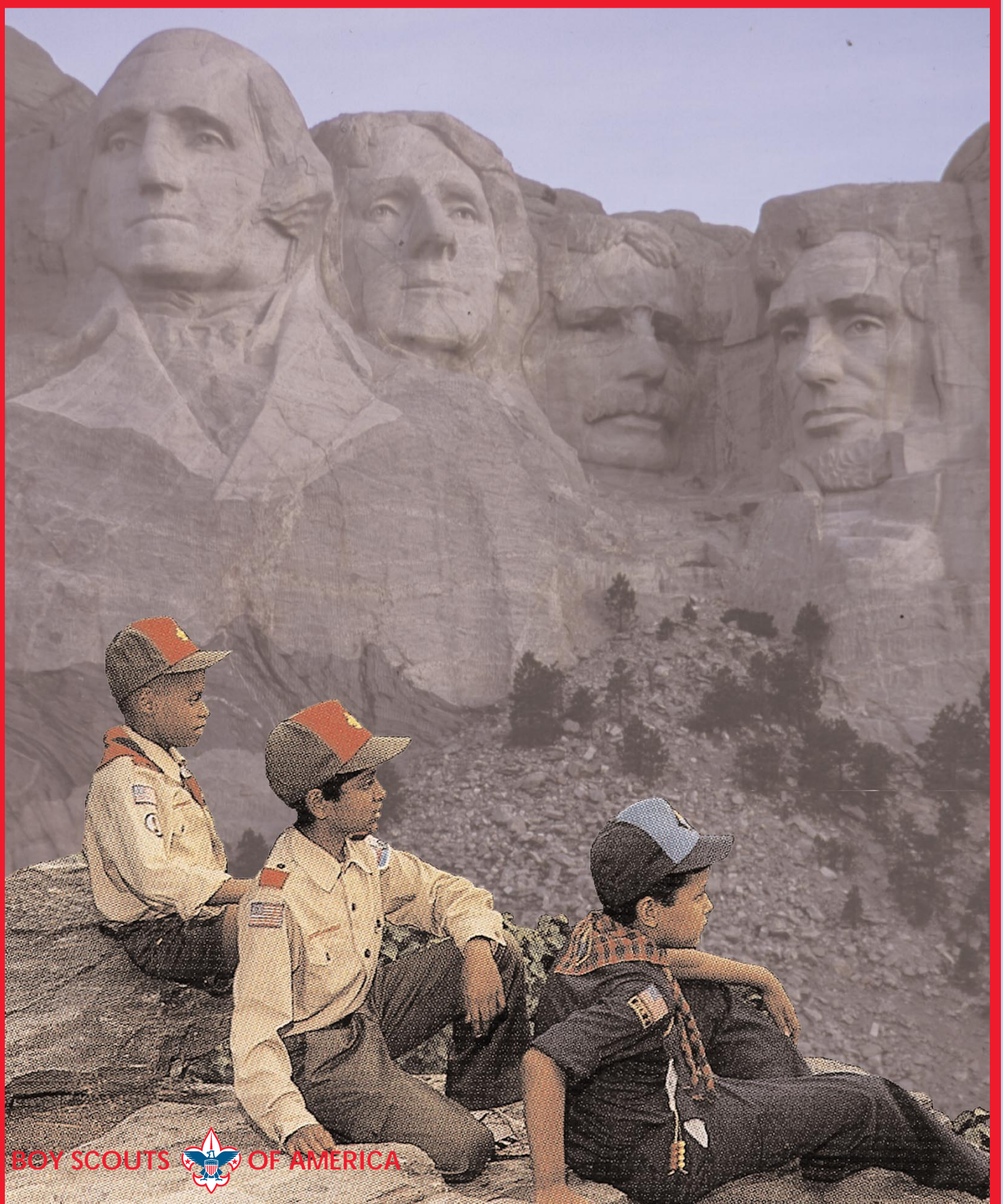


Foundations for SELECTING UNIT LEADERS



Message to Chartered Organizations

Your organization has joined with the Boy Scouts of America to bring citizenship training, character development, and personal fitness to the young people of your community. The most important decision to be made is providing the Cub Scout, Boy Scout, Varsity Scout, or Explorer program with a selection of leaders who represent the values of Boy Scouts of America and your organization.

