:
 - A Pack needs two registered Committee Members (with YPT and background check), and it is wise to ensure that those who handle money have had that background check.
 - More registered Committee Members and Assistant Den Leaders/Cubmasters is better, but anyone – registered or not – can take [Safeguarding Youth Training](#) (a replacement in 2025 for Youth Protection Training) and other training courses.
- See also the [General Leader Attributes and Actions](#) at the end of this document for other elements of these Pack and Den Support Roles that apply to most Cub Scout Adult Leader roles.

Many Hands Make Light Work – If You Make The Work Light For The Many Hands! You need a plan to delegate the work of running a Pack, and these thumbnail descriptions are a start at making light work for many hands. You will want to tailor this to your Pack, where your size and your program and your available resources will determine which roles you want to fill and how you'll fill them. For example:

- Support tasks for a small Pack of 10 won't need the big team required for a large Pack of 100+.
 - For example, an [Advancement and Recognition Chair](#) for a small Pack could easily handle [Recordkeeper](#), [Reporting](#), [Badge Buys](#), [Ceremonies](#), and [Adult Recognition](#).
 - Same with [Membership/Recruiting](#), but wouldn't it be great to have at least a [Welcome Team](#)?
 - And when your Pack grows, you'll want teams for these functions and spin off discrete jobs.
- Don't fret about the long list – some jobs are essential, and some are just nice to have.
 - Do you need [Paparazzi \(to take Photos/Video\)](#)? No. But it's nice to have! Do you need a [Pre-K Liaison](#)? Again, no, but this will help fill up your Lion / Kindergarten ranks next year!
 - Frankly, many of these job descriptions "fill in the blanks" of Scouting publications that may gloss over what is involved in doing a support role. We'd rather you see what's really involved in a role.
- Also: *no Pack will fill every function every year.* Keep this menu in mind for when you find the right person with a passion for a position.

Light Work Jobs. A strong Pack will want to be sure that someone does the following functions – maybe by a Key 3 or Den Leader, ideally others by Committee Members and parent helpers. *Many people will handle more than one function in the list below – depending on their skills and bandwidth.* The Chair, with help from the Cubmaster, decides how the responsibilities should be divided and makes assignments – if nobody takes on an essential element or they don't follow through, it falls to the Chair and Cubmaster to do the work (or to see the Pack be less than it can be because the job doesn't get done). Click a link to jump to the description of the functions and roles below:

- **Communications Chair** (and Functions), like [Webmaster \(Writer\)](#), [Database Director](#), [Social Media Gurus](#), [Public Relations Mogul / Historian](#), [Paparazzi \(Photos/Video\)](#), [Pack Trainer](#), [Pollster](#) and [Secretary](#).



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- **Treasurer** and **Finance Functions**, including [Budget Development](#), [Financial Education](#), [Collections](#), [Financial Aid Advisor](#), [Fundraising Coordinators](#), and [Friends of Scouting Liaison](#)
- **Advancement and Recognition Chair** (and Functions), including [Advancement Recordkeeper](#), [Advancement Reporting](#), [Badge Buys](#), [Ceremony Advisor](#), and [Adult Recognition Coordinator](#)
- **Activities Chair** (and Functions), including [Campout Coordinator\(s\)](#), [Activity Coordinator\(s\)](#), [Pinewood Derby Commissioner / Raingutter Regatta Commodore](#), [Blue and Gold Awards Banquet Coordinator](#), and [Health and Safety Monitor](#)
- **Membership/Recruiting Chair** (and Functions), including a [Welcome Team](#), [Parent Promotion Promoter](#), [Open House Organizer](#), [Sign-Up Event Coordinators](#), [Flyer Creator](#), [On Line Presence Promoter](#), [School Staff Liaison](#), [Application Analyst](#), [Pack “Member Stuff” Coordinator](#), [Pre-K Liaison](#), [Graduation Guide](#), [End of Year Pack Party Planner](#), [Renewal Reminder](#), [Exit Interviewers](#), and [Unit Charter Renewal](#)
- **Other Roles**, like [Community Service Coordinator](#), [Interpreter](#), [Special Needs Ambassador](#), [Pack Meeting/Campfire Coordinator](#), [Hospitality Team](#), [Pack Equipment Coordinator](#), and [Scouts BSA Troop Liaison](#)

Time Commitment: Maybe 1 to 5 hours a month, exclusive of events one attends with your Scout. Depends on (1) the job, (2) extent of able helpers, and (3) extent of program, and (4) size of Pack.

- **Tenure Expectation:** Ideally two+ years, but with a strong succession/rotation plan, could be one.
- **Jobs “Report” To:** The smaller jobs under a Chair noted below will report to the applicable Chair. So, someone doing a small part of Membership/Recruiting will report to the Membership/Recruiting Chair. For Chairs themselves ... it depends.
 - Some Chairs below will “report” to the Pack Chair, some to the Cubmaster, depending on the function and the Chair/Cubmaster skills.
 - For example, some Pack Chairs may be keen on Recruiting while the Cubmaster more interested in Activities, or vice versa – and it will change over time. See [some examples here](#). There is no one way to do Cub Scouting, and no one way to organize Pack and Den Support Roles.
 - So, in a generic list, it is best to think of all as reporting to both the Pack Chair and Cubmaster.

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Communications Chair (and Communication Functions): A communications Chair handles or oversees communicating with parents and leaders and others about Pack and Cub Scouting matters and promoting attendance at events, plus keeping written and visual records. Some Chairs and Cubmasters and Den Leaders are really good at this – others need help. This is a very important role.

- Once upon a time (and still in the Leader Book) called “Secretary”, with a general description of “*ensures proper records are kept within the Pack*”, the role could be done by one person but is often split into different parts to be handled by different people.
- A Preliminary Matter is **Communications Channels – What Will Work For You?** Develop the Pack communication plan on how parents and leaders receive information for events and activities and how parents can communicate with other parents and leaders, using channels that work for your Pack families, like:
 - **Website** with automatic and special announcement features. Examples include trooptrack.com, soarol.com, but you can search for others and generic site creation tools like wordpress.com, weebly.com, sites.google.com are used by some.
 - **Email tools**, either your own curated email lists, IO (groups.io) or other email listservs, or tools such as mailchimp.com, constantcontact.com.
 - **Text like tools**. Like groupme.com, whatsapp.com, remind.com, slack.com, rocket.chat, callingpost.com, signal.org, and there are or will be more. Or just your own text groups.
 - **Paper / pdf bulletins, flyers and newsletters** that can be printed and shared electronically.
 - **Telephone?** Talking IRT is back. *Tired*: “telephone trees”. *Wired*: callingpost.com calls.
 - **Note: No Method Works For All.** Every Pack will use more than one of the above. Some Dens and Teams may use different methods than other Dens and Teams.
- Ideally, your Cubmaster, Chair and Den Leaders will be good communicators, but most Packs grow into having parts of the Communication function supported by others.
- **Webmaster (Writer).** Or Webmaster if you have a website and Writer if you don’t. Could be done by (or mostly by) the [Communications Chair](#) or by or with others to collect, edit, and share the information and messages that need to be sent to Pack families and others, whether in a website or in some other written and shareable format(s) like Word documents or pdfs and/or [Googlesheets](#) and/or signupgenius.com and/or photo sites and/or social media sites with your [Social Media Gurus](#) and/or using multiple formats. *Someone needs to write this stuff down!*
 - Create and/or collect from other leaders the Who / What / When / Where / Why / How of your Cub Scout Pack and activities and share using your [Communication Channels](#).
 - **Who:** Are your Pack and Den Families? Who are the Leaders and Helpers? Share contact information securely. Who can join?
 - **What:** Is a Pack? A Den? What do we do (what is the program plan)? What are the meetings and activities? What do we do there? What uniform do we need? What have we done before, in written form, pictures and video?
 - **When:** Are your meetings and activities to be held? When must you register your plans to attend? Share a full Pack and Den Calendar.
 - **Where:** Are your meetings and activities to be held? Where do we get uniforms and such?
 - **Why:** Should I help as a Parent? Is Cub Scouting good for a family to do?
 - **How:** Do I register? How much does this cost? How can I help? How does my Scout earn Advancements?



