



Nominating Chairman Job Description

Appointed by the District Chairman, in consultation with the District Executive, and approval of the Council President. Reports to the District Chairman.

1. Recruits and motivates 4-6 members to serve as the District Nominating Committee. Ensure that members attend meetings as needed to fill vacancies in the District Committee.
 - a. Committee members should be well known and respected by their peers
 - b. Members should include representatives from different communities around the district and from differing businesses and organizations.
2. Using the District Operating Chair job descriptions, direct the committee to choose the best people for any chair or committee positions.
3. After nominations have been made, assign nominating committee members to recruit the nominees in a timely fashion with the help of the District Executive.
4. If needed, organize follow-up meeting to identify additional prospects as needed.
5. Attend the District Annual Meeting in October to present the slate of officers to the District Committee.
6. Become a Friends of Scouting member.



Membership Chairman Job Description

Appointed by the District Chairman. Reports to the District Chairman.

1. Recruit a committee of at least 5 people to serve on the District Committee's Membership Subcommittee
2. Attend the monthly District Committee Meeting and encourage the attendance of the entire committee.
3. Represent the District on the Council Membership Committee
4. Establish a plan and objective for annual membership and unit growth.
5. Utilize the Membership Committee to organize new units and implement Council membership programs.
6. Cultivate interest of potential chartered organizations and community groups.
7. Work closely with the District Chairman and District Executive to ensure a growth in membership.
8. Become a Friends of Scouting member.



Marketing Chairman Job Description

Appointed by the District Chairman. Reports to the District Chairman.

1. Develops and coordinates all publicity activities throughout the District for distribution to the general public. Prepares and disseminates press releases on all District events & activities.
2. Provides orientation, where possible, to Unit Marketing Chairmen on how to get their story published.
3. Develops and maintains a working relationship with representatives of the print and electronic media.
4. Prepares and submits articles for publication in the *Pine Spills*.
5. Attends Council Marketing Committee meetings and District Committee meetings. Attends District Roundtables and special meetings when appropriate.
6. Helps Key Three to administer the business of the District in accordance with the Charter and By-Law, Rules and Regulations of the BSA.
7. Become a Friends of Scouting member.



Finance Chairman Job Description

Appointed by the District Chairman. Reports to the District Chairman.

1. Recruits, appoints, trains, motivates, and inspires key volunteers to chair the various finance campaigns. Secures their gifts to Friends of Scouting.
2. Ensures Key FOS chairpersons attend their appropriate Council Orientations.
3. Conducts District FOS orientation meeting.
4. Attends Council-wide report meetings and victory celebration.
5. Recognizes team members for their work and accomplishments
6. Attends all Council Finance Committee meetings and District Committee Meetings.
7. Performs duties in consultation with the District Chairman and the District Executive to ensure campaign goals are met.
8. Helps Key Three to administer the business of the District in accordance with the Charter and By-Laws, Rules and Regulations of the BSA.
9. Become a Friends of Scouting member.



District Vice-Chairman Job Description

Nominated by the District Nominated Committee and elected at the District's annual business meeting in May. Reports to the District Chairman.

1. Must be prepared to assume the responsibilities of the District Chairman when required.
2. Attends all Council Coordinated Meetings and District Committee meetings.
3. Helps Key Three to administer the business of the District in accordance with the Charter and By-Laws, Rules & Regulations of the BSA.
4. Fulfills whatever duties are assigned by the District Chairman.
5. Performs duties in consultation with the District Chairman and the District Executive.
6. Become a Friends of Scouting member.



District Training Chairman Job Description

Appointed by the District Chairman, reports to the District Chairman.

1. Recruits, appoints, trains, motivates and inspires key volunteers who will serve as the District's Training Committee for each program level.
2. With the support of the key three, establishes District training objectives and ensures that they are met.
3. Plans, schedules, promotes and coordinates annual District Training Plan which includes: Cub Scout Leader Basic, Scoutmastership Fundamentals, and supplemental training which may include: OWL, JTT, Den Leader Coach Seminars, Den Chief training and Pow Wow.
4. In conjunction with the Commissioner Staff, coordinates Fast Start Training for all new adult Scout leaders.
5. Assists the Membership Committee by providing a trainer for each new unit organized.
6. Approves applications for all district adult leader training recognition.
7. Supports Woodbadge training and all other Council, regional and national training opportunities.
8. With the support of the District Executive, conducts Training Committee meetings.
9. Prepares and submits articles for publication in the Pine Spills.
10. Attends all Council Training Committee meetings and District Committee meetings. Attends District Roundtables and special meetings as appropriate.
11. Performs duties in consultation with the District Chairman and District Executive.
12. Helps Key Three to administer the business of the District in accordance with the Charter and By-Laws, Rules and Regulations of BSA.
13. Become a Friends of Scouting member.



