

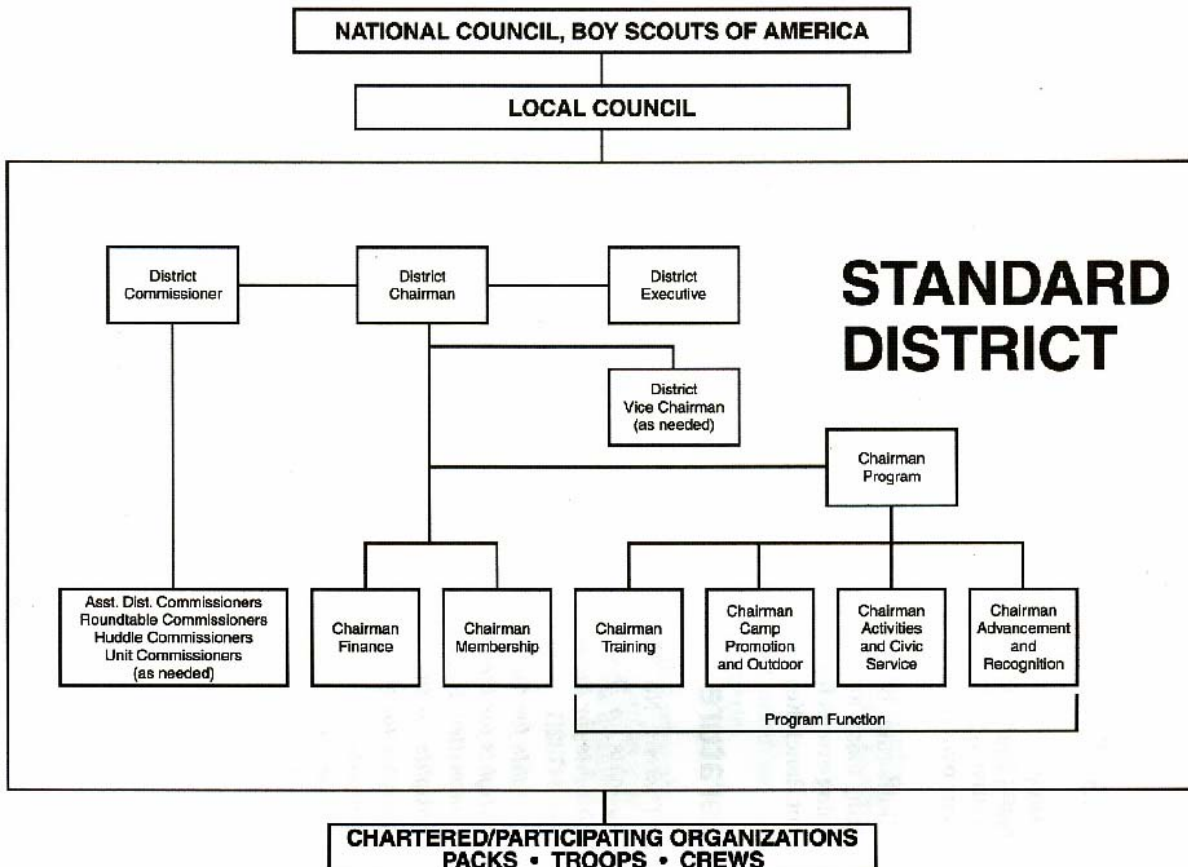
The District Structure

The District “Key 3”

The three key positions of any district include the District Chairman, the District Commissioner, and the District Executive (shown in the upper left portion of the schematic depicted below). As a team, these persons serve to direct and coordinate the activities of the district.

- ✦ The **District Chairman** is the key volunteer that directs the activities of major committees that support the functions of each district as well as the activities of the District Commissioner and his or her staff.
- ✦ The **District Commissioner** is largely responsible for direct support to the basic units that make up the district, including the conduct of roundtable meetings.
- ✦ The **District Executive** is a professional Scouter that serves as a representative to the council, providing support and guidance to the district staff and its units. It is NOT the job of the District Executive to run the district. That function clearly rests with the volunteers that make up the district staff.

The District Committee consists of the Key 3 positions, plus the chairpersons of each district committee.



District Committees: Chairmen

District Chairman

- Identify and recruit enough of the right people as operating committee chairmen.
- Initiate plans and help committee chairmen 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.
- Work with the district commissioner and district executive to stimulate and to coordinate the work of the district, to ensure the success of the Scouting units.
- In cooperation with the district executive, ensure completion of district goals.
- Represent the district on the council executive board, once elected.
- Recognize individuals, committees, and chartered organizations for their Scouting accomplishments.
- Support local and national Scouting policies, procedures, and practices.
- Help to secure support for Scouting from top community leaders throughout the district.
- Track and attain goals for the district's achievement items.
- Annually appoint a district nominating committee to select nominees for district officers and district members at large.

Program Chairman

- Reports to district chairman.
- Recruit a committee of at least five members to help achieve tasks.
- Regularly attend the monthly district committee meeting and the council program committee meeting. If the Program Chairman cannot attend, have a representative present to give the program report.
- Supervise the program activities of the district for the district chairman, (Advancement, Camping, Training, and Activities).
- Recruit and supervise other special program committees of the district as requested by the district chairman.
- Ensure that district operating committee chairmen and committee members are trained to carry out the functions of the district.
- Help district operating committee chairmen 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 operating committee chairmen the district's annual program calendar.
- Recognize individuals and committees for their Scouting accomplishments, i.e. "Scouter's Awards - Knots"
- Support local and national Scouting policies, procedures, and practices.