- Solicit content and updates from other leaders (a) to ensure that necessary information is distributed on your communication channels and (b) for feedback about how to share information, so that the website or other tools meets the Pack's communication needs.
- Work with the [Public Relations Mogul / Historian](#) and any [Social Media Gurus](#) to determine image design needs for the website or other tools, to be an archive for pictures, program notes and other pack documentation, and preserve the history of what you've done.
- Be aware of [Scouting America internet and social media guidelines](#) to protect youth and families.
- **Database Director.** Could be done by the [Communications Chair](#) or [Website/Writer](#) or by or with others (perhaps on the [Membership Team](#) as they collect signups – maybe an [Application Analyst](#)) to maintain up-to-date information on membership, leadership, attendance, interests, involvement, and advancement in [Scoutbook Plus](#) and any other system you use, whether a [website](#) program or other [Communication Channel](#). *Someone needs to keep this information and share as needed!*
 - Acquaint parents and leaders as needed with the system the Pack uses to keep track of Scouts, Parents and Leaders beyond that provided into [my.scouting.org](#) through the application process.
 - Let parents and leaders know how to provide updated information (like additional parent/guardian contact information not collected on a Youth Application).
 - Be aware of [Scouting America internet and social media guidelines](#) to protect youth and families.
- **Social Media Gurus.** Could be done by the [Communications Chair](#) or [Website/Writer](#) or by or with others savvy about social media outlets. Many Packs may find that some like Facebook, others Instagram, and maybe others tilt toward TikTok, so you may have multiple Social Media Gurus. *While not a “necessary” role, this can be helpful at creating community and recruiting new families.*
 - Coordinating with the [Communications Chair](#), [Membership Team](#), Cubmaster and Chair and with any other Social Media Guru – and in accordance with [Scouting America internet and social media guidelines](#) to protect youth and families – develop and maintain social media sites that will be (a) useful and interesting to current families, and (b) attractive to potential new families.
 - Ensure consistency and clarity of message and image across platforms.
 - Work with the [Membership Team](#) to help recruit families into the Pack.
- **Public Relations Mogul / Historian:** Part of communication is [keeping Pack activities visible to the public](#), as well as to the families of the Pack. *While not a “necessary” role, this can be helpful at building connections and recruiting new families.* A PR Mogul / Historian will:
 - Build and maintain a Pack archive that acts as a repository for pictures, program plans and other Pack history that can be (1) a marketing tool for use by the Pack Membership team for recruiting at School, the Chartered Org and the community, (2) a resource for a Blue and Gold Awards Banquet and other celebrations, and (3) a resource about how to do [Pack Activities](#) and [Den Meetings](#).
 - Work with any Pack [Webmaster \(Writer\)](#) and/or [Social Media Gurus](#) to manage that history on a website, photo site, and/or social media site.
 - Identify and promote Pack service projects, activities, and successes to Pack families and in the Chartered Organization, school, and wider community, including in their official bulletins, newsletters, websites, bulletin boards, eBlasts, etc.
 - Working with the [Membership Team](#), especially any Flyer Creator, On Line Presence Promoter, and/or [Paparazzi](#), circulate your [Pack Packet](#) and other recruiting fliers to invite families to join.
 - Make use of the news media in publicizing Pack events.

- **Paparazzi (Photos / Video):** Just take pictures and video at events. Encourage parents to share photos so that you can have lots of pix and video of your Scouts in action. As they say: A Picture equals 1,000 Words. This role might maintain a photo site, or work with a [Webmaster](#) or [Social Media Guru](#) to do that sharing. *While not a “necessary” role, this can be helpful – and super easy!*
- **Pack Trainer.** See that adult leaders and parents are trained as needed to help the Pack and Dens. *While not a “necessary” role because Leaders can get trained and read information, if you have someone who “know the program” (like a former leader now with a Troop), this is a great resource.*
 - Keep informed of all Cub Scouting resources and program updates useful for adult leaders, including those available at scouting.org/programs/cub-scouts/pack-committee-resources, and Den Meeting resources, both the National resources (requirements and “activity card” options) for Adventures at scouting.org/programs/cub-scouts/adventures and [this District site](#) with 126 Adventure Resource pages with full “Assembled” Den Meeting Plans.
 - Share useful resources with adult leaders and parents, including those linked above, but also upcoming training opportunities for adults (especially live [Cub Leader Training](#), [BALOO](#) (outdoor training), [University of Scouting](#), and [Safeguarding Youth](#) and other modules at my.scouting.org)
 - Mentor new den leaders. Help them plan their first several meetings. Offer help, encouragement, direction, training, and new ideas to leaders, without taking over.
 - Identify Roundtable and similar opportunities, and share encouragement to attend good ones.
 - Monitor Adult Leader [Safeguarding Youth Training](#) (a replacement in 2025 for Youth Protection Training now requiring annual update through a 15 minute refresher) status and expiration dates through my.scouting.org and encourage completion to avoid dropping off the leader roster.
 - Keep the Cubmaster and Chair informed on successes and challenges seen in leaders.
 - Help the Cubmaster and Chair conduct [parent orientations](#) and brief training topics (once called Unit Leadership Enhancements) for [Pack PAL \(Parent And Leaders\) meetings](#) to help leaders and parents understand purposes, policies, and procedures of the Cub Scouting program.
- **Pollster.** Could be done by the [Communications Chair](#) or [Website/Writer](#) or others. Concept:
 - Someone to create and coordinate surveys about interests, activities, and involvement, using tools you like (perhaps the Cub Scout Pack Skill Survey found in [these downloads](#), perhaps surveymonkey.com, signupgenius.com, workspace.google.com/products/forms, others).
 - Review survey results and report to Pack leaders about the results.
- **Secretary:** Kind of an “old school” job (though handwritten thank you notes are still great today), this job could be done by the [Communications Chair](#) or [Website/Writer](#) or others.
 - Handle correspondence for the Pack. This may include writing letters of appreciation and requests for reservations or ordering supplies through the local council service center.
 - Keep notes on business conducted at [Pack PAL \(Parent And Leaders\) meetings](#). Record key items such as things needing follow-up or items for the history of the Pack.
 - Record and distribute minutes of PAL (Parent And Leaders) meetings. More importantly, if at a PAL (Parent And Leaders) meeting some Pack policy is changed, be a person who confirms that any [Webmaster \(Writer\)](#) and other applicable parties are aware of the change and reflect it in their resources and program.

