

DISTRICT COMMITTEE RESPONSIBILITY CARDS

District committee leadership includes the district chair, one or more vice chairs, and chairs 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 chair 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 CHAIR

A district chair leads the district and does the following:

- Identify and recruit enough of the right people as operating committee chairs.
- Initiate plans and help committee chairs 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.
- With the district commissioner and district executive, stimulate and coordinate the work of the district to ensure the success of Scouting units.
- In cooperation with the district executive, ensure the attainment of district goals.
- Represent the district on the council executive board.

Responsibilities DISTRICT MEMBERSHIP CHAIR

- Report to district chair.
- Recruit enough of the right kind of people for the district membership committee.
- Serve on the council membership/relationships committee.
- Establish year-round plan for unit and membership growth.
- Recruit and train new-unit organizers.
- Work with district training team to make sure new units have 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.

Responsibilities DISTRICT FINANCE CHAIR

- Report to district chair.
- Ensure implementation of council finance policies.
- Serve as council finance committee member.
- 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 policies.

Responsibilities DISTRICT PROGRAM CHAIR

- Report to district chair.
- Recruit enough of the right people as activities and civic service, training, camp promotion and outdoor, and advancement and recognition chairs.
- Ensure that district operating committee chairs and committee members are trained to carry out the functions of the district.
- Help district operating committee chairs 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 review meeting.

Responsibilities PROGRAM DISTRICT TRAINING CHAIR

- Report to district program chair.
- 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 enough of the right kind of people for the training committee and course instructors.
- Prepare an inventory of training for all leaders.
- Plan, schedule, and coordinate an annual district training program based on training inventory.
- Evaluate and report on training progress.
- Maintain district training records.
- Encourage a pack trainer in every Cub Scout pack.

Responsibilities PROGRAM DISTRICT CAMP PROMOTION AND OUTDOOR CHAIR

- Report to district program chair.
- Recruit and orient enough of the right kind of people for the district camp committee.
- Track 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 camping
 - National high-adventure programs

Responsibilities PROGRAM DISTRICT ACTIVITIES AND CIVIC SERVICE CHAIR

- Report to district program chair.
- Develop and implement a plan for activities and civic service projects in district.
- Ensure that activities are in accordance with national policy.
- Recruit and orient enough of the right kind of people for the district activities committee.
- Support and strengthen units by assuring program visibility and balance of activities.
- Promote and conduct displays and skill events:
 - Booth shows
 - Webelos-rees
 - Camporees
 - First aid contests
 - Swim meets

Responsibilities PROGRAM DISTRICT ADVANCEMENT AND RECOGNITION CHAIR

- Report to district program chair.
- Stimulate advancement and recognition of Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers.
- Ensure that advancement and recognition remain in accordance with National Council requirements and procedures.
- Recruit and orient enough of the right kind of people for the district advancement committee.
- Establish district advancement goals, develop a plan to achieve goals, and track goal attainment.
- Assist packs, troops, teams, and crews, giving special assistance to units with little or no advancement.

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- Coordinate with the operating committee chairs 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.
- Set plans to ensure that all Journey to Excellence criteria relating to program show improvement.
- Review units' money-earning applications.
- Achieve district's share of council finance campaigns.
- Support district activities that involve income and expenses, assuring proper policy and budget control.
- Support council product sales program.
- Set plans to ensure that all Journey to Excellence criteria relating to fundraising show improvement.
- Organize new packs, troops, teams, and crews.
- 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.
- Set plans to ensure that all Journey to Excellence criteria relating to membership show improvement.
- Recognize individuals, committees, and chartered organizations for their Scouting achievements.
- Support local and national Scouting policies, procedures, and practices.
- Help to secure support for Scouting from top community leaders throughout the district.
- Annually appoint a district nominating committee to select nominees for district officers and district members at large.
- With the district training chair, ensure that all district members are trained.
- With the district executive and district commissioner, ensure that the district shows improvement in Journey to Excellence.



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- 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.
- Window displays/parades
- 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.
- Plan the annual meeting and Scouters' recognition dinner for the district.
- Implement council activities and civic service program.
- Conduct an annual poll of unit leaders to determine unit needs and wishes for district activities.
- Oversee the district's Journey to Excellence service projects, and ensure the hours are logged online.
- Cub Scout outdoor program
- Venturing outdoor program
- Assist council committee with outdoor program facilities.
- Promote National Summertime Pack Award and National Camping Award.
- Supervise use of off-council camping by tour 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.
- Promote Leave No Trace training for all units.
- Offer training opportunities to all unit leaders.
- 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-unit leaders and new leaders in existing units.
- Track and attain training objectives.
- Implement council training program.
- Promote all online training through the Online Learning Center.



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