Cub Scout Leader Roles and Responsibilities



The Pack Leadership

Every pack is under the supervision of a pack committee. This committee consists of at least three adults at least 21 years of age selected by the Chartered Organization and registered as adult leaders of the Boy Scouts of America. One of these is designated as the Pack Committee Chair. With a committee of three, members must assume responsibility for more service areas than a committee of seven or more, where the responsibilities can be spread around. Although packs can and do operate with at least three committee members, experience has shown that a larger committee generally ensures a more robust, more stable pack. A larger committee is better able to perform all the required functions of a successful pack program. It is also a way of involving more pack families in meaningful service to the pack.

For packs with fewer parents, it is suggested that you combine leadership roles in the following method:

- Committee Chairman and Outings Coordinator
- Secretary and Treasurer
- Training and Advancement
- Marketing, Membership, and New Member Chairs

Leader Requirements

You must be 21 years of age or older. (For some positions, such as assistant Cubmaster or assistant Den leader, the minimum age is 18.)

- Complete the registration process, including approval by the Charter Organization, background check, and Boy Scout Youth
 Protection Training completion. California volunteers must also complete a live scan background check and California Child
 Abuse Prevention training.
- You must be a U.S. citizen or legal resident.
- You must agree to abide by the Scout Oath and Law and follow the Scouter Code of Ethics

Typical Cub Scout Meeting Schedule

Packs can determine their schedule, the key being consistency. Den and Pack Meetings should last up to one hour. Dens can meet independently of each other or at the same time and location. All meetings must have two registered adult leaders, with one female leader present if there is any female youth present. Below is a sample schedule of Den and Pack Meetings:

2 Den Meetings a Month	3 Den Meetings a Month	
Week 1 – Den Meeting –	Week 1 Den Meeting	
Week 2 – Parent Planning Meeting	Week 2 Den Meeting + Parent Planning Meeting	
Week 3 – Den Meeting –	Week 3 Den Meeting	
Week 4 – Pack Meeting	Week 4 Pack Meeting	
One Saturday a month Pack Outing	One Saturday a month Pack Outing	

Training

- Youth Protection Training is required to be a registered leader and must be renewed every two years.
- Cubmasters, Charter Representatives, and Committee Chairs must complete leader-specific training at www.my.scouting.org.
- To provide a safe and exciting program, all other leaders are encouraged to complete their leader-specific training at www.my.scouting.org.
- To camp overnight, the pack must have one leader who has completed Basic Adult Leader Outdoor Orientation, offered twice to three times a year. This training is an overnight camping experience.
- California volunteers must also complete online Child Abuse Prevention and Reporting training through the state of California.
- Monthly leader Roundtable Meetings provide ongoing mentorship and training for all leaders.

The Benefits of Leadership

Volunteering with the Boy Scouts of America allows adults to work with youth to build a better future for everyone. Besides giving valuable service to youth in their communities, volunteers reap many personal benefits from being a leader in Cub Scouting.

Parenting Skills. Scout volunteering helps adults develop closer connections with children. Volunteers agree that their experience in leading youth has helped them learn to relate to young people and inspire them. Almost nine of 10 volunteers say Scout volunteering has helped them become better parents.

Ethical and Moral Character Development. Scouting promotes ethical and moral character development in youth. Volunteers become role models for these traits as they lead and participate in activities with youth and other adults. Through their leadership, volunteers enhance their own ethical and moral decision-making. They feel the experience makes them more honest and trustworthy.

Management and Leadership Skills. Volunteers get opportunities to set and achieve goals in member recruitment, fund-raising, leader recruitment, and program planning. Volunteers say these experiences carry over into their work life, making them better managers and employees.

Conservation. Scouting teaches young people and adults to live by the Outdoor Code: Be clean in one's outdoor manners, be careful with fire, be considerate in the outdoors, and be conservation-minded. Many volunteers come to Scouting with a strong commitment to the environment, and most indicate that they have heightened their environmental awareness and developed or improved their conservation skills through volunteering.

