

# The Pack Organization

## Cubmaster (CM) - Responsibilities:

- **Complete Cubmaster Training Classes and encourage all other Scouters to complete theirs.**
- Attend and assist with the Pack's **Annual Planning Conference.**
- Assist sub committee chairs with Special Event Planning.
- **Attend the Monthly Round Table, and encourage all Pack Scouters to participate too.**
- Attend the **Monthly Pack Committee/Parents/Pack Leaders meeting.**
- Conduct a **Monthly Cubmaster/Den Leader Meeting** to manage Pack Meeting Planning. Be sure Pack meeting plans are in the hands of all Den Leaders several weeks prior to each Pack Meeting and special event.
- Act as the link between all Registered Den Leaders, their Assistants and the Pack Committee in seeking approvals and disseminating pack policy to the Den Leaders.
- Provide Leadership and encouragement to all of the registered Adult Leaders in the unit.
- Get all Den Leaders registered and trained to comply with BSA policy.
- Enforce the "2 Deep" Leadership Rule.
- Recognize that the Cubmaster is the KEY Akela (Leader) of the Pack who must set the stage for a fun program by "always walking the talk" and always setting the example for good leadership for the other registered leaders by always "doing" as well as "saying!"
- Recruit and encourage official BSA training for one, or **preferably two, Assistant Cub Masters**, to ensure there will be a Pack Leader for every Meeting and Event.
- Serve as the **Master of Ceremonies at the Monthly Pack Meetings and other Pack events.**

## Cubmaster Duties:

### Attend the Annual Planning Conference

*Note – this meeting is scheduled and run by the Pack Committee Chair who will prepare the Agenda and send it to participants in advance of the meeting.*

Assist with the Annual Planning Meeting held over the summer to develop the **Pack Calendar** and to include only those Council and District events that the Pack will support, including generally:

- Webelos Woods,
- Scouting for Food,
- Popcorn Sales,
- Scout Family Fest,
- Family Membership Enrollment,
- Fun with Son/Tiger Growl weekends
- Roundtables
- Adult Basic, Position Specific and special event oriented Training Classes for Cub Leaders

Identify and schedule pack events such as:

- Blue and Gold Banquet
- Pinewood Derby, Raingutter Regatta and Space Derby races.
- Pack Family Campouts
- Scout Sunday
- New Family Orientation after School Night
- Rechartering

### Attend the Monthly Pack Committee/Parents/Pack Leaders meeting

*Note – This meeting is Chaired (run) by the Committee Chair who will prepare the Agenda and send it to participants in advance of the meeting.*

*Monthly Pack Committee/Parents/Pack Leaders meeting may possibly be followed immediately with the **Monthly Cubmaster/Den Leader's Planning Meeting** segment that the **Cubmaster** will chair and who will prepare the Agenda and send it to participants in advance of the meeting:*

- Discuss and develop the short range tactical plans for Pack, District and Council activities and events included in the Pack's Annual plan and Calendar,
- Seek **parent volunteers**, or make assignments to **non-Den Leaders**, for chairing, planning, coaching and helping the Cub Scouts accomplish specific agenda items for upcoming Pack and special events
- Review the pack finances and expenses year-to-date against the budget and approve event chairs' and other leaders' plans for purchases needed for the program.
- It is essential that everyone agrees on the specific Pack Meeting agenda so that at the **Monthly Pack Leaders' Planning meeting** Leaders and Dens can be assigned to, and prepare for specific activities at the Pack Meeting.

## **Chair the Monthly Cubmaster/Den Leaders Planning Meeting.**

*NOTE – This meeting is run by the Cubmaster who will prepare the Agenda and send it to participants in advance of the meeting.*

*The Monthly Cubmaster/Den Leaders Planning Meeting may be scheduled in conjunction with (before/after) the regular Pack Committee (Pack leaders) meeting or at another time more convenient to the program leaders of the pack.*

**CMs** must understand that, for every Pack Meeting, prior planning with the **CA(s)** and all of the **DLs** and their assistants is essential ... just walking in the door at the start of the Pack Meeting to hand out parts is not acceptable!

**The Den Leaders** would NOT have any time to practice with their boys. Needless to say, things would NOT GO very well and such un-pre-planned Pack Meetings will be guaranteed to be most boring, and as a result, some of the families and their boys will drop out.

- Following the Monthly Pack Committee meeting, convene and Chair the Monthly Pack Leaders' Planning Meeting with all of the other adult leaders in the Pack to plan the Pack Meeting Activities.
- Seek Den Leader volunteers, or make assignments to Den Leaders, for planning, coaching and helping the Cub Scouts in each Den to accomplish their specific agenda items at the Pack Meeting.
- Ensure every Den has an equal share of the Pack Meeting Activities over time, and keep a duty schedule and roster for recurring activities such as Flags... to permit plenty of time for practice!
- It is essential that every Leader agrees on the specific Pack Meeting agenda and knows which Leaders and Dens will do what activities at the Pack Meeting.