District Commissioner

Job Description

**Appointed by the District Chairman and approved by the Council
Commissioner. Reports to the District Chairman.**

1. Recruits, trains, motivates and inspires the agreed upon number of Assistant District Commissioners for Unit Service, and Assistant District Commissioner for Youth Protection, Cub Scout Roundtables and Boy Scout Roundtable.
2. With the support of the District Executive, works with Assistant District Commissioners to recruit a Unit Commissioner for ever 3 units. Conducts Commissioners Basic Training for all new Commissioners.
3. Helps Key three to administer the business to the District in accordance with the Charter and By-Laws, Rules and Regulations of the BSA.
4. With the support of the District Executive, conducts monthly District Commissioner staff meetings.
5. Is responsible for the on time rechartering of all units in the District.
6. Conducts Recharter Information Night, Charter Turn-in Night and Program Launch annually.
7. Encourages all units to be Quality Units.
8. Works with the Roundtable Commissioners to ensure quality, program-oriented Roundtables.
9. Motivates Unit Commissioners to establish a frequent system of unit visitations where they tactfully but boldly help units to achieve a quality Scouting program as well as provide information on District/Council activities and goals.
10. Maintains records on the health of all units – green, yellow, red. Works through the Commissioner Staff to upgrade the health of all yellow and red units.
11. Works closely with the District Executive and District Chairman as a Key Three.
12. Attends all Council Commissioner staff meetings and District Committee meetings. Attends all District Roundtables and special meetings as appropriate.
13. Performs duties in consultation with the District Chairman and District Executive.
14. Become a Friends of Scouting member.



District Chairman

Job Description

Nominated by the District Nominating Committee and elected at the District's annual business meeting in November. Reports to the Pine Tree Council Executive Board.

1. Recruits, appoints, trains, motivates and inspires the key operating committee chairs. Ensures attendance at District Committee Meetings and the appropriate Council level meetings to represent the District.
2. With the support of the District Executive, plans and presides at monthly District Committee Meetings
3. Works closely with the District Executive and District Commissioner as a Key Three.
4. With the support of the District Executive and District Commissioner, establishes District goals with completion dates. The finance goals and youth membership goals are particularly critical. Works with each Operating Committee Chairman to ensure that all District goals are met.
5. Administers the business of the District in accordance with the Charter and By-Laws, Rules and Regulations of the BSA.
6. Represents the District at all Council Coordinated meetings and Council Executive Board Meetings.
7. Become a Friends of Scouting member.



District Advancement/ Recognition Chairman

Job Description

1. Recruits a committee of at least five people who will serve on the District Committee's Advancement Subcommittee.
2. Attends the monthly District Committee Meetings and encourage the attendance of your entire committee.
3. Represents the District on the Council Advancement Committee.
4. Stimulates advancement of Cub Scouts and Boy Scouts and ensures National requirements and procedures are followed.
5. Coached troop leaders in methods of conducting troop progress reviews and Courts of Honor.
6. Recruits and trains District Merit Badge Counselors; produces a District Merit Badge Directory.
7. Has a member of the committee represent the District at Eagle Progress Review Boards.
8. Sets and monitors District advancement goals.
9. Works closely with the District Chairman and District Executive to ensure a quality advancement program in units and in the District
10. Becomes a Friends of Scouting member.



District Activities/ Civic Service Chairman Job Description

1. Recruits a committee of at least five people who will serve on the District Committee's Activities Subcommittee.
2. Attends the monthly District Committee Meeting and encourages the attendance of the entire committee.
3. Represent the District on the Council Activities Committee
4. Develops and implements a plan of activities and civic service projects in the District. (Always being cautions not to over plan – District activities supplement unit activities. Two or three activities for packs and two or three for troops is adequate in a year.) Activities might include:
 - Mall Show
 - Camporee
 - First Aid Meets
 - Klondike Derbies
 - Cub Scout Fun Days
 - Community Good Turns
 - Anniversary Week Activities
5. Coordinates the District Annual Recognition Dinner and promotes the Council Annual Recognition Dinner.
6. Remains in accordance with the Council annual calendar, Council policies, plus National Polices.
7. Is available to assist units in planning their own activities and civic service projects.
8. Works closely with the District Chairman and District Executive to ensure quality activities in the District.
9. Become a Friends of Scouting member.