## 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.

### 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.

#### Program 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.

#### 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.
  - Report to district program chair.
  - Ensure that activities are in accordance with national policy.
  - Develop and implement a plan for activities and civic service projects in district.
  - Ensure that activities are in accordance with National Council requirements and procedures.
  - 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

#### 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.

#### 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.
• 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.