

## Venturing Standard Operating Procedures (SOPs)

The National Venturing Youth Cabinet has provided these Venturing standard operating procedures in an effort to meet the need for a formal operating structure for all tiers of Venturing. The national, regional, and area programs will use these standard operating procedures as the model for operation and will not alter these guidelines without formal review from the National Venturing Youth Cabinet.

Local councils have been provided these Standard Operating Procedures as a base from which to build their own council Venturing operating procedures. The Venturing standard operating procedures presented here can be used as a minimum standard by and as a template for local councils that do not currently have a structure in place to meet this operational need. This template can be tailored to meet their needs.

Some consistent questions have arisen with launching of the Venturing SOPs. We seek to answer them in this "Frequently Asked Questions" document and will continue to update and add to these FAQs as needed. We appreciate your feedback, which will lead to a stronger Venturing program across the country.

### Frequently Asked Questions:

*Q: Must a youth officer be under age 21 for the full term of office?*

A: It is now required that all national, region, and area youths serving in Venturing officers' association positions will be under age 21 for their full term of office. Councils and districts can determine requirements for their terms of office. However, we respectfully request that, beginning in 2012, they comply with the standard operating procedures established by the national Venturing Youth Cabinet.

*Q: Is there an application process for presidents and vice presidents at the national, region, area, and council levels?*

A: A standard application is available at [www.scouting.org/venturing](http://www.scouting.org/venturing) for youth interested in serving as a national, region, or area president or vice president. A council may create a similar application to utilize for their council president and vice president selection process.

*Q: Are there national Venturing vice president positions?*

A: There shall be one national Venturing vice president position. The national Venturing president shall appoint the national Venturing vice president who shall serve in a support role to help accomplish the national Venturing president's goals and the goals of the National Office for the year they are selected. He or she shall fill in during the national Venturing president's absence.

*Q: At the close of the interview process, will a majority vote or a consensus agreement be required?*

A: After discussion to share thoughts and opinions from the entire selection panel, at the national, region, and area levels a consensus of the entire selection panel shall be required. Consensus is defined as an agreement among the entire selection panel as for who is selected. This does not require that everyone personally agree to the decision, but everyone is in understanding and can agree with the decision. It must be remembered that any personal bias should not sway anyone's opinion, but rather who will perform the duties of the position the best to further Venturing at the appropriate tier the selection is for and Venturing as a whole. In a situation where the youth members are not able to find a consensus, the volunteer Advisor will be asked to mediate a selection. At the council and district levels, considering the potential size of the selection panel, it will be up to the council to establish operating procedures that fit their circumstances best, either by majority vote or consensus.

*Q: How does Sea Scouting fit in, and will Sea Scouting have its own standard operating procedures?*

A: Although Sea Scouting is a standalone program, the membership is tracked through the Venturing program. However, Sea Scouts have the privilege of working on Venturing advancement. Sea Scouting has its own governance structure, and specific questions can be submitted at [www.seascout.org](http://www.seascout.org) or through the new *Sea Scout Manual*, No. 33239, available at local council service centers or through [www.scoutstuff.org](http://www.scoutstuff.org).

*Q: What does the term "qualified candidate" mean?*

A: The Key Three (Venturing president, Venturing volunteer advisor, and Venturing staff advisor) of the tier for which the candidate applied will review the candidate's application to ensure that all the information provided is correct. The key 3 will determine if the candidate is a qualified candidate based on the candidate's merit, age, Venturing registration, and current or prior service in a position that makes them eligible for the position applied for.

*Q: Which vice presidents shall serve on the selection panel?*

A: Only the vice president of administration, vice president of program, and vice president of communication shall serve on the selection panel. Additional vice president positions may be added to the tier's structure (such as vice president of Sea Scouting, etc.); however, the additional vice president(s) will not serve on the selection panel.

*Q: If a member on the selection panel applies, but is not selected for the final interview, do they still sit on the selection panel for the final interview?*

A: Once a member of the selection panel submits their application, they shall be removed from the entire selection process. If the candidate is not selected for the final interview, he or she is not able to be a member of the selection panel.

*Q: Should area Venturing presidents or regional Venturing vice presidents be selected first?*

A: The incoming regional Venturing president and the regional Venturing volunteer advisor must be sensitive when selecting the regional Venturing vice presidents as to not take away potentially strong area leaders from service to their areas. The region should discuss their top

candidates with the candidate's respective area Venturing president and area Venturing volunteer advisor.