## **Den Leader - Responsibilities:**

- Attend the **Monthly Pack Leaders' Planning meeting.**
- Attend the **Monthly Round Table for Den Activity training and gathering information.**
- Implement the Pack approved Monthly Program for weekly Den activities.
- Support the Pack meeting by training the Scouts and accomplishing the agreed upon activities for your Den.
- Support Special Events by training the Scouts and accomplishing the agreed upon activities.
- Communicate regularly with all of the Families to ensure they are up to speed with the program, are supporting their boys and attend all Pack functions.
- Ensure that parents keep their contact information current and share all changes promptly with the CM and the CC.
- Seek out and attend all position specific, camping and safety training.
- Get a trained Den Chief to help your Den and make your life as a leader more fun!

# The Chain of Leadership from Council to the Pack and within the Pack

## The Local Council

**The Local Council** charters a partner (**Chartered Partner**) that “owns”, supports and delivers one or more approved BSA program such as Cub Scouting, Boy Scouting, Venturing, etc. The Partner undertakes to adhere to the official BSA program(s) and provide sufficient adult leadership and resources that may, or may not, include a meeting facility and/or financial support.

## The Chartered Partner

**The Executive Officer of the Partner organization appoints a Representative** who must register with the **Council** as the **Chartered Partner Representative (CR)** to serve as the official link between **all of the units** chartered to the organization and the **organization** itself. **CR duties** are to:

- Carefully review the credentials and then **approve all adults** submitting registrations to ensure the highest standards of leadership are maintained within the Committee and the Leadership.
- Attend **Pack Committee Meetings** and offer resources as appropriate.
- Approve **Unit plans** and ensure they comply with policies of the organization.
- Attend the **monthly District Committee Meetings** and cast one vote on behalf of the organization, and offering the support of the organization for District activities as needed.
- Attend the **Annual Council Meeting** and cast one vote on behalf of the organization.

## The Pack Committee

**The Pack Committee** is a strategic **planning and direction** committee that represents the interests of the organization and **facilitates and enables program delivery** by providing in timely fashion **all appropriate resources** including qualified adults, cash and materials.

There must be a **Chair and at least two other registered Committee Members**, (none of whom are allowed to also register or act as a Pack or Den Leader.)

Committee service is a demanding and “full time Scouting job” that enables the Pack and Den Leaders to focus on delivery of a Quality Program without the worry of procuring resources and facilities.

In practice, there should be **many more than these three members** to successfully recruit, train and lead other volunteers to Chair and to help accomplish the numerous Committee functions and tasks such as, for example:

- Treasurer, and Assistant Treasurer
- (Treasury responsibility is NOT to be assigned to the CC or to the CM for sound accounting and auditing reasons. Banks will require committee authorization for specific Scouters to be granted signature powers, etc.).
- Secretary.
- Training.
- Advancements.
- Publications and family communications.
- Historian.
- Camping.
- Family Membership Enrollment (FME) to help defray Council out-of-pocket expenses that are about \$100 per year per youth member.
- Special events
  - Blue and Gold Banquet.
  - Scouting for Food.
  - Pinewood Derby, Rain Gutter Regatta and Space Derby races.
  - Scout Sunday.
  - New Family Orientation after School Night.

## Pack Committee Chair

The principal duties of the Chair are to:

- Convene and run the Annual Planning Conference.
- Publish the Committee approved Annual Calendar.
- Cause the preparation and approval of the Annual Budget.
- In concert with the Secretary, prepare and circulate Meeting Agendas well in advance of monthly meetings to allow adequate preparation time for all participants and invited guests.
- Send out announcements and invitations for all meetings to each family and the CR.
- Chair the agenda-directed Committee Meetings.
- Preside over all committee functions and arranges timely resource support and staffing by:
  - Recruiting/appointing and charging sub-committee Chairs and members from the families, but not from Den Leaders, to plan and organize pack events.
- Request sub-committee reports and budgets for approval by the Pack Committee.
- Request the CM to submit a monthly report, and appropriate recommendations for consideration by the full Committee that must approve deviations from the Annual Plan or Budget.

### **Separation of Duties and Responsibilities within the Unit: The Committee and the Pack Leadership**

One of the major problems that some packs encounter is due to the widespread misconception that the Cubmaster “rules the roost”, using the Committee at best as a “rubber stamp” and thereby usurping the duties and responsibilities of the Committee Chair and its members!

***The Cubmaster, all Leaders and their Assistants are selected by the Pack Committee, approved by the CR and “work for” the Pack Committee at their pleasure. The Committee, in consultation with the CR would remove any CM, CA, DL or DA who failed to perform, adhere to Chartered Partner policies or deliver the official BSA program.***

Should this doubling up of duties situation occur, the **CM** would **appear to wear both the CC and CM hats**. The official chain of command and authority, and the necessary separation of powers would thus be broken, calling into serious question the effectiveness of the unit! The **CR** must remain alert to this problem occurring and take steps to eliminate it at its inception.

BSA has done extensive research into setting up effective unit structures. The defined adult roles and separation of duties are designed for better adherence to BSA policies and compliance with all applicable laws and regulations for the protection of BSA, the Chartered Partner organization, the Unit, its Scouters and its youth members.