You must play the primary role in identifying and recruiting unit leaders. Recruiting quality leaders is critical to your Scouting program's success.

This guide describes a process of recruiting unit leaders that has proved successful since 1910. Remember that unit leaders play a vital role in shaping the lives of youth in your unit and must serve as the best possible role models for youth.

This guide provides you with the following information to help you recruit a new unit leader:

- The BSA Mission Statement
- The traits of a unit leader
- An overview of the selection process through which leaders are identified and recruited by chartered organizations, apply for membership to Boy Scouts of America, and are trained for unit positions
- A sample presentation to a potential leader
- Position descriptions for Cubmasters, Scoutmasters, Coaches, and Advisors

The Boy Scouts of America Mission Statement

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and, in other ways, to prepare them to make ethical choices during their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Law.

Scout Oath

On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Characteristics of Unit Leaders

The following characteristics, in descending order, are important to the success of a Cub Scout, Boy Scout, Varsity Scout, or an Explorer leader:

- Personal commitment to Scouting's mission
- High moral standards
- Ability to relate to young people and be a role model
- Ability to work with parents and members of the chartered organization
- Ability to delegate tasks and organize groups
- Ability to keep a cool head
- Flexibility and the ability to compromise
- Ability to plan events
- High energy level
- Appreciation for detail

An Overview of the Process

Leaders must be identified and recruited by the chartered organization when a new unit is organized or when there is a leadership change in an existing Cub Scout pack, Boy Scout troop, Varsity Scout team, or Explorer post. The BSA local council is available to the chartered organization for advice in this process.

1 Hold a chartered organization briefing. The head of the chartered organization meets with a representative of the local council to discuss the process of recruiting and selecting quality leaders. It is important at this time for the chartered organization to understand its responsibilities for operating the BSA units, particularly its responsibility for identifying and recruiting new leaders.

Action. The head of the chartered organization appoints a task force of two or three knowledgeable and influential people from the organization to recruit a high-caliber individual to serve as Cubmaster, Scoutmaster, Coach, Advisor, or other unit leader.

2 Hold a task force meeting. The head of the task force selects a date and time for the meeting and notifies task force members.

Action. (a) Review the BSA Mission Statement and the traits of a unit leader. (b) Develop a list of prospects who fit the traits of a potential leader. Be prepared with lists of chartered organization members and other prospects. Choose prospects who live up to the values of the Scout Oath and Law in their daily lives. (c) Rank the prospects. (d) Clear the list of prospects with the head of the chartered organization before making any contact. (e) The task force calls on the primary prospect. At least one person in this group should be able to influence the prospect's decision.

3 Make an appointment with the prospect. This should be done by the task force member who knows and has the respect of the prospect. Include the prospect's spouse.

Action. The appointment usually can be made by phone. Be careful not to try to convince the prospect over the phone. Confirm the date and time with other task force members.

4 Call on the prospect. Members of the task force should gather at a convenient time and arrive at the prospect's home as a group.

Action. Follow the sample presentation in this guide. If for some reason the prospect is unable to accept the position, you should repeat the process with the number two prospect (who then becomes the number one prospect).

5 Have the prospect complete an application to join the BSA. The adult volunteer leader application must be completed by the prospect and signed by the chartered organization representative.

Action. The task force reviews the application with the prospect at the presentation. The prospect then reads and signs the application, which is submitted to the BSA local council. All leaders registered with the BSA must meet its standards of leadership.

6 Welcome the new leader. Every step should be taken to ensure that the new leader is recognized for accepting this important position.

Action. Once the prospect has accepted the position and has applied and been approved as a leader, the head of the chartered organization should

personally welcome the new leader. An announcement should be placed in the local newspaper and the chartered organization's publications, if any. A formal induction ceremony should take place as soon as possible at a meeting of the chartered organization.