Community Spirit. Volunteers agree that Scouting encourages them to become involved in other organizations. Two-thirds (66 percent) of Scout volunteers also volunteer for other youth groups. Scout volunteers give time to religious youth organizations, youth sports associations, parent-teacher associations/organizations, Girl Scouts, 4-H, YMCA, Boys and Girls Clubs of America, and Big Brothers Big Sisters.

Citizenship. Volunteering leads to greater participation in community service activities ranging from collecting food and clothing for local shelters to planting trees and picking up trash in local parks. Scout volunteering also builds leaders' pride in their communities and in being Americans. An overwhelming majority (90 percent) feel that volunteering for Scouts has helped them become better citizens.

Communication Skills. Volunteers are called upon to communicate with Scouts, other volunteers, community leaders, and parents in their many roles. Not surprisingly, many volunteers say this experience has helped them become better listeners and communicators.

Physical Fitness. Scout volunteers believe the activities they do in Scouting help their overall physical health. Volunteers report developing or improving their camping, hiking, and swimming skills because of Scout volunteering.

Enjoyment. Scout volunteering is just plain fun: "you get to be a kid again in a way," said one volunteer. More than a fourth of the volunteers agree that their Scouting activities help them reduce the stress and anxiety in their lives.

More than 1.2 million adult volunteers give their time and skills to youth development through the Boy Scouts of America. An overwhelming majority (96 percent) of these volunteers say their experience has been so positive that they would recommend volunteering for the Boy Scouts of America to others.

Cubmaster

Qualifications: Be at least 21 years of age, recruited and appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. Need not be an expert in all Cub Scout activities but should be a leader who is able to deal with adults as well as youth. Should be able to delegate responsibilities; set a good example by behavior, attitude, and uniform, and believe in the values and principles of Cub Scouting. Preferably a member of the Chartered Organization.

Meetings – Participate in monthly Pack parent planning meetings and yearly Pack planning meetings. Attend Pack meetings, fundraisers, and Pack outings.

Training required - Youth Protection, Cub Scout Position Specific Training (both available at www.my.scouting.org)

- Conduct a Pack program according to the Boy Scouts of America policies.
- Plan and help carry out the Cub Scout program in the Pack. This includes leading the monthly Pack meeting with the help of other leaders.
- See that the Pack program, leaders, and Cub Scouts positively reflect the interests and objectives of the Chartered Organization and the Boy Scouts of America.
- Work with the Pack Committee on program ideas, selecting and recruiting adult leaders, and establishing a budget plan.
- Guide and support Den Leaders. See that they receive the required training for their position.
- Help establish and maintain good relationships with Scouts, BSA Troops.
- Maintain good relationships with parents. Seek their support and include them in activities.
- See that all Cub Scouts receive a quality, year-round program filled with fun and activities that qualify the Dens and Pack for the National Summertime Pack Award.
- See that the responsibilities specified for the Assistant Cubmaster are carried out.
- Assist the Pack Committee Chair in conducting the annual Pack program planning conference and the monthly Pack leaders' meetings.
- Meet with the Unit Commissioner, Webelos Den Leader(s), and Scoutmaster to establish plans for the Webelos-to-Scout transition.
- Assist in planning and conducting stimulating graduation ceremonies involving parents, the Scoutmaster, the Webelos Den Chief, and the Webelos Den Leader.
- Encourage high advancement standards for all Cub Scouts.

Pack Charter Organization Representative

Qualifications: Be at least 21 years of age, appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. A person of good character, familiar with the organization's procedures, and deeply concerned about the Pack's success.

Characteristics – Able to recruit and communicate with other adults. Member of Charter Organization and able to serve as a liaison between the Pack and the organization.

Meetings - Yearly charter review, Pack parent meetings and Pack meetings as needed, Council annual meeting.

Training required - Youth Protection, Cub Scout Position Specific Training (both available at www.mv.scouting.org)

- Serve as a member of the unit Key 3 team and meet together several times a year
- Approve adult leaders
- Serve as a liaison between your units, your organization, and the Council structure.
- Encourage unit leaders and committee members to take advantage of training opportunities and to regularly attend District Leader Roundtable Meetings.
- Promote well-planned unit programs.
- Working with unit leadership to secure a safe meeting location.
- Organize units to serve the youth needs of your organization and the community.
- Assist with annual unit charter renewal.
- Suggest unit service projects and coordinate joint service projects with the Charter Organization and the Pack.
- Encourage the pursuit of Journey to Excellence performance.
- Inform and engage organization leaders and members and keep them informed of Scouting.
- Secure Council help when needed.
- Use approved unit finance policies.
- Cultivate resources to support your organization's units.
- Represent your organization on the Council and District levels.

