

# District Committee Responsibility Cards (1 of 2)

District committee leadership includes the district chairman, one or more vice chairmen, and chairmen for the membership committee, finance committee, and program function. The program function includes tasks to be performed related to training, advancement/recognition,

camping/outdoors, and activities/civic service. The district chairman also appoints special and ad hoc committees. The district commissioner provides communication with the commissioner staff and the condition of all Scout units.

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## Responsibilities DISTRICT CHAIRMAN

A district chairman leads the district and does the following:

- Identify and recruit enough of the right people as operating committee chairmen.
- Initiate plans and help committee chairmen recruit an adequate number of members to carry out the functions of the district.
- Plan (with the district executive) and preside at district committee meetings.
- Work with the district commissioner and district executive to stimulate and to coordinate the work of the district, to ensure the success of the Scouting units.
- In cooperation with the district executive, ensure the completion of district goals.
- Represent the district on the council executive board, once elected.
- Recognize individuals, committees, and chartered organizations for their Scouting accomplishments.
- Support local and national Scouting policies, procedures, and practices.
- Help to secure support for Scouting from top community leaders throughout the district.
- Track and attain goals for district's achievement items.
- Annually appoint a district nominating committee to select nominees for district officers and district members at large.

## Responsibilities DISTRICT MEMBERSHIP CHAIRMAN

- Report to district chairman.
- Interface with council membership/relationships chairman.
- Establish year-round plan for unit and membership growth.
- Recruit and train new-unit organizers.
- Work with district training team to provide new units with trained personnel.
- Plan and conduct youth and chartered-organization surveys.
- Cultivate relationships with potential chartered organizations and community groups.
- Share with other district leaders how to work effectively with various types of organizations.
- Organize new packs, troops, teams, crews, and posts.
- Analyze district membership figures for all program levels.
- Be sure a new unit is under the care of a commissioner before the organizer leaves.
- Conduct membership events in the district:
  - Roundup plans
  - Together plan
  - Relationships conference
- Track and attain membership growth objectives.
- When district has Exploring membership responsibility:
  - Plan and administer Explorer career interest survey
  - Survey potential participating organizations
  - Plan and conduct post's first meeting for youth
  - Assist post committee with program capability inventory
  - Help conduct Exploring impact plan.

## Responsibilities DISTRICT FINANCE CHAIRMAN

- Report to district chairman.
- Ensure implementation of council finance policies.
- Serve as council finance committee member if so stated in council bylaws.
- Recruit and train committee on tasks provided by council finance committee.
- Carry out the annual district Friends of Scouting campaign and meet the goal by the target date.
- Maintain cooperative relationship with the United Way.
- Develop prospects and retain interest of contributors.
- Support council "project selling" program.
- Support council endowment development.
- Inform units of unit financing policy.
- Review units' funding project applications.
- Achieve district's share of council finance campaigns.
- Support district activities that involve income and expenses, assuring proper policy and adult control.

## Responsibilities DISTRICT PROGRAM CHAIRMAN

- Report to district chairman.
- Recruit enough of the right people as activities and civic service, training, camp promotion and outdoor, and advancement and recognition chairmen.
- Ensure that district operating committee chairmen and committee members are trained to carry out the functions of the district.
- Help district operating committee chairmen recruit an adequate number of members to carry out the program functions of the district.
- Plan (with the district executive) the district's annual program planning conference and program preview meeting.
- Coordinate with the operating committee chairmen the district's annual program calendar.
- In cooperation with the district executive, set goals for the district program committees, track their progress, and ensure the completion of those goals.
- Recognize individuals and committees for their Scouting accomplishments.
- Support local and national Scouting policies, procedures, and practices.
- Encourage the district's role to attain public support of Scouting.

## District Committee Responsibility Cards (2 of 2)

### Responsibilities PROGRAM DISTRICT TRAINING CHAIRMAN

- Report to district program chairman.
- Establish district training objectives to train leaders, not just run training courses.
- Participate in council meetings dealing with training policies, program, and procedures.
- Recruit and orient training committee and course instructors.
- Prepare an inventory of all leaders who need training.
- Plan, schedule, and coordinate an annual district training program based on training inventory.
- Evaluate and report on training progress.
- Maintain unit and district training records.
- Offer training opportunities to every unit leader.
- Promote attendance at all training courses.
- Give special assistance to untrained unit leaders.
- Approve applications for district training recognitions.
- Give special attention to training new units and new leaders in existing units.
- When a district has Exploring responsibilities, assist Explorer post Advisors with basic and supplemental training and provide orientation for elected post officers.
- Track and attain training objectives.
- Implement council training program.

### Responsibilities PROGRAM DISTRICT CAMP PROMOTION AND OUTDOOR CHAIRMAN

- Report to district program chairman.
- Recruit and orient district camp committee.
- Understand each unit's camping and outdoor record.
- Implement the council's outdoor promotion plan in the district.
- Work with commissioners to help packs, troops, teams, and crews plan a year-round schedule of camping and outdoor program events.
- Promote use of camperships.
- Give guidance on health and safety concerns.
- Promote youth participation in camping and outdoor programs:
  - Boy Scout resident camp
  - National high-adventure programs
  - Cub Scout camping
  - Venturing outdoor program
- Assist council committee with outdoor program facilities.
- Promote National Summertime Pack Award and National Camping Award.
- Supervise use of off-council campsites by permits and inspections.
- Track and attain camping and outdoor objectives.
- Implement council camping and outdoor program.
- Guide the Order of the Arrow to help promote camping in the district.

### Responsibilities PROGRAM DISTRICT ACTIVITIES AND CIVIC SERVICE CHAIRMAN

- Report to district program chairman.
- Develop and implement a plan for activities and civic service projects in district.
- Ensure that activities remain in accordance with national policy.
- Recruit and orient district activities committee.
- Support and strengthen units by assuring program visibility and balance of activities.
- Promote and conduct displays and skill events:
  - Booth shows
  - Camporees
  - First aid contests
  - Swim meets
  - Window displays
  - Shopping mall shows
- Encourage Good Turn ideas through units' participation in community projects and civic service activities.
- Plan, promote, and conduct special Scouting Anniversary Week activities.
- Coordinate activities at district annual meeting and Scouters' recognition dinner.
- Implement council activities and civic service program.
- Conduct an annual poll of unit leaders to determine unit needs and wishes for district activities.

### Responsibilities PROGRAM DISTRICT ADVANCEMENT AND RECOGNITION CHAIRMAN

- Report to district program chairman.
- Stimulate advancement and recognition of Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers.
- Ensure that advancement and recognition remain in accordance with National Council's requirements and procedures.
- Recruit and orient district advancement committee.
- Establish district advancement goals, develop a plan to achieve goals, and track goal attainment.
- Assist packs, troops, teams, and crews; evaluate progress as required.
- Give special assistance to units with little or no advancement.
- Coach troop and team leaders in methods for conducting boards of review and courts of honor.
- Recruit and train an adequate group of merit badge counselors for the district.
- Produce a district merit badge counselor directory.
- Recommend unit and district Scouters for special district and council recognition (lifesaving awards, Silver Beaver, etc.).
- Implement council advancement and recognition program.
- Review and approve Eagle Scout service project plans.
- Participate in or conduct Eagle Scout boards of review.