

The Troop Committee is the troop's business unit that supports the troop program. The committee is responsible for the following:

- Ensures that quality adult leadership is recruited and trained
- Provides adequate meeting facilities
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization
- Carries out the policies and regulations of the Boy Scouts of America
- Maintains the troop's records such as Advancement, Service Projects, Personal Data, Leadership roles, and earned Merit Badges
- Supports leaders in carrying out the program
- Is responsible for finances, fund raising, and disbursements in line with the approved budget plan
- Obtains, maintains, and properly cares for troop property
- Serves on boards of review and courts of honor
- Makes sure that adults receive proper training

Chairman (Bob McCarthy)

- Organize the committee to see that all functions are delegated, coordinated, and completed
- Maintain a relationship with the chartered organization representative and the Scoutmaster
- Interpret national and local policies to the troop
- Prepare troop committee meeting agendas
- Secure top-notch, trained individuals for camp leadership
- Arrange for charter review and recharter annually
- Plan the re-charter process
- Hold monthly committee meetings
- Facilitate Troop and Eagle Courts of Honor
- Recruit parents and leaders to lead specific monthly events

Secretary (Terri O'Connell)

- Keep minutes of meetings and send out committee meeting notices
- At each meeting, report the minutes of the previous meeting.

Treasurer (Linda Johnston)

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings accounts
- Keep adequate financial records.
- Lead in the preparation of the annual troop budget.
- Report to the troop committee at each meeting.

Service Projects (Debbie Grissmer)

- Develop contacts with community organizations requesting troop assistance. Inform TC during meetings of possible service projects.
- Create sign-up sheets for scouts and adults at meetings
- Coordinate event or assign an event coordinator
- Share event information with newsletter coordinator and webmaster
- At conclusion of event, inform database administrator (Troopmaster) which scouts and adults attended event so their service hours will be documented.

Tour Permits (Mark Ligouri)

- Help in securing permission to use camping sites.
- Secure tour permits for all troop activities.

Advancement (Gary Holland)

- Encourage Scouts to advance in rank
- Maintain accurate Scout advancement records
- Updates database (Troopmaster) and prepares custom reports
- Maintain patches and emblems for immediate recognition
- Arrange troop Boards of Review and Courts of Honor
- Report to the troop committee at each meeting

Chaplain (Meredith Anderson)

- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Encourage Boy Scouts to earn their appropriate religious emblems.

Training (Tim Herlihy)

- Ensure troop leaders and committee members have opportunities for training.
- Maintain focus on completion of essential training for adult volunteers and leaders
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.

Quartermaster (Mike Ventrella)

- Keep track of all Troop equipment and its state of repair and usability.
- Maintain an inventory of all Troop equipment.
- Assist Scout Quartermaster with Check in and Check out Troop equipment for a campout.
- Maintain adequate supply of basic supplies (For example: Tents, including stakes, poles and apex tube; matches and paper towels, dish soap, etc)
- Instruct Patrol Quartermasters on proper tent set up; tear down, cleaning and storage.
- Instruct Patrol Quartermasters on proper use, cleaning and assemble of cook and utensil kits.
- Provides instruction in use of lanterns and stoves.

Procedures:

- Attend all Troop pre-camping departures to check out tents to scouts.
- Attend all Troop post-camping drop offs to confirm who is taking tent, cook kits, utensil kits and cook stoves home for cleaning.
- Attend troop meetings after campouts to check in and inspect tents cook kits, utensil kits and cook stoves.
- Once a month, review and organize the QM room, trailer and locker.
- Every 3 months, check for damage, missing pieces of equipment or supplies, etc.

Communications (Bob McCarthy)

- Promotes the troop in the community by placing articles and photos in the local newspaper

Newsletter (Meredith Keating)

- Collect news and information pertinent to scouters and prepare weekly newsletter
- Focal point for E-mail updates to scouters and scouter families

Eagle Advisor (Gary Holland)

- Administer the Eagle Scholarship program.
- Serve on Eagle Board of Reviews.
- Advise and counsel each individual Scout on the Eagle project process.
- Encourage Life Scouts to complete the Rank of Eagle
- Assist new Eagles with planning their Eagle Court of Honor.

Fund Raising (Kristen McSpedon, Jen Bosavage)

- Supervise moneymaking projects, including obtaining proper authorizations.
- Encouraging boys and parents to participate in fund raising events
- Recruits parents or Leaders to lead specific events.
- Establish fundraising objectives/options to meet troop budgetary targets

Recruitment (Aurora Lopez)

- Work with the Advancement Coordinator to maintain all Scout membership records.
- Reaches out to Cub Scout Dens to encourage membership in the troop

Database Administrator (Mark Hance)

- Collects activity rosters from other leaders and enters attendance information into the Troopmaster database system. Attendance data for camping.
- Tracks and enters into troop database service project
- Tracks training in TM as appropriate
- Provides up-to-date participation reports and advancement information for scouts and program leaders
- Manages security and authorization to access Troopmaster software application
- Ensures scout records for scouts and registered adults is current and complete with frequent updates. Provides reports for uniformed leaders and TC as requested

Webmaster (Bob McCarthy)

- Keeps troop web site up-to-date with focus on the current News and Activity Schedule pages with links to current activity handouts, etc.
- Designs web pages
- Works with trip coordinators to post accurate information about troop activities
- Posts other activities such as fundraisers, service project, special events, etc.
- Maintain professional standards

Uniform Coordinator (Jim Ninivaggi)

- Encourage scout adherence to proper uniform attire and use
- Coordinate purchase of troop apparel and promote/maintain inventory.
- Assist in special apparel needs like High adventure shirts.
- Patches for special events.
- Manages the inventories of troop neckerchiefs and arranges silk-screening of additional neckerchiefs as needed.