Pack Committee Chair

Qualifications: Be at least 21 years of age, appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. A person of good character, familiar with the organization's procedures, and deeply concerned about the Pack's success.

Characteristics – Able to recruit and communicate with other adults. Able to keep the Pack projects on track by motivating other volunteers.

Meetings – Run the monthly Pack parent planning meeting and yearly Pack planning meeting. Participate in Pack meetings, fundraisers, and Pack outings.

Training required - Youth Protection, Cub Scout Position Specific Training (both available at www.my.scouting.org)

- Maintain a close relationship with the Chartered Organization Representative, keeping this key person informed of the Pack's needs that must be brought to the attention of the organization or the Crater Lake Council.
- Work with the Chartered Organization Representative to provide adequate and safe facilities for Pack meetings.
- Working with the Pack committee and Charter Organization, plan for and recruit parents to serve on the committee as Committee Members, Cubmaster(s), and Den Leaders. Involve all families to help with the Pack operation.
- Confer with the Cubmaster on policy matters relating to the Cub Scout program and the Chartered Organization.
- Serve as the chair at the monthly Pack parent planning meeting.
- Plan for Pack charter review, recruitment, and re-registration.
- Conduct the annual Pack program planning conference.
- Recognize the need for more dens and see that new dens are formed as needed.
- Cooperate with the Cubmaster on Council-approved money-earning projects so the pack can earn money for materials and equipment.
- Working through the Treasurer, managing finances through adequate financial records.
- Working through the Advancement Chair, maintain adequate Pack advancement records.
- Working through the Pack Marketing Chair, maintaining active social media channels.
- Working through the Pack New Member Coordinator, ensure Pack joining nights are well planned and welcoming and that all new families are engaged with the Pack.
- Working through the Pack Trainer, develop a Pack leader training program.
- Working with the Cubmaster and Webelos Leaders, maintain strong Pack-Troop relationships, sharing with the Troop committee the need for fifth graders to graduate into the Troop.
- Follow the policies of the Boy Scouts of America and have a general understanding of the Guide to Safe Scouting.

Pack Secretary

Qualifications: Be at least 21 years of age, appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. A person of good character, familiar with the organization's procedures, and deeply concerned about the Pack's success.

Characteristics – Strong communication and organization skills.

Meetings – Participate in monthly Pack parent planning meetings and yearly Pack planning meetings. Attend Pack meetings, fundraisers, and Pack outings.

Training required – Youth Protection, Cub Scout Position Specific Training (both available at www.my.scouting.org)

Responsibilities:

- Keep informed of all Cub Scouting literature, materials, records, and forms to be a resource to all Pack Leaders. Assist new Den Leaders by telling them what items are available.
- Maintain up-to-date information on membership, leadership, and attendance in Scoutbook.
- Maintain an inventory of Pack property.
- Keep notes on Pack parent planning meetings. Record key items such as things needing follow-up or items for the Pack's history.
- Communicate with Pack members about upcoming events through Scoutbook, email, text and social media.
- Notify parents of Pack planning meetings and other activities.

Pack Treasurer

Qualifications: Be at least 21 years of age, appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. A person of good character, familiar with the organization's procedures, and deeply concerned about the Pack's success.

Characteristics – Basic bookkeeping and mathematical skills.

Meetings – Participate in monthly Pack parent planning meetings and yearly Pack planning meeting. Attend Pack meetings, fundraisers, and Pack outings.

