



This is session 4 of the MCBSA Comprehensive One-Evening Cub Scout Leader Position-Specific Training course.

This position-specific course for Cub Scout pack committee members is intended to provide members with the basic information they need to support a pack and conduct a successful pack program. This course is conducted based on the five parts of a typical pack committee meeting.

The purpose of the Pack Committee Challenge is to familiarize pack committee members with the various responsibilities of the individual members of the committee as well as the committee as a whole. The goal is to help the pack committee work as a team to improve the Scouting experience for adult and youth members.



Pack Overview

- Chartered Organization
- Pack and dens
- Pack Key 3
- Unit Commissioner

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The Chartered Organization

Every Cub Scout pack, Scouts BSA troop, Sea Scout ship, and Venturing crew belongs to a community organization with interests similar to those of the BSA. This organization, which might be a religious organization, school, or community group, is chartered by the BSA to use the Scouting program. This chartered organization provides a suitable meeting place, adult leadership, supervision, and opportunities for a healthy Scouting life for the youth under its care. A member of the organization, the chartered organization representative, acts as liaison between the pack and the organization. The chartered organization representative may be a member of the pack committee.

The Cub Scout Pack

The Scouting unit that conducts Cub Scouting for the chartered organization is called a pack. The pack is a group made up of several dens — Lion, Tiger, Wolf, Bear, and Webelos Scout dens.

The Pack Committee

A pack committee must consist of at least three members, although most committees are larger. With a committee of three, members must assume responsibility for more areas of service than with a committee of seven or more.

Point out that while each pack divides up the work a little differently based on the number and talents of the adults who volunteer, understanding the BSA's model for a pack committee and striving to fill all of the positions make for the healthiest pack.

The Pack Key 3

Explain that the unit Key 3 is a critical component to the success of the pack. The pack Key 3 consists of the pack Committee Chair, the Cubmaster, and the Chartered Organization Representative.

The Unit Commissioner serves as a helper and an advisor to the Key 3.



Pack Committee Positions

- Chair
- Secretary
- Treasurer
- Advancement
- Public relations
- Outings
- Membership and re-registration
- Friends of Scouting

Some pack committees may not have all of these positions, but all of these functions are important!

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Not all pack committees are the same. Some packs have many volunteers, and can have each of these positions filled with a different person. Other packs have fewer volunteers and may have one person supporting for more than one position.

Briefly explain the responsibilities of each of these committee positions and why they are necessary for the pack to succeed.

The key take-away is that all of these committee *functions* are important, but it is not necessary to have a separate person perform each function.

Resources: *Cub Scout Leader Book* and other resources in the on-line handouts.



Pack Committee Functions

- Evaluate the previous month
- Finalize the current month
- Plan ahead
- Unit leader enhancements
- Social time and fellowship

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This is an introductory slide, so do not dwell on it. There is a separate slide for each bullet item. However, point out that while committee members may not have direct contact with the Cubs, their contribution to the pack is essential to the success of the pack. The key point is that the pack committee tends to the business functions of the pack (advancement, finances, membership, training, etc.), so that the Cubmaster, Den Leaders, and their assistants can focus on delivering program to the Cubs.

Just as there are recommended agendas for pack meetings and den meetings to ensure the Cubs have a memorable and worthwhile experience, committee meetings can also benefit from a set structure, especially when combined with the monthly pack leaders' meeting.

There are five parts of a typical pack committee meeting:

- Evaluate the Previous Month
- Finalize the Current Month
- Plan Ahead
- Address Unit Leader Enhancements
- Social Time and Fellowship

Reference: Pack and Troop Self-Assessment Topics *file in the on-line handouts.*



Evaluate Previous Month

- Discuss pack activities, attendance, and advancement
- Evaluate progress toward achieving Journey to Excellence goals
- Suggest improvements

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The committee meets once a month to discuss the pack, its challenges, coming events, and progress toward completing their action plan and Journey to Excellence goals just like any other Scouting Key 3. It is a time for the Key 3 to learn how to spot early warning signs and work together toward continued pack success. The Unit Commissioner works with them to support their efforts, to help with problem solving, and to keep the pack moving in sync with the district and council calendars.

Help the group understand that the strongest pack committee is one that has individual members assigned to such areas as record keeping and correspondence, finances, advancement, training, public relations, and membership and registration. These committee members will be called on to assist, make reports, and provide information at committee meetings.

During this part of the committee meeting (and/or pack planning meeting), den leaders will be asked to report on last month's activities, attendance, and advancement. The Cubmaster will review the pack activities, and everyone will suggest ways to improve.



