

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF: Program Chair

KEY MEETING DATES: District committee meetings
Program committee meetings (as needed)
Council coordinated meetings (as needed)

POSITION CONCEPT: Responsible to the district chair for recruiting and building an organization of volunteers to strengthen and enrich unit program by overseeing the district's program function and supporting the work of the district program volunteers.

PRINCIPAL RESPONSIBILITIES:

1. Recruit, train/orient, inspire, and motivate volunteers to carry out the committee functions through chairs for (1) Cub Scout camping and outdoor program, (2) Boy Scout camping and outdoor program, (3) activities and civic service, (4) advancement and recognition, and (5) district and council training events.
2. Assist each chair in recruiting key committee chairs and members for Cub Scout camping and outdoor, Boy Scout camping and outdoor, activities and civic service, advancement and recognition, and training.
3. Attend district committee meetings, reporting in the field of responsibility, while lending expertise to the decision-making process.
4. Participate actively in building the program portion for the district in the council's strategic plan.
5. Utilize program reports and records to monitor progress, watch for changes, and respond to trends.
6. Give leadership to the annual process of program evaluation, goal setting, and program development that result in the annual district program planning calendar.
7. Work cooperatively with Venturing to ensure that a quality program is coordinated with all planned activities and developed using all the resources of the district.
8. Help develop and achieve the goals in the program area to help the district improve in the Journey to Excellence program criteria annually.
9. Follow the council activity budget process.