

Roles and Responsibilities for Adult Leaders of Troop 49

What Happens	Scout	Scoutmaster (SM)	Adult Leader (AL)	Advancement Chair (AC)	Troop Committee Chair (TC)	Website Manager
Who is this now?	Various	Mrs. Fennell // Mr Tran	Various	Mr. Medina	TBD	Mr Tognan
Troop Calendar: Arranges Schedule and communicates schedule and Activities to Troop		Arranges Schedule, Organizes activities with Scout Leaders, Communicates to Troop in Online Google Calendar and announcements, Provides to Webmaster for Announcements page, Updates on line Calendar as necessary throughout the year			Consulted with, Troop Committee Governs all Troop Operations	Posts Announcements
Scout ready for adv Signoff	Goes to Adult Leader/ demonstrates, achieved requirement		Reviews / decides if OK. If OK signs Book and dates it. Optional: Enters in TroopMaster Web or TM Mobile (needs to "SYNC".)	Enters in TM (if told about the event). If something is approved by Adult leader in TM Mobile, Reviews and when appropriate approves to allow it to become part of official record.	Consulted with as appropriate. Troop Committee governs all Troop operations	
Differences between Handbook signoffs and TM noticed	Scout Reports Differences and documents to Adv Chair			If satisfied, enters differences in TM and Handbook as necessary		
Scout Earns Merit Badge	Brings to Scoutmaster	Signs Badge in appropriate places gives completed Blue card to Adv Chair		Enters MB in TroopMaster; Completes Adv Report line for it. Notifies TC Scout name, MB and Date (Saves MB and Adv forms for future Court of Honor (COH). Enters MB in Internet Advancement System.		
Scout Ready for BOR 1	Goes to Scoutmaster for Scoutmaster Conference with handbook fully synchronized to TM	Scoutmaster confirms Scoutmaster Conference et. al. are finished and Scout is eligible for a Board of Review (BOR). Updates TroopMaster with Scoutmaster Conference Date; tells Advancement Chair that Scout is ready for a BOR			Consulted with as appropriate. Troop Committee governs all Troop operations	
Scout Ready for Board of Review - 2	Asks number of Adult Leaders to serve on his BOR		Adult leaders on the BOR review TM and Handbook for qualifications. If Rank 1s approved - BOR committee (adults attending) complete the Adv form with all details. "BOR CHAIR" gives to AC	Enters Rank advancement etc. in TM Gives details to TC (Saves Handwritten signed Adv forms and Internet Adv forms for future COH). Enters RANK in Internet Advancement System.	Consulted with as appropriate. Troop Committee governs all Troop operations	
Scout notices items are missing from Handbook or TM	With Parent, Logs on to TM Web and prints Report. Compares to handbook and Highlights each disparity one to the other. Turns in to AC			Reviews disparities Makes appropriate entries in Book and or TM Web as appropriate.		
Scout attendance at meetings		Obtains attendance records from Scribe if applicable; Else generates attendance. Enters in TM Web				
Scout attendance at Scout Service Projects		Obtains attendance records. Enters in TM Web				
Scout Nights camping (Cabin or Tent)		Obtains attendance records. (Needs specific details such as Cabin vs. Tent / number of nights each scout etc. Enters in TM Web				
Scout Miles Hiking		Obtains Scout Hiking mileage records. Enters in TM Web				
Adult Leader (other than Adv Chair) enters advancement on TM Mobile and syncs to TM Web. OR. Enters advancement directly in TroopMaster		Reviews entries, IF OK, "Approves "them for acceptance into TM WEB record	Conducts Advancement with Scout. Signs Book if present Enters advancement info on TM Mobile. If ny TM Web, informs Advancement Chair of details	Reviews entries, IF OK, "Approves "them for acceptance into TM WEB record	Reviews entries, IF OK, "Approves "them for acceptance into TM WEB record. (As backup to Adv Chair)	

Roles and Responsibilities for Adult Leaders of Troop 49

What Happens	Scout	Scoutmaster (SM)	Adult Leader (AL)	Advancement Chair (AC)	Troop Committee Chair (TC)	Website Manager
Scout Elections/ Future Appointments		Conducts elections Makes appointments, Announces to the troop. Gives AC each scout's start date/ and date in each Office. Identifies all Scout Officers and Patrols and gives our that onfo to Troolp and to Webmaster. Also provides update info for Website		Enters Office start and end dates in TM Web for Records. This is troop's official record, so important to be done	Consulted with as appropriate. Troop Committee governs all Troop operations	Enters Patrol Membership and Scout "officer" roles on Website when informed.
Troop Calendar Changes		Finalizes change. Updates Troop Calendar; Provides announcements to Websitee			Consulted with as appropriate. Troop Committee governs all Troop operations	Updates Website Announcements
Oversight of Scoutmaster and troop operations					As appropriate	
Court Of Honor (COH)		Scoutmaster works with the Advancement Chair to create a COH Script covering all Advancement since last COH. There are three COH meetings (Fall, Winter and Spring). Advancement Chair assures all Advancement of Rank, Merit Badges and other awards are in Internet Advancement and ScoutMaster coordinates purchase from the Scout Shop of all COH Awards with Advancement Chair		Advancement Chair works with the ScoutMaster to create a COH Script covering all Advancement since last COH. There are three COH meetings (Fall, Winter and Spring). Advancement Chair assures all Advancement of Rank, Merit Badges and other awards are in Internet Advancement and ScoutMaster coordinates purchase of all COH Awards with Advancement Chair from the Scout Shop	Consulted with as appropriate. Troop Committee governs all Troop operations	

GLOSSARY

Scoutmaster (SM)	Official Scoutmaster or , If action is delegable, her/his delegate
Advancement Chair (AC)	Appointed by Troop Committee and or by Sponsoring Org. Handles Troopmaster and Internet Advancement
Troop Committee Chairman (TC)	This role oversees the Troop Committee which oversees the Scoutmaster. Conducts Troop Committee Meetings as necessary Appointed by Sponsoring Org.
TroopMaster Web (TM WEB)	AKA TroopMaster Web 2 , this is our On line official record of detailed Troop Advancement and Personal info. (Goes way beyond any data kept by BSA officially)
TroopMaster Mobile (TM Mobile)	Mobile version of TM Web Does not have all details ofr capabilities, but Adult leaders can enter advancement and dates they sign off here and sync it to Web for future evaluation/ acceptance
Internet Advancement	"BSA OFFICIAL" advancement records only keeps dates of Rank, Office, camping nights, Hiking Miles, Merit badges , etc. This is what an Eagle Candidate is measured against by GNYC and BSA National. Filed Internet Adv forms required to purchase badges etc.
Scout Handbook Website	The CURRENT requirements in a handbook of any generation used by the scout. Managed by Tognan. Can be turned over to Troop on request (Troop needs Hosting site, etc.)
Court of Honor (COH)	There are three COH meetings (Fall, Winter and Spring). Advancement Chair assures all Advancement of Rank, Merit Badges and other awards are in Internet Advancement and ScoutMaster coordinates purchase from the Scout Shop of all COH Awards with Advancement Chair