

# Pack 461 Job Notes

## 10/21/08

#Position	Description	Time Commitment
Den Leader	Plan and lead den meetings (1-2 per month) Attend monthly pack planning meeting Attend pack meeting	4 – 8 hours per month
Assistant Den Leader	Help the den leader	1 – 3 hours per month
Cubmaster	Coordinate and run the pack meeting. Attend monthly pack planning meetings. Attend monthly district roundtable meetings	6 hours per month
Assistant Cubmaster	Assist the cubmaster	1 – 4 hours/per month
Committee Chair	Coordinate and run monthly pack planning meetings Attend monthly district roundtable meetings Recharter the pack every March	4 - 6 hours per month
Committee Member - Advancements	Collect advancement award info each month from den leaders Buy advancement awards Distribute advancement awards to den leaders before or during pack meeting	2 hours per month during the school year
Committee Member - Treasurer	Write checks and deposit money Maintain pack checking account	1 - 2 hours per month
Committee Member – Scout Account Manager	Write checks Maintain boy account records Maintain boy account checkbook	1 hour per month
Committee Member - Recruiting	Organize fall recruitment	4 – 8 hours in Aug/ Sept
Committee Member - Membership	Keep the pack roster up-to-date Collect dues	Less than an hour per month
Chartered Organization Representative	Serve as liaison between St. Eds and the pack	Less than 1 hour per month
Pack Trainer	Keep training records for adult leaders Inform adult leaders about training dates and times	1 – 2 hours per month
Fundraising	Distribute fund raising materials to pack Collect money from dens Answer questions	8 – 12 hours in fall
Religious Emblem Coordinator	Answer questions and coordinate religious emblem awards	Less than 1 hour per month
Reservations	Reserve rooms for pack meetings and the campsite for the family campout	Less than 1 hour per month
Newsletter editor	Work with cubmaster and committee chair to write a monthly one-page newsletter	2 – 3 hours per month
Webmaster	Keep the pack's website up-to-date	1 – 3 hours per month
Activities – Blue & Gold Banquet	Plan and coordinate Blue and Gold banquet in February	8 – 24 hours total (usually several people are involved)

Activities – Pinewood Derby	Plan and coordinate pinewood derby in March	4 – 8 hours total (usually several people are involved)
Activities – Pack Family Campout	Help plan afternoon and evening activities Coordinate Sunday pancake breakfast	4 – 6 hours
Activities -- Day Camp	Promote day camp at pack meetings Collect day camp fees and forms	About 4 – 6 hours in late winter / early spring
Activities – Fall Family Fun Day	Plan and lead a fall outing for the pack	4 – 6 hours in October
Good Turns – Cornerstone Gift Collection	Coordinate Cornerstone gift collection	1 – 2 hours in November
Good Turns -- Lion’s Pancake Breakfast Coordinator	Arrange for the pack to help with the Lions Club pancake dinner on Palm Sunday	2- 3 hours in March or April
Good Turns--Scouting for Food Coordinator	Plan and assign food collection routes Coordinate food pickup and dropoff Coordinate pack food collection	4 – 8 hours in April
Good Turns-- Normandale Lake Cleanup	Arrange the Normandale Lake spring cleanup with Troop 469	2 - 3 hours in April