Training required - Youth Protection, Cub Scout Leader Basic Training (both available at www.my.scouting.org)

- Help the Pack Committee Chair and Cubmaster establish a sound financial program for the Pack with a Pack budget plan.
- Open or maintain a bank account in the Pack's name and arrange for all transactions to be signed by any two: Cubmaster,
 Committee Chair, Secretary, or Treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances and pay bills by check. The Pack Committee Chair should approve accounts before payment.
- Maintain Pack check card and follow established check card policies.
- Keep up-to-date financial records. Enter all income and expenditures under the proper budget item in the finance section of the Pack Record Book. Give leadership in developing a coordinated record-keeping system for the Pack.
- Be responsible for thrift training within the Pack. Explain the Pack's financial plan to each family so they will accept responsibility for paying dues, and parents will be alert for opportunities for scouts to earn dues money and develop habits of thrift.
- On request of the Den Leaders, sympathetically counsel a family that needs financial aid. Working with the Pack Committee Chair, submit scholarship forms if required or necessary.
- Periodically report on the Pack's financial condition at the monthly Pack meeting. Make regular monthly reports to the pack
 committee at the Pack's parent planning meeting, and report to Chartered Organization as often as desirable on the Pack's
 financial condition.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Guide the Pack in conducting Council-approved, Pack money-earning projects.

Pack Advancement Chair

Qualifications: Be at least 21 years of age, appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. A person of good character, familiar with the organization's procedures, and deeply concerned about the Pack's success.

Characteristics – Strong attention to detail and computer skills.

Meetings – Participate in monthly Pack parent planning meetings and yearly Pack planning meetings. Attend Pack meetings, fundraisers, and Pack outings.

Training required - Youth Protection, Cub Scout Position Specific Training (both available at www.mv.scouting.org)

Responsibilities:

- Have a working knowledge of the Cub Scout advancement plans.
- Help plan and conduct advancement recognition ceremonies during the Pack Meetings.
- Have a working knowledge of Scoutbook.
- Order and organize advancements for Scouts before all Pack Meetings.
- Arrange for Webelos graduation ceremonies with the Cubmaster, Webelos Den Leader, and Scoutmaster.
- Train all leaders and parents on the use of Scoutbook.
- Help build or obtain advancement equipment to make advancement ceremonies effective.
- Promote wearing and proper use of uniform and insignia.

Pack Training Chair

Qualifications: Be at least 21 years of age, appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. A person of good character, familiar with the organization's procedures, and deeply concerned about the Pack's success.

Characteristics – Strong communication and follow up skils

Meetings – Participate in monthly Pack parent planning meetings and yearly Pack planning meetings. Attend Pack meetings, fundraisers, and Pack outings.

Training required - Youth Protection, Cub Scout Position Specific Training (both available at www.mv.scouting.org)

- Work with the Cubmaster and Pack Committee Chair to set up a program for training parents.
- Have a working knowledge of how to check leaders' training records in www.my.scouting.org.
- Communicate with the Pack Committee chair and Cubmaster if any leaders that may have a lapse in the Youth Protection training. Follow up to make sure leaders take care of all required trainings are complete.
- Make sure there is a plan for at least one leader to complete Basic Adult Leader Outdoor Orientation training before any campouts.
- Recognize leaders with leader training knots.
- Promote leaders' attendance at Cub Scout leader training courses and monthly leader roundtable meetings.

Pack Marketing Chair

Qualifications: Be at least 21 years of age, appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. A person of good character, familiar with the organization's procedures, and deeply concerned about the Pack's success.

Characteristics – social media knowledge and general marketing skills. Connections to local schools and community groups.

Meetings – Participate in monthly Pack parent planning meetings and yearly Pack planning meetings. Attend Pack meetings, fundraisers, and Pack outings.

Training required - Youth Protection, Cub Scout Position Specific Training (both available at www.mv.scouting.org)

- Establish and maintain public-facing social media channels.
- Update Pack's BeAScout Pin on www.beascout.org.
- Promote Pack participation in appropriate programs of the Chartered Organization such as the worship service (Scout Sunday or Scout Sabbath if the Charter Organization is a church or synagogue).
- Participate in community events to promote Scouting.
- Make sure ongoing follow up occurs to families interested in joining Scouting.
- Publicize and promote Pack participation in local service projects with the Chartered Organization, schools, and community.
- Publicize and promote Pack participation in Scouting Anniversary Week activities and Scout Sunday/Scout Sabbath participation.
- Circulate Cub Scout recruiting fliers and leaflets to invite scouts to join. Work with the Pack Committee to promote new membership. Let the people in your neighborhood know a Cub Scout pack is available.
- Make use of the news media in publicizing Pack events.