7 Initiate Fast Start training. Contact the BSA local council to schedule Fast Start training for the new leader.

Action. The Fast Start counselor conducts Fast Start training using the video and accompanying booklet. Attendance at the next roundtable, as well as participation in Cub Scout Leader Basic Training, Scoutmastership Fundamentals, Varsity Scout Leader Fundamentals, or Explorer Leader Basic Training, is strongly encouraged.

The Presentation

Preparing for the Presentation

Several things must be done before making a presentation to a potential leader:

1. Make sure the right people make the call. The key to success is choosing a task force leader who is well-respected by the prospect. A representative of the local council can provide knowledge of the position and program. A representative of the chartered organization represents the pack, troop, team, or post.

2. Using the sample presentation, make assignments for the various parts of the presentation.
3. Study your part in the presentation, and be prepared to answer questions and meet objections.
4. The person who has the respect of the prospect should close the presentation.
5. Make the presentation in the prospect's home with his or her spouse present.

Sample Presentation

Opening comments (after introductions):

"(Name), you must be wondering why all of us are here. (Allow for a response.) It's as I told you over the phone. We are here to talk to you about something very important to the youth of our community. As you may know, (organization's name) (has been/is) in the process of organizing a (Cub Scout pack/Boy Scout troop/Varsity Scout team/Explorer post)."

Short history (knowledgeable person). (Review the BSA Mission Statement):

(This is a good time to describe attempts to organize a Scouting unit up to this point, or to give a short history of the current unit. If you are trying to replace a current unit leader, comments related to his or her leaving would be appropriate).

Why we are here (key person):

"Now, (name), that brings us to why we are here. A group of knowledgeable people met recently to determine who would be the best person to lead our children/young people. We went through a very detailed process that involved

making a list of everyone we thought qualified to lead our children/young people. Your name appeared at the top of the list." (Pause for acceptance of this fact.)

(Describe the role of a leader in the BSA—Cubmaster, Scoutmaster, Varsity Scout Coach, or Explorer Advisor. Review the adult volunteer leader application with the prospect. You might encounter objections at this point, so be prepared with the answers.)

"Well, (name), you have heard us out, and we hope we have answered any questions you might have. You are our number one prospect. This group, the members of the (pack/troop/team/post) committee, and the membership of the chartered organization promise you our support if you will assume the role of leader."

(It is very important to wait for an answer. The prospect will accept the position or present objections to accepting. If he or she accepts, then leave the adult volunteer leader application with the prospect for further review, completion, and submission to the BSA local council. If the prospect objects, then you must answer the objections and close the presentation again. This might occur several times before you receive a final response.)

Likely Objections and Suggested Responses

Why me? I am sure there are better qualified people.

That's not true. We looked at a lot of people, but your name was at the top of our list.

I don't have enough time.

We've found that our most successful unit leaders are very busy people, but they have made time for Scouting.

I don't have the knowledge or experience to be a (Cubmaster/Scoutmaster/Coach/Advisor).

The Boy Scouts of America has been in existence for more than eighty years. We have excellent training programs that will give you all the

knowledge you need to be successful. On a regular basis, we also will check on your progress and offer a helping hand as needed.

That's an awful lot of work for one person.

That's correct. The committee is responsible for the administration of such things as equipment, finances, and transportation for the (pack/troop/team/post). Assistant (Cubmasters/Scoutmasters/Coaches/Advisors) can help when you might be away, but more importantly, they manage key parts of the program. It has to be a real group effort.

Unit Leader Positions

Descriptions of selected leader roles:

Cubmaster

Position description:

The Cubmaster of a Cub Scout pack works directly with the den leader coach, Tiger Cub group coach, Cub Scout den leaders, Webelos den leaders, den chiefs, and chairman and members of the pack committee to make sure all groups and dens function well. The Cubmaster is responsible for managing, training, and supporting his or her assistant Cubmasters, and for training and guiding youth leaders in operating the pack.

Duties:

- Conduct the pack program according to the policies of the Boy Scouts of America.
- Complete Cub Scout Leader Fast Start Training and Cub Scout Leader Basic Training. Attend monthly roundtables.
- 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.