Finance Chairman

- Reports to district chairman.
- Recruit a committee of at least five members to help achieve tasks.
- Regularly attend the monthly district committee meeting and the council finance committee meeting. If the Finance Chairman cannot attend, have a representative present to give the financial report.
- Work closely with the District Executive to achieve tasks and goals.
- Obtain the district's share of funds for the council budget. This is done through Friends of Scouting, Scoutwalk, popcorn sales, project sales, community service award events (CSA Dinner), and other methods instituted by the council executive board. Recruit and appoint a chairman for each event.
- Inform units of unit financing policies, if needed.
- Support district activities that involve income and expense by assuring proper money management.

Membership Chairman

- Reports to district chairman.
- Recruit a committee of at least five members to help achieve tasks.
- Regularly attend the monthly district committee meeting and the council membership committee meeting. If the Membership Chairman cannot attend, have a representative present to give the membership report.
- Initiate year-round plan for unit and membership growth.
- Recruit and train new-unit organizers.
- Plan and work with the District Webelos to Scout Transition Chairman.
- Work with district training team to provide new units with trained personnel.
- Plan and conduct youth and chartered-organization surveys.
- Cultivate relationships with potential chartered organizations and community groups.
- Organize new packs, troops, teams, crews, and posts.
- Analyze district membership figures for all program levels.
- Conduct membership events in the district (Roundup plans).
- Track and attain membership growth objectives.

Activities Chairman

- Reports to district Vice Chairman of Program.
- Recruit a committee of at least five members to help achieve tasks.
- Develop and implement a plan for activities and civic service projects in the district.
- Regularly attend the monthly district committee meeting and the council activities committee meeting. If the Activities Chairman cannot attend, have a representative present to give the activity report.
- Ensure that activities remain in accordance with national policy.
- Support and strengthen units by assuring program visibility and balanced activities.
- Promote and conduct displays and skill events (booth shows, camporees, first aid contests, swim meets, window displays, shopping mall shows)
- Encourage Good Turn ideas through units' participation in community projects and civic service activities.
- Coordinate activities at district annual meeting and Scouters' recognition dinner.
- Implement council activities and civic service program.
- Conduct an annual poll of unit leaders to determine unit needs and wishes for district activities.

Advancement and Recognitions Chairman

- Reports to district Vice Chairman of Program.
- Recruit a committee of at least five members to help achieve tasks.
- Regularly attend the monthly district committee meeting and the council advancement committee meeting. If the Advancement Chairman cannot attend, have a representative present to give the advancement report.
- Stimulate advancement and recognition of Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers.
- Ensure that advancement and recognition remain in accordance with National Council's requirements and procedures.
- Establish district advancement goals, develop a plan to achieve goals, and track goal attainment.
- Assist packs, troops, teams, and crews: evaluate progress as required.
- Give special assistance to units with little or no advancement.
- 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, i.e. "Scouter's Awards - Knots"
- Review and approve Eagle Scout service project plans.
- Participate in or conduct Eagle Scout boards of review.

Camping Chairman

- Reports to district Vice Chairman of Program.
- Recruit a committee of at least five members to help achieve tasks.
- Regularly attend the monthly district committee meeting and the council camping committee meeting. If the Camping Chairman cannot attend, have a representative present to give the camping report.
- Work closely with the district executive to achieve tasks and goals.
- Understand 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 resident camp, high-adventure programs, Cub Scout camping, Venture outdoor program). By August 30 of each year, provide the council with a complete report of where each troop attended camp and the number of youth and adults that attended.
- Assist council committee with outdoor program facilities.
- Promote the National Summertime Pack Award and the National Camping Award.
- Supervise use of off-council campsites by 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.
- Appoint a Cub World chairman who will promote summer opportunities for all Cubs at Schiff Scout Reservation and give leadership to the district's Cub/Parent weekend.

Training Chairman

- Reports to district Vice Chairman of Program.
- Recruit a committee of at least five members to help achieve tasks.
- Regularly attend the monthly district committee meeting and the council training committee meeting. If the Training Chairman cannot attend, have a representative present to give the training report.
- 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 training committee and course instructors.
- Prepare an inventory of all leaders who need training.
- Plan, schedule, and coordinate an annual district training program based on training inventory.
- Maintain unit and district training records.
- Offer training opportunities to every unit leader.
- 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 units and new leaders of existing units.
- Track and attain training objectives.
- Implement council training program.

Properties Committee Chairman

- Reports to district Vice Chairman of Program.
- Recruit a committee of at least five members to help achieve tasks.
- Regularly attend the monthly district committee meeting and the council properties committee meeting. If the Properties Chairman cannot attend, have a representative present to give the properties committee report.
- This committee devises and carries out a positive direction plan for all Council properties.
- This committee takes a critical look at all our properties and has a “yea or nay” vote power over council’s decisions concerning these properties. This veto power helps keep council “out of hock”, so to speak.
- There are various sub-committees who meet every month and then there are two meetings every year where the entire committee meets.

Venturing Coordinator

- Reports to district Vice Chairman of Program.
- Recruit a committee of at least five members to help achieve tasks.
- Regularly attend the monthly district committee meeting and the council Venturing committee meeting. If the Venturing Coordinator cannot attend, have a representative present to give the Venturing report.