Pack Membership Chair

Qualifications: Be at least 21 years of age, appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. A person of good character, familiar with the organization's procedures, and deeply concerned about the Pack's success.

Characteristics – Computer skills, written and oral communication skills.

Meetings – Participate in monthly Pack parent planning meetings and yearly Pack planning meetings. Attend Pack meetings, fundraisers, and Pack outings.

Training required - Youth Protection, Cub Scout Position Specific Training (both available at www.mv.scouting.org)

Responsibilities:

- Working with the Cubmaster and Committee Chairman, make sure online applications are approved promptly.
- Working with New Member Coordinator and Committee Chair, ensure all new families are welcomed into the Pack and engage new parents in volunteer opportunities.
- Coordinate Pack join nights at least twice a year.
- Maintain relationships with local schools and look for ways to provide community service.
- Working with the Cubmaster and Den Leaders, make sure inactive families are communicated with to invite them back to the Pack.
- Make sure all active members and leaders are registered.
- Work with the Committee Chair and Cubmaster to complete the recharter paperwork by December 1st.

Pack New Member Coordinator

Qualifications: Be at least 21 years of age, appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. A person of good character, familiar with the organization's procedures, and deeply concerned about the Pack's success.

Characteristics - Good public speaking and interpersonal communication skills.

Meetings – Participate in monthly Pack parent planning meetings and yearly Pack planning meetings. Attend Pack meetings, fundraisers, and Pack outings.

Training required - Youth Protection, Cub Scout Position Specific Training (both available at www.my.scouting.org)

- Responsibilities:
- Working with the Pack Marketing Chair, maintain and respond to leads from the Pack's www.beascout.org website.
- Form relationships with new members and their families. Develop relationships with families so that they feel a sense of belonging.
- Coordinate Scout recruitment efforts; be prepared for informational nights.
- Help organize and promote joining events and be sure all are invited.
- Coordinate new parent orientation nights.
- Spread the word about the long-term and wide-spread impact of Scouting.
- Let everyone know the value of what their children are experiencing.
- Use your networks to reach wide (perhaps under-served) audiences.
- Use FUN to engage and introduce new Scouts and their families into the program.
- Be visible and easily identifiable at Pack gatherings.
- Collaborate with your Council or District to ensure a successful membership campaigns.

Pack Outings and Activities Chair

Qualifications: Be at least 21 years of age, appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. A person of good character, familiar with organization procedures, and deeply concerned about the pack's success.

Characteristics – Able to research and connect Pack to new program opportunities, project management skills.

Meetings – Participate in monthly Pack parent planning meetings and yearly Pack planning meetings. Attend Pack meetings, fundraisers, and Pack outings.

Training required - Youth Protection, Cub Scout Position Specific Training (both available at www.my.scouting.org)

- Help the Cubmaster and Pack Committee plan and arrange for Pack activities.
- Recruit parents to coordinate Pack activities.
- Arrange for agreements to be signed for field trips and outings.
- Locate new opportunities for Scouts to visit.
- Arrange for safe transportation when needed.
- Plan first aid for emergencies.
- Help leaders plan Pack campouts and make sure a BALOO-trained leader (Basic Adult Leader Outdoor Orientation) is in attendance. Help arrange for equipment, as needed.
- Make sure all outings follow the rules in the Guide to Safe Scouting.
- Plan outings to help Pack and Dens qualify for the National Summertime Pack Award.
- Help inform parents about opportunities for family camping.
- Assist in the promotion of day camp and resident camp opportunities.
- Be aware of Boy Scouts of America health and safety requirements and ensure they are carried out.

Den Leader and Assistant Den Leader

Qualifications: Be at least 21 years of age, appointed by the Chartered Organization, and register as an adult leader of the Boy Scouts of America. A person of good character, familiar with the organization's procedures, and deeply concerned about the Pack's success.

Characteristics – Willing to work with six to ten scouts, coordinate a weekly hour-long program, and engage Scout parents.