Finalize Current Month

- Final preparations for pack & den activities
- Financial review
- Communicate program calendar and budget information

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The second part of the meeting is when the final preparations for the current month's pack and den activities are finalized. The Cubmaster will confirm assignments for the pack meeting and Den Leaders will turn in advancement reports to the person on the committee responsible for procuring the awards. Activities and awards require money, and proper budgeting and record keeping are critical.

Another important function of the pack committee is to ensure the pack will have the necessary financial resources to pay for all the exciting activities and programs the committee has planned for the year.

The pack's program calendar and budget information needs to be communicated regularly to families, especially at the start of the program year. By sharing the pack's program plans and budgetary needs, you can help newly recruited Cub Scouts and their parents gain a greater understanding of just what fun is waiting for them during the pack's entire program year.



Plan Ahead

- Create the pack's master calendar
- Review what the pack did last year
- Brainstorm activities
- Assign the person who will be responsible for each event
- Put that calendar in writing and distribute
- Review the plan each month

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One of the most important functions of the pack committee relates to planning the pack program.

This portion of the committee meeting is when pack leaders and committee members look one to three months ahead to ensure upcoming pack events are on schedule and next month's activities are fine-tuned. Mention that although additional events may be suggested, the schedule for the year should already be set.

As part of the monthly pack committee meeting, upcoming events and pack meeting plans are fine-tuned.

Recap by saying that some of the best things about Cub Scouting are the activities you get to do; Cub Scouting means "doing." There are many tried-and-true activities, but packs can also use their imagination and resources to come up with new ones. Encourage them to consult the *Guide to Safe Scouting* and *Age-Appropriate Guidelines for Scouting Activities*.

Resources: provided in the on-line handouts.



Pack Planning Conference

- Led by the pack Committee Chair
- Supported by the pack committee and Cubmaster
- Den Leaders and interested parents attend and participate

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Explain to the participants that the BSA suggests a monthly pack and den planning sequence and provides many resources to help you through the process. Tell the participants that the first planning step is an annual pack planning conference. At this conference, all of the leaders in the pack gather and set the pack's program for the next 12 months. Pack meetings are scheduled and special community, pack, and council activities are put on the calendar so that everyone can plan for them.

The annual pack program planning meeting should be held after the local school calendars are made available and before you start the fall recruiting process. At this meeting, the major pack activities are determined and dates are set. Den leaders should also present their schedules of den adventures and coordinate with the pack calendar.

Communication of the annual plan is essential to the success of the plan. Today's busy families need plenty of advance notice to fit the activities into their calendars.



Budget Planning

- Address the pack's complete annual program
- Plan for enough income to achieve the program
- Identify all sources of income (den dues and any traditional pack activities)
- Determine what will be needed to reach the income goal
- Gain commitments from all stakeholders

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Successful packs use a unit budget plan. When adopting a unit budget plan, a pack committee implements the elements of a complete annual Cub Scouting program for youth, commits as a unit to incorporate these elements, and then provides adequate funding for them. Even more, it commits to implementing the plan with the entire pack—Cub Scouts, leaders, and families—by raising enough dollars to fund the program. The result is a well-managed, well-financed unit.

The steps to planning your pack's annual budget are:

- Address the pack's complete annual program.
- Develop a budget that includes enough income to achieve the program.
- Identify all sources of income (den dues and any traditional pack activities).
- Determine the amount of product sale and the sales goal per youth member that will be needed to reach the income goal.
- Gain commitments from all parents and leaders.



Advancement Reporting

- Den Leader updates Scoutbook or provides paper reports
- Advancement Chair provides unit advancement summary
- Advancement Chair obtains badges and recognitions from Scout Shop

Advancement is one of the most important methods used in Scouting, and is certainly the most visible. Each rank is designed to be grade specific and age appropriate. Earning the different ranks helps instill the values of the Scout Oath and Scout Law and fulfills the mission of the BSA, which is to help young people make moral and ethical choices over the course of their lifetime.

Den leaders make sure the Scouts in their dens have their advancements recorded in Scoutbook, the free tracking and reporting tool provided by the BSA. Each den leader ensures each Cub Scout's record in Scoutbook is up to date, or provides a den advancement report, allowing adequate time for the pack advancement chair to obtain and prepare the badges and recognitions, along with the pocket cards, prior to the pack meeting. If not using Scoutbook, den Leaders turn in their paper den advancement reports to the advancement chair.

Resources: Advancement reports specific to each den level are available at the links provided in the on-line handouts.