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Finance Functions: The [Treasurer](#) is responsible for the Pack maintaining a sound financial program where information is shared with parents and leaders and the Chartered Organization. The role may be done by one person as Treasurer – but may be split into parts that can be handled by others.

- **Treasurer:** A Treasurer has the responsibility to do or supervise the finance function jobs:
 - Open or maintain a bank account in the Pack’s name and collection and payments methods that may include one or more of PayPal, Zelle, Venmo, or other tools.
 - Check and make all disbursements for conformity with the Pack budget and arrange for all checks to be signed (or online disbursements authorized) by at least any two of the following: Cubmaster, Pack Committee Chair, Chartered Org Rep, or Treasurer.
 - Keep an agreed upon, up to date, coordinated recordkeeping system of income and expenditures.
 - Credit each Scout with payment of local Pack program fees (or “dues”) and event costs.
 - Report on the Pack’s financial condition regularly (monthly?) (a) verbally at the monthly Pack Parent And Leaders meeting and (b) in written form through the Pack website or email channels.
 - Report to the Chartered Organization as often as desirable on the financial condition of the Pack.
- **Budget Development:** Most [Treasurers](#) will handle this, but you might have an assistant (maybe your successor?) who is willing to work with Pack Leadership to create a solid budget:
 - Develop an annual Pack budget using the guide “[Planning Your Annual Pack Budget](#)” and the Pack budget worksheet to project (a) necessary expenses to be incurred, (b) anticipated fundraising receipts, and (c) project the amount to be paid by families for local Pack program fees (or “dues”). Additional resources (with a very granular budget) found at southfultonscouting.com/node/4577
 - Develop activity budgets for events that will have expenses and collections that are not paid out of the annual Pack budget (like campouts) to project costs and create pricing that will balance.
- **Financial Education:** A [Treasurer](#) might do this, or another can be this communication conduit like a [Pack Trainer](#). *Technically not a “necessary” role, this can be helpful for families.*
 - Make the Pack budget available to all families in the Pack to ensure transparency.
 - Explain the Pack financial program to each family as part of parent orientation, website or other FAQs, and otherwise to ensure that families understand what is expected of each family.
 - Details to share with each family include:
 - 1) That payment of annual National Scouting America registration fees **is separate from** payment of annual local Pack program fees (or “dues”), both on initial sign-up and annually,
 - 2) What items are funded from local Pack program fees (“dues”) and what items must be paid directly by families outside of dues,
 - 3) Ways to use Pack fundraising to help pay for Scouting, including any “Individual Scout Account” program used by the Pack to help families who are more engaged in fundraisers, and
 - 4) Technical help, like the mechanics of payment to the Pack (PayPal? Venmo? Zelle? Other).
- **Collections:** A [Treasurer](#) might do this, but in a large Pack this can be a role for another volunteer:
 - Collect local Pack program fees (or “dues”) and event costs from parents, using available methods (perhaps website collection, QR code connection to PayPal/Venmo/ Zelle /Other, mechanical “card swipe” technology, checks, cash with written receipts).
 - Using Pack communication channels and checking Pack payment programs, send reminder notes as needed to, as needed, the entire Pack and/or individual families about necessary payments.

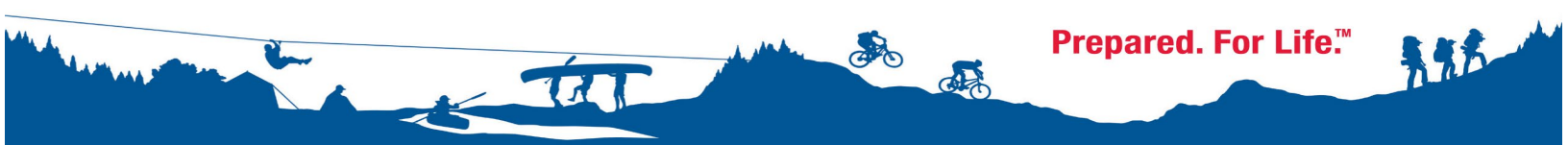


- This will often need to include reminders about payment of annual National Scouting America registration fees at renewal times (which will vary from person to person).
- If/when a family raises an issue or concern, communicate with Chair and/or Cubmaster.
- **Financial Aid Advisor:** Could be coupled with a [Collections](#) person or any [Financial Aid Advisor](#). *Technically not a “necessary” role, this can be helpful for families.*
 - Empathetically counsel those who do not pay local Pack program fees (or “dues”), determine the reason, and encourage regular payment. If unable to pay, work out a plan approved by the Cubmaster and Chair so that the family can contribute in an agreeable manner.
 - If part of the Pack budget, maintain an account for “scholarship” or “campership” aid and disburse in accordance with Pack policies.
 - Connect families in need to Council or other available financial aid.
- **Fundraising Coordinators:** A [Treasurer](#) might do this, but this is an ideal role for another volunteer to guide Pack families in conducting council-approved Pack money-earning projects:
 - If doing Popcorn (led by a “Popcorn Kernal” – get it?) or Camp Cards (“Card Shark?”, “Card Holder?” ... OK, “Card Coordinator”), follow the [Council process and training](#).
 - If doing a fundraiser other than Popcorn or Camp Cards:
 - Complete and submit a Unit Money Earning Application for approval by the Council.
 - Work with vendors to determine appropriate pricing and place orders with the vendors.
 - Determine appropriate product pricing for our Scouts’ customers.
 - For any fundraiser:
 - Determine any incentives, prizes, and awards and market those to the Scouts and families.
 - Provide Scouts and families with the materials to perform their sales.
 - Provide sales training to Scouts and families, both simple documentation and some live demonstration (perhaps a skit at a Pack activity when you kick off the fundraiser).
 - Coordinate any product distribution to the scouts, securing a drop-off/distribution point (for Popcorn, typically a Pack member’s garage) and a schedule for product pickups.
 - Coordinate a plan for returns of popcorn or other product, including a new wave of sales.
 - If desired, work with local retailers and destinations to secure approval for Pack sales on site.
 - Keep track of the sales, and the incentives, prizes and awards, as well as the history of those sales so that trends and long-term (multi-year) prizes can be tracked and awarded.
 - Work with the [Treasurer](#) to ensure proper allocation of the collected funds.
- **Friends of Scouting Liaison:** Friends of Scouting (FOS) is a program to educate families on how Scouting is financially supported by various sources, including families in the program. A [Treasurer](#) might support this or find someone else to work with the District or Council FOS ambassador.
 - Be the point of contact for the District or Council presentation to Pack families on how funds are raised locally for Scouting and what the expectations are for local Packs to participate.
 - Ask the District or Council FOS ambassador about any goal assigned to the Pack.
 - Check to see if FOS is a component of any District Pack award that your Pack may prize.
 - Communicate the financial needs of the local Council to families in the Pack in person and through [Communication Channels](#) and encourage them to give a financial gift if they can.
 - The Pack might allocate a financial gift to the local Council from the Pack budget.

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Advancement and Recognition Chair (and Functions): An Advancement Chair can help Leaders and parents understand the advancement program and support Den Leaders as they plan a program that makes it possible for Cub Scouts to earn their badge of rank and transition into a Scout Troop. The role could be all done by one person or be split into different parts below handled by different people.