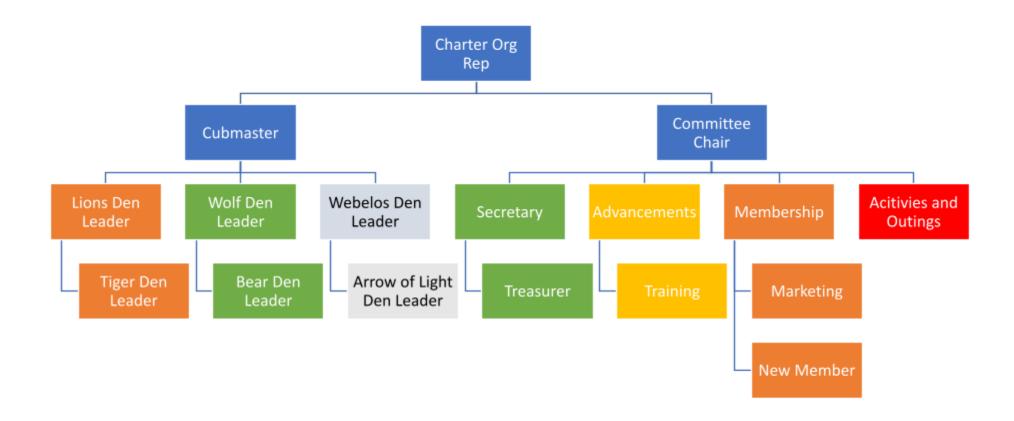
Meetings – Run weekly den meetings. Participate in monthly Pack parent planning meetings and yearly Pack planning meetings. Attend Pack meetings, fundraisers, and Pack outings.

Den Leader Responsibilities

- Lead the den in its participation at Pack meetings. Serve as den host or hostess for den parents at Pack meetings.
- Work in harmony with other den and Pack leaders.
- Cooperate with the Cubmaster (or assistant Cubmaster) in recruiting new Scouts.
- Use the resources of Scouting to plan a fun and engaging program.
- Maintain a friendly relationship with Cub Scouts; encourage them to earn the advancement awards. Keep accurate advancement records and see that the Scouts receive recognition for their achievements.
- Stimulate the Cub Scouts' imaginations on the program theme for the month and help the den prepare its stunts and exhibits for the Pack meeting.
- Help the den and Pack earn the National Summertime Pack Award.
- Help establish a close working relationship with the Assistant Den leader and Den Chief, functioning as a den leadership team.
- Develop a good working relationship with den parents and families. Use their talents to help enrich the den program. Hold den parents' meetings as often as needed to get acquainted and strengthen the den operation. Have open communications with den families.
- Take part in the annual Pack program planning conference and Pack leaders' meetings.
- Help set a good example for the Scouts by behavior, attitude, and wearing the proper uniform.
- Support the policies of the Boy Scouts of America.

Assistant Den Leader Responsibilities

- Assist the Den Leader as needed.
- Carry out the duties assigned by the Den Leader.
- Be ready to fill in for the Den Leader in case of an emergency.
- Help establish a close working relationship with the Den leader and Den Chief, functioning as a den leadership team.
- Take part in the annual Pack program planning conference and Pack leaders' meetings
- Work in harmony with other den and Dack leaders.
- Support the policies of the Boy Scouts of America.
- Shares the work of the Den Leader and may be called upon to serve as a parent contact or record keeper or to handle other details of den operation.



Ideally the Pack would have a volunteer for each role. For smaller Packs, combining the roles together that are associated with each other by color can be a way to run the program with less adults.

Cub Scouts Boy Scouts of America (scouting.org)	Pack Committee Resources Boy Scouts of America (scouting.org)	Den Leader Resources Boy Scouts of America (scouting.org)	Cubmaster Resources Boy Scouts of America (scouting.org)
Den Leader Tips & Tricks Video Series Boy Scouts of America (scouting.org)	Information About Online Registration for Councils and Unit Leaders Boy Scouts of America (scouting.org)	Training for Adults Boy Scouts of America (scouting.org)	Guide to Safe Scouting Boy Scouts of America
Boy Scouts of America - Crater Lake Council	Crater Lake Council -Calendar of Events (scoutingevent.com)	Scouting Resources - Crater Lake Council	Staff Directory - Crater Lake Council

Scouting Resources