Unit Leader Enhancements

Suggested Discussion Topics

- Advancement
- Character Development
- Family Involvement
- Membership
- Pack Budget Plan
- Pack Meetings
- Policies of the BSA
- Youth Protection
- Annual Program Planning
- Cub Scout Camping
- Leadership Training
- National Awards
- Pack Committee
- Planning Special Events
- Program Evaluation

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Learning is a continuous process, and Cub Scouting is no exception. Anytime you have all adult leaders together is a potential learning opportunity. Monthly training is built into the committee meeting to ensure that pack leaders take part in the learning process. To do so, you may wish to include one of the unit leadership enhancement topics found in the back of the *Cub Scout Leader Book*. These are quick sessions designed to inform and spark conversations on anything from Cub Scout camping to getting and keeping parents involved. This is optional, but recommended.

Each month a designated leader, such as the pack trainer, uses one of the unit leadership enhancement outlines to lead a discussion with the other leaders. The committee then conducts the associated exercise and follows through with the action plan developed.

Before the meeting ends, choose the topic and designate the leader for the next month's meeting. All leaders should have input on the choice. All leaders then read the preparation assignment prior to coming to the next meeting. In some cases, a topic is more appropriate for discussion at a particular time of the year, so review them all before deciding.

Resources: The *Cub Scout Leader Book* is available at the links provided in the on-line handouts.



Training Opportunities

- Lifelong learning is an ongoing process
- Supplemental training opportunities include:
 - BALOO (Basic Adult Leader Outdoor Orientation)
 - University of Scouting
 - BB/Archery Range Certification
 - Roundtables
 - Wood Badge
 - Philmont Training Center courses
 - And many more

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Point out to the participants that unit leadership enhancements do not replace, but complement, the more formal leader training, as well as roundtables, University of Scouting, or other courses offered in the district or council.

Make sure that participants understand that these training experiences are a vital part of each leader's personal growth and effectiveness and should be included in his or her individual learning plan.

Information about upcoming opportunities to experience those trainings is available on the Training page of the MCBSA website.



Recruiting Quality Leaders

- Create and maintain a succession plan
- Allow for assistants wherever possible
- Have well defined job descriptions
- Every family should be involved
- Registered leaders need to be trained
- Seek guidance from the Chartered Organization and District/Council Scouters

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The pack and its program are enhanced when the highest quality leadership is recruited. The pack committee should recognize that new leaders must be selected when new dens are formed, or when a den leader, Cubmaster, or other leader moves away or is no longer able to serve.

Successful packs make sure their leaders are trained and equipped to handle their position, knowing that leads to leader retention. But they also do succession planning to cover the unexpected.

The BSA provides step-by-step procedures in a publication titled *Selecting Cub Scout Leadership*. A representative from the council or district can also help guide the pack committee and its chartered organization through the selection process. This representative could be a unit organizer, a Unit Commissioner, a member of the district committee, or a Scouting professional.

Resource: *Selecting Cub Scout Leadership* is available at the links provided in the on-line handouts.



Social Time and Fellowship

- We are kindred spirits, so we should enjoy each other's company
- Socializing builds team spirit
- Networking allows us to pool talents
- If we're not having fun in the program, we should be doing something else

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Point out to the participants that it is common to allow time for leaders to enjoy refreshments and Fellowship after a pack meeting. Anyone who needs to leave, however, should feel free to do so.

Ask the group to state some other ways the committee is strengthened by socializing.



Pack Policies

- Sets expectations for:
 - Program participation
 - Parental involvement
 - Attendance and conduct at meetings and activities
 - Uniform policy
 - Finance management
 - Handling of behavior problems

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The Scouting program is rich in opportunity for both the enjoyment and the development of the members of the pack. To make full use of this program requires the active participation of Scouts (youth) and Scouters (adults) alike. The statement of the policies of the Pack is Intended to clarify some of the major requirements for its successful operation.

Resource: A sample pack policies document is available in the on-line handouts.



Cub Scout Leader Training Award



- **Tenure**
 - Two years
- **Training**
 - basic training, Cub Scout leader pow wow or University of Scouting, Roundtables
- **Performance**
 - Pack planning, Bronze level JTE, lead one JTE objective, supplemental/advanced training



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Tenure

Complete at least two years of tenure as a registered adult leader in a Cub Scout pack.

Training

- Complete basic training for any Cub Scout leader position.
- Attend a pow wow or university of Scouting (or equivalent), or attend at least four roundtables (or equivalent) during each year of the tenure used for this award.

Performance

Do the following during the tenure used for this award:

- Participate in an annual pack planning meeting in each year.
- Serve as an adult leader in a pack that achieves at least the Bronze level of Journey to Excellence in each year. The Quality Unit Award is acceptable if the tenure used is prior to 2011.
- Give primary leadership in meeting at least one pack Journey to Excellence objective in each year.
- Participate in at least one additional supplemental or advanced training event at the council, area, region, or national level during the two years.

Reference: Cub Scout Leader Awards *link in the on-line handouts.*



Review and Questions

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Say (in your own words):

Do you have any questions? If not, proceed with the next session.