- **Advancement Recordkeeper:** An [Advancement Chair](#) might do this, maybe with help from others. This is a job that someone needs to do, starting with Den Leaders.
 - Determine how the Pack and Dens will maintain advancement records.
 - Ultimately, records will be posted through a tool known as “[Scoutbook Plus](#)” or “internet advancement”, (more [here](#)), because completion of Rank Advancement must be reported there in order to buy rank patches.
 - Some Packs might point their leaders and parents to that tool ...
 - ... but intermediate records that may be more accessible to parents and den leaders could be accomplished in many ways, from “marking the Handbook” to software programs like [TroopTrack](#) to [spreadsheets](#) you can copy to whatever works for you.
 - It is common for different Den Leaders to keep their immediate and “in meeting” advancement records in different ways:
 - Some will be savvy at data entry in [Scoutbook Plus](#) or creating and updating [spreadsheets](#).
 - But others will keep completing information in a handwritten notebook before reporting.
- **Advancement Reporting:** An [Advancement Chair](#) might do this, maybe with help from others. This is a job that someone needs to do – certainly for Rank Advancement.
 - Notwithstanding how a Den Leader might keep records, they will need to report completions to someone who will need to post rank completions through [Scoutbook Plus](#) in order to create an Advancement Report to allow your Badge Buy team to buy rank patches.
 - That someone will probably also want to make sure that families can see where there Scout stands, and so may work with the Communications team to be sure up to date data is shared somewhere, either website, email, or instructions about how to see data in [Scoutbook Plus](#).
 - This role will also want to be able to generate a full list of Ranks, and loops and pins, and other awards, which have been earned by Scouts during the program year for recognition during the year and at your end of year celebrations.
 - If this role finds [Scoutbook Plus](#) easy to navigate, this role might report completion of other elements like individual Adventures, service projects, campout nights and other activities. Scouting America likes that data – but it is not required to do this data entry.
- **Badge Buys and Inventory:** An [Advancement Chair](#) might do this or maybe others. Again, this is a job that someone needs to do if you’re going to give recognition.
 - Purchase the necessary Adventure belt loops, pins, pocket certificates and badges of rank and [other awards](#) authorized by your Pack to present to Cub Scouts.
 - Maintain an inventory and coordinate with leaders about how to access loops, pins, etc. to help ensure that Cub Scouts get instant recognition for Adventures when they are earned.
 - Ensure that badges of rank are presented in a timely manner.
- **Ceremony Advisor:** An [Advancement Chair](#) might do this – but others might have a passion for it:
 - Conduct and/or support impressive [advancement, recognition, graduation and crossover ceremonies](#) – for youth and adult leaders and parent helpers. More ideas [here](#).

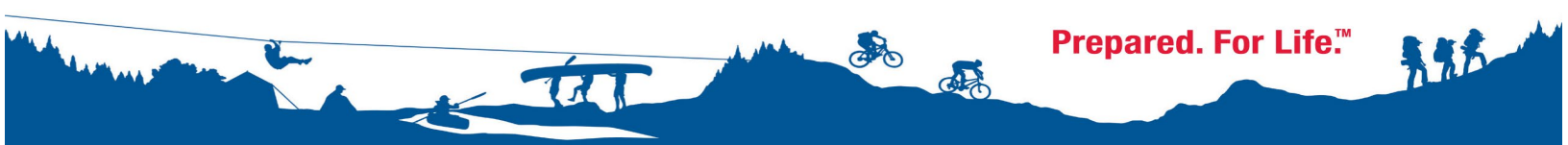


- Coordinate with the Arrow of Light Den Leader and Scoutmaster for meaningful crossover ceremonies from Cub Scouting to a Troop. Some ideas [here](#). More [here](#).
- Help build or obtain equipment for use in making advancement ceremonies more effective, perhaps working with any Pack Equipment Coordinator.
- **Adult Recognition Coordinator.** It is right and proper to give thanks to adult leaders – an Adult Recognition coordinator helps develop a Pack with many volunteer leaders.
 - Learn about and encourage leaders to qualify for [Cub Scout leader recognition awards](#).
 - Apply for awards that your leaders qualify for – even if they are not “in it for the awards”. Don’t forget [District and Council level awards](#).
 - Help recognize parents and leaders appropriately – not just for those official awards, but for tenure, for special “made up” (maybe fun) recognitions.
 - Let people know – share with the Chartered Org and the School your exemplary adult leaders.

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Activities Chair: This position plans the administrative part of activities and events like those below, so Cubmaster + Den Leaders are free to interact with Scouts. An Activities Chair will handle, or support delegates who will handle, the following:

- In concert with Chair and Cubmaster, and culminating in an annual planning conference, plan a full calendar of fun and engaging [Pack Activities](#) for Scouts and families.
 - Some planning ideas are found at scoutingatl.org/cubcalendarplanning.
- Ensure that leaders are properly trained and prepared for activities including use of the Scouting America SAFE Checklist (scouting.org/health-and-safety/safe) and adherence to the policies in the Guide to Safe Scouting (scouting.org/health-and-safety/gss/).
 - Arrange for Safe Swim Defense implementation for all outings involving swimming.
 - Arrange for Safety Afloat implementation for all outings involving boating.
- Help inform families about opportunities for family camping. Even if the Pack or a Den isn't attending as a group, help promote District, Council and other events that support Cub Scouting program and allow families to attend, like day/twilight camps, resident camps and other events.
- **Campout Coordinator(s) – Overnight Events:** An [Activities Chair](#) might do this, or support a delegate to coordinate individual overnight events (a Pack can have several [campouts](#) – whether in tents or cabins – and other overnights – like Zoo, Museum, Navy Ship – in a program year). If you're going to do overnight events and camping, you need someone doing the planning and administration (and communication and cooking), and wise Packs don't dump that on Cubmasters and Den Leaders!
 - Make reservations for Pack camping trips and share information with the Pack. Make reservations for Webelos and Arrow of Light Den camping trips and share information with the Dens.
 - You will likely need to coordinate with other leaders for your Pack's [Tentaroo](#) login.
 - Help arrange for Pack equipment for cooking and shelter as needed.
 - Determine, and communicate with the Pack, your plan for meals (with help from [Hospitality?](#))
 - You might have "Pack Wide" cooking with a dedicated cook team or assign meals to different Dens to purchase and prepare or some other plan. There is no one right way!
 - Be sure that your meal teams know what any reimbursement budget is, and what they don't need to buy (like if you still have plenty of staples, spices, napkins and the like from last time).
 - Inform the meal planners of any known allergies so that alternatives can be planned.
 - Communicate key information to attending families, like:
 - Personal equipment each family must bring, from tents to sleeping bags to clothing to special items (swimsuits?). It is helpful to share Cub Scout Adventure resources on the [Outdoors](#) and [Camping](#) because these can help educate parents and Scouts.
 - Before you go, distribute and collect completed [Health and Medical Records for all](#) and any location or activity waivers required if any Pack [Health and Safety Monitor](#) doesn't have them.
 - Map and location of your campsite and contact information for if/when they are lost or late.
 - When and where to report, Cub Scout uniform expectations, when you'll depart.
 - If there is a coordination of travel (carpools), communicate those arrangements.
 - To help the meal teams, report any allergies!
 - It is helpful to highlight weather reports and safe Scouting practices.
 - Ensure that at least one attending Leader has completed Basic Adult Leader Outdoor Orientation (BALOO). The BALOO syllabus is found at [this Scouting America page](#) (Knowledge Is Good).
- **Activity Coordinator(s) – Day Events and Field Trips:** An [Activities Chair](#) might do this, or support a delegate to coordinate specific field trip and other non-camping events (a Pack should have many fun



field trips in a program year, like hiking and biking and fishing and rockets and zoo/museum visits and cookouts and sports and train rides and more ideas at scoutingatl.org/FunActivities):