*Q: Will late applications be accepted?*

A: Each tier is encouraged to include the answer to this question in their operating procedures that are more specific to the territory. At the national tier, late applications will not be accepted, unless approved by the key 3 prior to the due date.

*Q: What happens if a lower tier does not have anyone represented on the higher tier's selection panel?*

A: If a lower tier will not be represented on a higher tier selection panel, then the advisor of the lower tier may appoint an alternate representative to be accepted by the higher tier's key three.

*Q: What is the role of the president-elect?*

A: The role of the president-elect is to work with the outgoing president to ensure a smooth transition. This could include sitting in on all conference calls with the outgoing president, attending meetings with the outgoing president, and understand the current state of the tier. The president-elect should communicate and work with the volunteer advisor, as well. From the time of selection until June 1<sup>st</sup>, the president-elect is preparing for his or her term. This may include writing his or her goals, introducing the president-elect to the lower tier's leadership, planning an event appropriate to that tier, attaining event invitations for during his or her own term, and evaluating the current president's goals and direction.

*Q: Are regions, areas, councils, and districts able to create their own operating procedures?*

A: Each region and area is encouraged to write their own operating procedures (OPs) that address specific needs/processes of that tier, while following the national Venturing Standard Operating Procedures. Councils and districts are also encouraged to write their own operating procedures and may use the national Venturing Standard Operating Procedures as a template for their development. In the national Venturing Standard Operating Procedures, recommendations are provided for councils. If a council or district chooses a different method that is not consistent with the national Venturing Standard Operating Procedures, that is acceptable. Since they are not *standard* across the entire organization, they shall only be called operating procedures (not standard operating procedures). Operating procedures must be more appropriate and provide specific operations to the territory in which they are written for.

*Q: What is the official role of a president after their term has ended?*

A: Each president has different plans in life for once their term has ended, thus no official role is established. If the past president wishes to still be involved, he or she may contact their staff advisor and advisor to see what role the past president will fit into best and will enjoy doing. This may include serving as an advisor, working on a task force or committee, assisting in the planning of an event appropriate to the tier, or acting as a mentor towards the new president. When the new president is selected, the immediate past president should help with the transition process for the new president. It is encouraged that the past presidents act as a

resource for the current president. If the current president wishes, the past president may serve as a mentor.

Q: How does the Venturing Standard Operating Procedures affect the council level VOAs?

A: The Venturing Standard Operating Procedures provides recommendations for councils to utilize in their selection and operating processes. If a council chooses a method that is not consistent with the Venturing Standard Operating Procedures, that is acceptable. Councils are encouraged to write their own operating procedures that provide specific functions and additional clarification that is specific to the council's operations.

Q: How is the passing down of applications handled with the deadlines so close together?

A: When a candidate completes an application for area, regional, or national Venturing president or Venturing vice president, they may check mark all the positions they intend to apply for. This will indicate to any lower tiers of a candidate's interest in a position. There is a 15 day period between the selection announcement dates at each tier. This allows for the interview to be completed during this time period. To help aid the lower tiers, a selection panel is encouraged pass down an application of a candidate immediately after it has been determined that the candidate is not selected for the position.

Q: On page 5 of the SOP it states "If no applicant for an office exists at the time of selection, the volunteer advisor and staff advisor for that office may extend the current officer's term." How does that work if region and national Venturing presidents can only serve one term?

A: Efforts shall be made by the volunteer advisor, staff advisor, and current president to find a replacement as soon as possible. Please remember that area Venturing presidents can hold the position for more than one year. Only regional Venturing presidents and the national Venturing president have a term limit of one year.

Q: The SOP states that two or more qualified candidates shall be interviewed by the entire selection panel. What happens if there is only one candidate?

A: The selection panel shall still interview the candidate to show their commitment to the position. After the interview is completed, the selection panel must determine if the candidate will perform the duties of the position to the best of his or her abilities. If the selection panel chooses to not select the candidate, another candidate should be found immediately for the position and interviewed by the selection panel.

Q: What happens if a candidate cannot get out of school for orientation?

A: The staff advisor at the appropriate tier shall communicate with the candidate's school/teachers/professors. At the same time, the candidate will be responsible for making up any missed work in a timely manner. The candidate shall communicate their plans with their teachers or professors. Appropriate accommodations may be worked out if the situation arises.