- Know and use the literature of the program, including *Boys' Life* and *Scouting* magazines, and Cub Scout and Webelos Scout Program Helps.
- See that the pack program, leaders, and Cub Scouts reflect positively the interests and objectives of the chartered organization and the Boy Scouts of America.
- Work with the pack committee on (1) program ideas, (2) selecting and recruiting adult leaders, and (3) establishing a budget plan.
- Guide and support den leaders. See that they receive the required training for their position.
- Recruit den leader coaches as needed.
- Help organize Webelos den(s), and encourage graduation into a Boy Scout troop.
- Provide the necessary framework (use the BSA's Youth Protection program) for protecting the young people in your pack from abuse.
- See that pack activities are conducted within BSA safety guidelines and requirements.

Scoutmaster

Position description:

The Scoutmaster is responsible for training and guiding youth leaders in the operation of the troop, and for managing, training, and supporting his or her assistant Scoutmasters in their roles.

Duties:

- Conduct the Boy Scout program according to the policies of the Boy Scouts of America.
- Complete Boy Scout Leader Fast Start Training and Scoutmastership Fundamentals. Attend monthly roundtables.
- Train youth leaders to conduct, at least annually, an introduction to leadership and a team-building workshop as described in the *Scoutmaster's Junior Leader Training Kit*.
- Conduct an annual troop program planning conference to assist youth leaders

in planning the troop program.

- Conduct a monthly patrol leaders' council meeting to plan weekly troop meetings and conduct troop business.
- Conduct, through the patrol leaders' council, weekly troop meetings.
- Provide a minimum of ten days and nights of camping annually; include participation in a local council resident camp.
- Assist in the recruitment of assistant Scoutmasters to work with the new Scout patrol, and Venture activities for older Scouts.
- Work with the troop committee chairman to develop a monthly meeting agenda that will address the troop's needs.
- Conduct Scoutmaster conferences for all ranks, and encourage rank advancement.
- Provide the necessary framework (use the BSA's Youth Protection program) for protecting the young people in your troop from abuse.
- See that activities are conducted within BSA safety guidelines and requirements.

Varsity Scout Coach

Position description:

The Varsity Scout Coach is responsible for training and guiding youth leaders in the operation of the team, and works with the team committee to support the functions of the team.

Duties:

- Conduct the Varsity Scout program in accordance with the policies of the Boy Scouts of America.
- Complete Varsity Scout Leader Fast Start training and Varsity Scout Leader Fundamentals.
- Conduct, through the team youth leaders, all Varsity Scout team meetings and activities.

- Work with the team committee chairman to develop a monthly committee meeting agenda that will address the team's needs.
- Conduct a monthly team leadership meeting to plan the team business meeting and team activities.
- Conduct Coach conferences for all ranks.
- Conduct an annual team program planning conference to assist youth leaders in planning a well-rounded team program using the five program fields of emphasis.
- Conduct a special high-adventure activity annually.
- Provide the necessary framework (use the BSA's Youth Protection program) for protecting the young people in your team from abuse.
- See that activities are conducted within BSA safety guidelines and requirements.

Explorer Advisor

Position description:

As an Advisor, you have the opportunity to develop a miniature community that can serve as a model, a lasting memory, and a chance for each member of the post to experience what it means to grow and take responsibility for leading the people of this small community.

Duties:

- Conduct the Explorer program according to the policies of the Boy Scouts of America.
- Complete Explorer Leader Fast Start Training and Explorer Leader Basic Training.

- Foster and develop in the Explorer post an environment that has a true sense of community and that encourages growth and responsibility among members.
- Help develop youth to lead—to plan, to make decisions, and to carry out a program of activities over a long period of time.
- Encourage participation and support for your Explorer post from the chartered organization, associate Advisors, post committee members, parents, and other adults in the community.
- Provide the necessary framework (use the BSA's Youth Protection program) for protecting the young people in your Explorer post from abuse.
- See that activities are conducted within BSA safety guidelines and requirements.
- Cultivate in Explorers the capacity to enjoy life—to have fun and explore as you advise.