- Make reservations for Pack field trips and share information with the Pack.
 - A Den Activity Coordinator can make reservations for Den field trips and share with the Den.
- Help arrange for equipment and supplies as needed. (Snacks/Lunch from a [Hospitality Team](#)?)
 - Doing a bike ride? Having air pumps and tire patching and other bike tools is a must.
 - Gone fishin'? Extra poles, hooks, lures, lines, will make it fun.
- Communicate key information to attending families, like:
 - Personal equipment each family must bring.
 - Before you go, distribute and collect completed [Health and Medical Records for all](#) and any location or activity waivers required if any Pack [Health and Safety Monitor](#) doesn't have them.
 - Location of your field trip and contact information for if/when they are lost or late.
 - When and where to report, Cub Scout uniform expectations, when you'll depart.
- **Pinewood Derby Commissioner / Raingutter Regatta Commodore:** An [Activities Chair](#) might find some parents very keen on Derbies and Regattas, and those parents are naturals to put on these events. See [this page](#) for links to Derby/Regatta Adventures and more information about how to Derby/Regatta! A Derby / Regatta team would be wise to recruit teams to handle matters like:
 - Set Up, including confirmation room reservations, track / gutter setup, race computer operations, check-in and repair equipment (stickers, scales, graphite, tools, weights), décor, seating, signage.
 - Months in advance (to give time to purchase replacement parts), give equipment a full test run to evaluate the condition of the track equipment and make repairs.
 - Racing Rules, including advance circulation to racing families, check in inspections, identification of car/boat for race tracking purposes. [See Adventure Resources here.](#)
 - Design your racing order and awards. Competitive or non-competitive?
 - Den by Den? Or Pack Wide? Or awards for both?
 - Bracket or computer accumulation of heat times?
 - Publicity, to ensure that families know what the race is and want to participate, and because events like this are super fun, maybe also invite the school, church, or neighborhood.
 - Car Cutting / Boat Building / Decoration / Day of Racing Repair Shop
 - Hospitality, including “welcome” greeters, snacks, concessions, crowd control, cleanup.
 - Racing Process, including “pit row”/”dry dock” storage and return after racing (can be super complex in Pinewood Derbies with multiple heats).
 - Awards, including whatever trophies and ribbons for winners, participant patches, and maybe “design awards”. Don't forget to recognize your helpers.
 - Broadcast Team: Announcers? Do you want to Zoom your races? At least collect pix and videos.
 - Other: Driver's License DMV? Adult / Outlaw / Newbie racing? Troop participation?
 - Be sure your program (awards, etc.) fits the Pack budget for this event.
- **Blue and Gold Awards Banquet Coordinator:** An [Activities Chair](#) might find some parents very keen on awards and putting on parties and décor, and those parents are naturals to put on this event. This is the primary celebration of Scouting each year, and a wonderful opportunity to help Scouts and families take pride in (and enjoy) their Scouting experience and accomplishments with a meal,

entertainment, recognition, and friends and family. Do an online search for [blue and gold banquet](#) and you'll get many, but consider helpers in these areas:

- Overall planning, like when and where and whether to have a theme for the event.
 - *Note:* a Blue + Gold Banquet need not be in February ... if this will be “the big awards night”, it will be less stressful for Den Leaders and families to do this in April or May ... if your Arrow of Light Scouts have already “crossed over” to Troops, you can still invite them back!
- Décor Team, including tablecloths, table decorations, signs, Den displays, etc.
- Broadcast Team, because this is a great time to run a loop of pictures and videos from the year.
- Food Team (perfect for a [Hospitality Team](#)), maybe an assigned “den by den” potluck (like Tigers bring salad, Wolves bring meat, etc., or meat provided, everyone brings sides or desserts), or a catered event, or a “stacks of pizza carry out” event. Probably want a big sheet cake, because!
- Publicity Team, both to ensure Pack families know (and know to bring the whole family and extended family) and to properly invite special guests from your Chartered Organization, School, Community, and friends you’ve made along the way. Create a brochure for the event?
- Program Team, both to assemble a program handout that lets families know what will happen and a script for presenters to use that follows that order of program.
 - Do you want an entertainment segment (like a magician) or a guest speaker?
 - Cubmaster is the obvious Master of Ceremonies, but you may have others good for this role.
 - Den Leaders will traditionally organize their Scouts to put on a “skit” that will hopefully be either hilarious or meaningful, well-rehearsed, and brief.
 - Stagehands, to be sure that equipment is working like projection of pix and microphones.
 - Awards team, to set out awards in advance and coordinate the Den by Den recognition.
- Be sure your program (food, décor, etc.) fits the Pack budget for this event.
- **Health and Safety Monitor:** A [Pack Trainer](#) might do this or the [Activities Chair](#) may find someone keen on safety. This can be very helpful for Pack and Den Leaders as a resource.
 - Be familiar with the Scouting America SAFE Checklist (scouting.org/health-and-safety/safe) and the Guide to Safe Scouting (scouting.org/health-and-safety/gss/).
 - Circulate, review, and maintain copies of the current completed [Health and Medical Records for all](#) scouts and parents attending trips. Ideally have two copies for when the organizer requires one set at a central health lodge, so another set can be at the site with the Scouts and families.
 - Determine food allergy requirements of Scouts and Parents attending trips and advise leaders.
 - If not done by the [Campout Coordinator](#) or [Activity Coordinator](#) for the event, obtain permission slips and any require waivers for attendees of an activity.
 - An “Activity Consent Form” is found on [this page](#) under “More Resources”.
 - Coordinate with the [Campout Coordinator](#) or [Activity Coordinator](#) to ensure attendees have met participation requirements, like age limits, BALOO leaders for overnights, and any special training.
 - Help the Cubmaster and Chair at [Pack PAL \(Parent And Leaders\) meetings](#) by providing one or more “Safety Moments” (scouting.org/health-and-safety/safety-moments) to raise awareness.
 - If an incident occurs that results in an accident, injury, property damage, or other negative outcome (or could have resulted in any of those), coordinate with Cubmaster and Chair to follow the incident reporting protocols at scouting.org/health-and-safety/incident-report/.

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Membership/Recruiting Chair: With other Leaders, develop and carry out a plan for recruiting families – both youth and parents – and welcoming them into your Pack. It can be a big job. It is an important job!

- While the [Cub Scout Leader Book](#) has a section on “Membership”, for a fuller plan, the ideas, plans, videos, links, and resources at scoutingatl.org/recruitingresources is a better path.
- This recruiting plan promotes the **“Six Steps to Successful and Sustainable Recruiting”**, starting with 1) Make a Fun Activities Plan, 2) Pack/Parent Promotion of the Fun Activities Plan, 3) Recruiting Leaders (many ways – find ones that work for you), 4) Build School + Community Presence, then do 5) Sign-Up Events (fun and school), followed by 6) More Fun Activities.

A Membership/Recruiting Chair will do many of the jobs below – and delegate some to create a team.

- **Welcome Team:** Called [New Member Coordinators](#) by Scouting, this job is easier than that sounds! And great for team building!
 - This is a team of parents who greet people as they arrive at an event: smile, say hello and welcome (or welcome back), and help families get integrated into the activity and meet other families.
 - Parents who “like” Cub Scouting are ideal for this “welcome” role – they don’t need to be experts. A Welcome Team can share your [Pack Packet](#) of information to help share how you Cub Scout.
 - A Welcome Team should keep collect information for families who show interest – even before they submit an application – and share that with your Communications Team (like any [Database Director](#)) to keep those families in the loop on upcoming [Pack Activities](#) and help them join.
- **Parent Promotion Promoter:** Someone to push parents to promote your Pack program to their friends and peers using promotion [tools available to your Pack](#), because “parent-to-parent” and “peer-to-peer” promotion is more powerful than pitches by Pack Leaders. While not a “required” role, this can be very helpful at getting parents engaged in growing your Den and Pack.
 - Parents need encouragement and [tools](#) to take this on, so a Parent Promotion Promoter helps!
 - This role can keep your families updated on upcoming events and information, like “how does this Pack and the Dens operate?” and “what are our big fun events?”
- **Open House Organizer:** Be sure that your Pack families are present at any [Registration Day, Open House, Sign Up Day, Meet the Teacher Day](#), for peer to peer, parent to parent recruiting. Where held, these events are the “low hanging fruit” of recruiting, especially “peer-to-peer” if you get families to commit time to this before and after they meet their teachers. Another team building opportunity.
- **Sign-Up Event Coordinators:** A volunteer to organize Sign-Up Events, working with the Cubmaster, Chair, and other leaders. Critical for recruiting, because you want to show how organized you are – that will help families want to join you.
 - Perhaps different coordinators for Fun Events (where what you do for fun will dictate much of the plan) and for School Sign Up Night (where a School Playbook for School Sign-Up Nights [found in these downloads](#) is a guide to working with the School and your District Professional).
 - The Pack Family Sign-Up Event Plan and Script [found in these downloads](#) has ideas for both. Because that’s in “Word”, you can download and edit to fit your events.
- **Flyer Creator:** Someone to do the work of creating [Flyers, other Handouts, Info Sheets/FAQs, Calendars, Cards, Stickers, or other material](#) – the Flyer Creator can either use your Pack resources for printing, or contact your District Professional to use the Council printing/copy facilities. While not



a “necessary” role, this can be very helpful for the Pack if you find someone who is creative and/or knows how to use creative tools like [canva.com](https://www.canva.com).

- **On Line Presence Promoter:** In coordination with any [Social Media Gurus](#) and the Communication function, a computer savvy registered leader to update your beascout.scouting.org PIN (see scoutingatl.org/updateBeAScoutpin for how to update that and fine tune the online application tool) and to update your contact and other info wherever you have it, like any website or Facebook page. Maybe see get space on any school or Church website too ... *If you don't ask, they can't say "yes"*.
- **School Staff Liaison:** One or more parents needs to know the schools you draw from ... to know the Principal, Administration, Teachers, and Staff (*your maintenance staff is your friend!*), and the PTA/PTO, their programs, meetings, and opportunities ... the goal is to get in front of them (and on their email lists / newsletter / websites). All to build up your [School and Community Profile](#).
- **Application Analyst:** Someone to monitor online submittals and to review / correct paper Youth and Adult Applications so that they are accepted. And gently remind those who need to turn in Apps. As Applications are submitted, be sure that the Communications Team (like any [Database Director](#)) has contact information for the family. While not a “necessary” role, this can be very helpful for the Pack and take a burden off other leaders.
- **Pack “Member Stuff” Coordinator:** If your Pack gives “stuff” to dues paying members, like Handbooks, T Shirts, custom patches, neckerchiefs, hats or the like, someone needs to take on the logistics of supply, inventory, and delivery to families. While not a “necessary” role, this can be very helpful so that Cubmaster and Den Leaders don't need to do this too!
- **Pre-K Liaison:** Reach out and invite Pre-K families to end of year Pack events appealing to them (*psst: have Pack events that are appealing to them*) and invite them to do your summer stuff. Again, not a “necessary” role, but super helpful to attract the youngest members. Note: while rising Kindergarten kids can't “officially” start until school starts at the end of summer, they can participate in summer activities just like any kid considering joining the Pack.
- **Graduation Guide:** Along with the Cubmaster and Den Leaders, see that eligible Cub Scouts transition to the next rank's Den after the school year (perhaps at an End of Year Pack Party), and that Arrow of Light Scouts and parents/guardians have a smooth transition into a Scouts BSA Troop.
- **End of Year Pack Party Planner:** Retention is recruiting too, so help retain current members with a big party ... have an end of year Pack Party or Picnic (or maybe just ice cream), maybe with help from a [Hospitality Team](#). Another role and event that isn't “necessary” but would be great to put on, and someone to coordinate the party frees the Cubmaster to be fun and make connections.
- **Renewal Reminder:** This overlaps with part of the [Financial Education](#) function (and so might be overseen by a [Treasurer](#)), but someone will need to provide coaching and assistance to families when it is time for them to renew their youth or adult leader national membership with Scouting America – or, if they lapse their membership, to “re-register” as youth or adult members.
- **Exit Interviewers:** Feedback is a gift – you might want to find out why families dropped out. Someone might be willing to follow up with families who left the Pack, perhaps to help them return them return (or find another Pack), or to fix issues that will help others stay with the Pack.
- **Unit Charter Renewal:** If needed, help the Cubmaster and Chair complete the [annual Unit Charter Renewal process](#), including tracking down youth and adults who need to renew (or re-register) and reporting on the status of the Pack to the Chartered Organization as needed.

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Other Roles: Here are some helpful roles that don't fit in the above categories. While these are not "necessary" roles, each can be very helpful for the Pack – either because someone will bring special skills to help families ([Interpreter](#), [Special Needs Ambassador](#), or because it helps the Cubmaster and/or Chair by lightening their (already significant) leader loads.

Community Service Coordinator: Someone to help Pack and Den Leaders with ideas, follow through on ideas, for service projects. Note: every Cub Scout Rank has a [required "Citizenship" Adventure](#) that requires that Scouts participate in a service project. This can be a very easy way to get a parent involved helping the Pack and Dens – recruit the parent who asks, "*do Cub Scouts help the community?*"

- An easy option is the "[Scouting for Food](#)" program. More ideas – from group projects to family acts – are found on this District's Service Project Ideas page (southfultonscouting.com/node/4509).
- Some Packs have a **School Flags Coordinator** – Concept: help the School by coordinating Scouts to raise and lower the flags every day. How: find out "who can do it before or after school", make assignments, give assignment lists to School and Families.

Interpreter. When your Pack has non-English speaking family members, you will benefit from one or more interpreters to translate and keep them connected to their Pack and Den. [There's a badge for that!](#)

Special Needs Ambassador. When your Pack has Scouts with special needs, you will benefit from one or more adults to coordinate among Pack and Den Leaders, the Scout, and their family, to address how best to include the Scout to participate as fully as possible in the Scouting program.

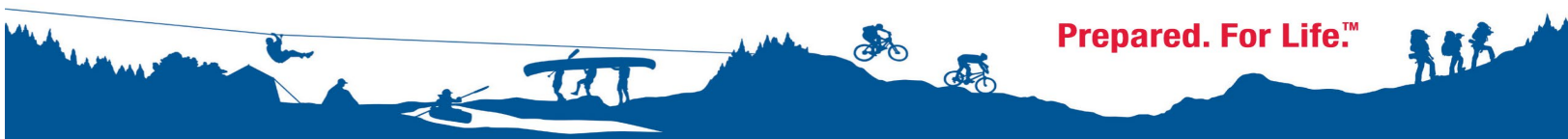
- There are many resources at <https://www.scouting.org/resources/disabilities-awareness/>.
- There is an Adventure called "[Cubs Who Care](#)" to help your Scouts and families with awareness.

Pack Meeting/Campfire Coordinator: If you have fun full hour or so Pack "Meetings" and not just Pack "Activities" (like hiking, biking, swimming, fishing, camping, boating, skating, cooking, field trips, and the like) – and when you have campfire programs – a Cubmaster may want help with ideas, script, and planning, just like every late night TV host with a "writers room". This role might:

- Pick a theme with the Cubmaster and other leaders and help make it happen.
 - Want food at your event? Good! Maybe work with a [Hospitality Team](#)?
 - If Dens are to perform skits and songs following the theme or otherwise, or provide crafts or demonstrations, communicate the need, get "buy-in", and support Den Leaders to follow through. Many online resources exist, like macscouter.com/Campfire/index.asp
- Many pre-packaged theme pack meeting plans are available in various places online. The Sam Houston Area Council shares this: shacbsa.org/pack-meetings. There are more in your search tools.
- For campfires, you'll want to get a team to prepare the area, make the fire lay, lay in extra firewood, and secure water to extinguish the fire. Don't make the Cubmaster do that!

Hospitality: "A Scout is Hungry", and when you have activities and meetings, you may want to have a hospitality team to provide appropriate food or snacks and/or hydration to enjoy together as a Pack or Den. Your hospitality team can be the sole provider at some events and would likely be part of other [Activities](#) like your [Blue and Gold Awards Banquet](#).

- Each Den would benefit from hospitality team members who can provide snacks at Den Meetings!



Pack Equipment Coordinator: If your Pack has “stuff”, someone will need to keep track of that “stuff”, and it doesn’t have to be the Cubmaster or Chair. The role would involve:

- Maintain an inventory of material Pack property and update that inventory regularly with Pack and Den Leaders, so that they know “where stuff is” and can help you determine when to order more.
- A typical list of Pack equipment might include:
 - New Member “stuff” like Pack T Shirts, Pack Numbers, Pack Neckerchiefs.
 - Pack ceremonial flags and stands. Maybe sound system equipment.
 - Pack games and materials, arts and crafts supplies. Maybe Rocket Launch equipment?
 - A “fishing tackle” box of commonly awarded loops, pins and badges.
 - Blue & Gold Award Banquet decorations.
 - Pinewood Derby tracks, computer software, decorating and repair supplies and tools.
 - Pack Camping Gear, like cook stoves, Dutch ovens, fryers, utensils, dining fly, tools, charcoal chimneys, charcoal trays, and more. Maybe a Trailer?
- Maintain one or more safe, secure, dry and easily accessible spaces large enough to store the Pack equipment or components of the equipment. Options could be:
 - Ideally, designated storage space at your meeting place, for items commonly used at meetings.
 - At a home (for equipment occasionally needed) or a back yard for a Pack trailer.
- Work with the Cubmaster, Chair, Den Leaders, and the event coordinators to understand the equipment/materials needed for a given meeting or event, if not at the event location already.
- For major items like trailers, ensure that insurance and registration are current, and that appropriate maintenance and repair is conducted.
 - Have access to appropriate tools and the skill for minor fixes to Pack equipment, as needed, and collect in writing the “oral history” of how to operate complicated (derby software) or dangerous (Pack trailer, water rockets) equipment, because that will help the next person using them.
 - Determine transportation/vehicle to transport equipment to/from event needing that equipment.
- Many Packs coordinate with any connected Troop to share equipment and/or ideas about equipment and maintenance and repair.

Scouts BSA Troop Liaison. An adult leader connected to a Scouts BSA Troop (maybe an Assistant Scoutmaster for new Scouts) who can be a liaison between the Troop and Arrow of Light Dens. The Scouts BSA Troop Liaison’s responsibilities can include:

- Help schedule, plan, and conduct joint activities (a) for Arrow of Light Dens and Troops (at least quarterly, ideally at least one campout), and (b) for the entire Pack and the Troop.
- Help establish and maintain a good relationship between the Troop and Pack, including aiding in the recruiting of Den Chiefs from the Troop to support the Pack and arranging for the loan of Troop equipment for Arrow of Light or Pack overnight campouts, as needed.
- Help the Arrow of Light Den with [Arrow of Light Adventures](#), directly or by coordinating Troop help.
- Help prepare Arrow of Light Scouts and their families for a smooth transition into the Troop – including supporting an inspiring crossover ceremony – and a good Scouting experience in the Troop.

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General Leader Attributes and Actions

Overview: The Cub Scout Leader Book (scouting.org/programs/cub-scouts/pack-meeting-resources/) lists general attributes that Cub Scout Leaders should be and general actions that they should take in their role(s) as Cub Scout Leaders. Rather than list these in each role, we list them here, including:

- **Registration.** If required by your role of Cubmaster or Assistant, Den Leader or Assistant, Committee Chair or Member, or COR, be a registered member of Scouting America in good standing, including current [Safeguarding Youth Training](#) (a replacement in 2025 for Youth Protection Training) through my.scouting.org. Parents are encouraged to register.
 - Agree to abide by the Scout Oath and the Scout Law and to follow the [Scouter Code of Conduct](#).
 - Wear the official uniform to show support for the aims and methods of Scouting.
 - Note: most Packs will want their [Treasurer](#) to be registered to get a background check. And while there are “registered” roles like [Pack Trainer](#) and [New Member Coordinator](#), it is possible for someone to perform that function as an unregistered person.
- **Program Knowledge.** Do your best to learn as much as possible about Cub Scouting and your responsibilities as a leader. This Den Team Roles document helps; also the [Cub Scout Leader Book](#).
 - If applicable, complete position-specific training for your role (registered or not), live or online through my.scouting.org. Knowledge Is Good.
 - Do your best to assure that a well-rounded, quality program that is compatible with the aims and methods of Cub Scouting is conducted in your Pack and Dens.
 - Attend monthly roundtables where the topic and quality are beneficial to performing your role.
 - Promote subscription to or reading of Scout Life magazine (online at scoutlife.org) and, for adults, the On Scouting Blog (blog.scoutingmagazine.org) as aids to learning about Scouting.
- **Safety.** See that the Pack program, leaders, and Cub Scouts and their parents positively reflect the interests and objectives of the Chartered Organization and Scouting America. Plan and help carry out the Cub Scout program in the Pack and Dens according to the policies of Scouting America including:
 - Use of the Scouting America SAFE Checklist (scouting.org/health-and-safety/safe) and adherence to the policies in the Guide to Safe Scouting (scouting.org/health-and-safety/gss/).
 - Ensure that all leaders and parents are aware and follow Youth Protection Guidelines at scouting.org/training/youth-protection/.
 - Got a minute? Take a Safety moment at scouting.org/health-and-safety/safety-moments.
- **Communication and Coordination.** Keep track of how your Pack and Den are organized, and how others take on [Pack and Den support roles](#), so that you can:
 - Communicate not only with the Cubmaster or Chair, but directly with the other [Pack and Den support roles](#), so that you can all work together and not force the Cubmaster or Chair to be your “messenger” – feel free to copy them to keep them in the loop.
 - Find helpers for your role. Like, if you are the [Membership/Recruiting Chair](#) and want someone to work on flyers or a [Pack Packet](#), you will want to check with any Pack, [Social Media Gurus](#), [Public Relations Mogul / Historian](#), or [Paparazzi](#) to see if they can help or at least provide pictures.

[Click here to go back to the top](#) of this multi-section document for the overview of Pack Organization.



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Pack Parents And Leaders (“PAL”) Meeting Agenda

The Pack Chair and Cubmaster will want to gather all leaders and parents for regular (monthly?) planning meetings to flesh out Pack and Den plans. These meetings should not have limited names like “Committee Meetings” or “Committee and Registered Leaders Meetings” but should be “PAL” Meetings – “**P**arents **A**nd **L**eaders Meeting” – you may find that making this inclusive of parents increases involvement and sends the message that all parents and guardians are expected and welcomed. The Pack Chair leads the meeting with the Cubmaster. This is adapted from several sources, like the Cub Scout Leader Book (found at scouting.org/programs/cub-scouts/pack-meeting-resources/).

Many hold PAL Meetings a week or two before the current month’s Pack activity. There is value to obtaining and circulating advance written reports from Pack and Den Leaders and relevant [Pack and Den Support Roles](#) noting important items, because (a) this can allow the [Pack Chair](#) and [Cubmaster](#) to prioritize which reports need the most time for group discussion, (b) it will help presenters focus on what is important, (c) those who can’t make the meeting can receive the message, and (d) as they say: “*this meeting could have been an email!*” and you might get to “Social Time and Fellowship” faster!

There are five parts to a Pack Parents And Leaders (“PAL”) Meeting:

1) Evaluating the Previous Month

- [Pack Committee Chair](#) calls the meeting to order. This is a time for introductions to be sure that everyone knows everyone and (especially) that first time attendees are welcomed.
- Conduct a brief Safety Moment – either by a [Health and Safety Monitor](#) or [Chair](#) or [Cubmaster](#).
 - Ready-to-deliver Safety Moments are at scouting.org/health-and-safety/safety-moments/.
 - This is a time to reflect on your program to ensure you are delivering a safe program.
- The Cubmaster reviews the previous month’s Den and Pack activities and asks for comments and suggestions. This evaluation will help with upcoming planning.
 - Many units use a “[Stop / Start / Continue](#)” approach to evaluating activities and programs.

2) Finalizing the Current Month

- The [Activities Chair](#) or applicable activity coordinator(s) and/or the Cubmaster confirms plans and assignments for the current month’s Pack activities, with emphasis on current open volunteer roles and how to fill them (Who? Split the job? Build a team?)
- Applicable [Pack and Den Support Roles](#) report on plans for the current month’s Pack activities.
 - Not every role needs to report – as noted above, Chair can receive and share written reports and determine which reports and issues need the most meeting time.
- [Den Leaders](#) report on their [den meeting plans](#) for the current month and parent involvement.

3) Planning Ahead (after the current month)

- The [Pack Chair](#) and/or [Cubmaster](#) and/or relevant leaders of [Pack and Den Support Roles](#) lead general discussion about Den and Pack activities and meetings, including:
 - Reports on pack needs, problems, and progress, like filling any open positions in the [Pack and Den Support Roles](#) needed to pull off the activities and program.
 - Also, confirming assignments for Den participation, if any, at the upcoming activities.
 - Organization of new Dens, status of Pack–Troop relations, financial matters, improving family participation (are families following any “Every Parent Helps” policy), recruiting, training opportunities, [advancement recordkeeping](#), [communications issues](#), etc.

- Succession Planning – ideas on how to identify + develop replacement leaders (assistants?). Ongoing identification of Impending turnover (end of year or earlier) in any roles, possible successors, and ways to allow “job splitting” and “job sharing” to make succession easier.
- Applicable [Pack and Den Support Roles](#) report on plans for their Pack activities and programs.
 - Again, Chair can receive and share written reports and determine which reports and issues need the most meeting time.
- As applicable, [Den Leaders](#) report on relevant [den meeting plans](#) for upcoming months, focusing on activities that might benefit from multi-Den coordination and participation.

4) Safety Review

- A [Health and Safety Monitor](#) or the [Pack Chair](#) or [Cubmaster](#) conducts a review of the past activities and meetings to identify what was done well to keep the program safe, what things could have gone wrong, and what safety measures were in place to prevent anything from going wrong and is something did go wrong what failed and how will that be prevented in the future.
- Review upcoming activities and meetings and apply the SAFE Checklist (scouting.org/health-and-safety/safe) to identify opportunities to deliver a safe program.

5) Social Time and Fellowship.

- At the end of the pack leaders’ meeting, allow time for leaders to enjoy refreshments and fellowship. Of course, anyone who needs to leave should feel free to do so.

An **Annual Pack Planning Meeting** would look a lot like the above meeting, except change the focus from “month” to “year” and plan for a longer meeting since you’ll need to spend time on matters like:

- Building a Calendar, starting with the big fun Pack Activities that will be the highlight of each month and draw new families and retain current ones (see scoutingatl.org/cubcalendarplanning).
 - Then, determining when and where to have Den Meetings and other Pack activities.
 - Remember: activities can just be pure fun! scoutingatl.org/FunActivities
 - Try not to do a re-run of “last year’s program”. There’s only been one successful sequel, and that was the movie *Godfather II*.
- More time confirming the status of adult leaders and confirming steps to recruit additional adult leaders (see scoutingatl.org/RecruitingLeaders).
- More time developing, reviewing, and confirming your Pack’s [Budget](#) for the upcoming year.
- This is a good time to focus also on higher level topics like Chartered Org priorities, [School and Community Presence](#), Scouting values ([Aims and Methods](#)), and common issues noted in an earlier section like [Pack Program](#), the [Pack Planning Process](#), [Communication and Administration](#), [Recruiting](#), and [Troop Relations and Crossover to Troops](#).
- Each Key Leader and Den Leader, plus all [Pack and Den Support Roles](#) should have time to contribute about their upcoming plans, needs, opportunities, and challenges.

The resources and video at southfultonscouting.com/node/4577 can be a help in Planning Your Best Year Ever in Cub Scouting.

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