



CREW PRESIDENT

- ❖ Serves as Youth Leader of Crew
- ❖ Implements the Crew program in cooperation with officers and members
- ❖ Works closely with Advisors and other adult leaders in a Spirit of Partnership
- ❖ Represents the Crew at the Annual Program Planning Conference
- ❖ Available to report to Chartered Organization and Crew Committee District updates
- ❖ Assists the Crew Advisor in conducting the Crew officer's seminar
- ❖ Appoints youth chairs for special projects and appoints special Crew officers
- ❖ Presents the annual report to the Chartered organization at the conclusion of term of office
- ❖ Assesses on an ongoing basis whether the responsibilities of the officers are being carried out effectively
- ❖ Approaches Venturing and encourages others to approach Venturing in a Spirit of fun and enjoyment
- ❖ Provide leadership at all Crew meetings
- ❖ Conduct monthly officers meetings in consultation with Crew Advisor
- ❖ Set an example for other members to follow

As the President, you are the primary leader of your crew. You are selected by crew members to lead them. Being President carries honor and privilege, but it also requires hard work, responsibility, and dedication. You share the responsibilities of leading your crew with other elected officers, working together to develop a leadership team.



CREW VICE - PRESIDENT

- ❖ Serves as the program officer of the Crew – Arranges the program planning process for the crew
- ❖ Collects and maintains a Crew activity file consisting a list of Crew member interests and suggestions for activities, program resources, and annual activity schedule
- ❖ Determines the interests of the crew members on an ongoing basis - surveys
- ❖ Provides support for the chair and committee for each activity and fundraisers
- ❖ Organizes and recognizes the achievements of Crew members with Advisor
- ❖ Maintains an up-to-date calendar of Crew meetings and activities
- ❖ Keep up and alert Crew on District Venturing events
- ❖ Approaches Venturing and encourages others to approach Venturing in a Spirit of fun and enjoyment
- ❖ Assist President and Crew Advisors
- ❖ Set an example for other members to follow

As the Vice President, you are responsible for ensuring the Events Chairperson and Activity Leaders follow through with their assignments and seek new fun places to seek high adventures.



CREW SECRETARY

- ❖ Serves as the communications officer for the Crew
- ❖ Submits articles and pictures to local newspapers
- ❖ Maintain list of local newspapers in Crew's area.
- ❖ Maintains Crew membership and attendance records
- ❖ Handles Crew correspondence
- ❖ Takes written minutes at every Crew meeting and sends to Web Master to post
- ❖ Maintains Crew members telephone list
- ❖ Approaches Venturing and encourages others to approach Venturing in a Spirit of fun and enjoyment
- ❖ Set an example for other members to follow

Effective communication is a key ingredient in any organization. As the Crew Secretary, you are primarily responsible for the communication that needs to be put into writing – correspondence, records, and minutes showing decisions, plans, and publicity. It's up to you to ensure that everyone has the right information.

You keep minutes of officer's meetings and crew meetings, which include group decisions and actions taken by officers. You record the names of those assigned to carry out activities, including all dates, times, locations, and important details.

You provide friendly reminders to the President and other officers of agreed-upon decisions that affect them.

You keep accurate membership and attendance records for your Crew on each member.

You send out emails informing all crew members when the latest minutes are uploaded onto the Crew website.



CREW TREASURER

- ❖ Serves as the financial officer and, in that position, maintains all financial records and monitors the Crew Budget (With Advisor's assistance)
- ❖ Collects and disburses Crew Funds
- ❖ Maintains Scout Account records
- ❖ Informs the officers and members on a regular basis to keep them update on Crew's finances
- ❖ Approaches Venturing and encourages others to approach Venturing in a Spirit of fun and enjoyment
- ❖ Set an example for other members to follow

As the Treasurer, you are responsible for keeping accurate records of the income and expenditures of your Crew's funds. Your Crew expects an exact accounting of all the money taken in or paid out.

You collect, deposit, and account for all money coming to the Crew from dues, money-earning projects, or other sources.

You see to it that all expenditures are approved by Crew officers and the Advisor before writing any checks. Crew Advisor should approve large amounts.



CREW QUARTERMASTER

- ❖ Keep records on all Crew equipment
- ❖ Make sure Crew equipment is in good working condition
- ❖ Make sure outdated items in High Adventure 1st aids kits are replaced regularly
- ❖ Makes suggestions for new or replacement items
- ❖ Issues equipment and makes sure it's returned in good condition after each event
- ❖ Establish and maintain adult drivers list with trailer hitches
- ❖ Work with Troop 572 Quartermaster for monthly outing equipment needs
- ❖ Approaches Venturing and encourages others to approach Venturing in a Spirit of fun and enjoyment
- ❖ Set an example for other members to follow

As the Quartermaster, you are responsible for all Venture Crew 572's gear.

Safety is number one concern on all high adventures, so it is very important to maintain the appropriate and good working equipment. This position requires organization skills, and tracking techniques. Make sure all equipment is returned clean.



CREW EVENTS CHAIR

- ❖ Maintain an Activity binder of places to do Crew adventures
- ❖ Responsible for providing resources to activity leaders in their planning stage
- ❖ Maintains annual activity schedule
- ❖ Approaches Venturing and encourages others to approach Venturing in a Spirit of fun and enjoyment
- ❖ Set an example for other members to follow

Much of a Crew's success depends on the program of activities, and managing the development of a good, fun program is the core of your responsibility. Venturing is based on planning a program that meets the needs and interests of Crew members.

You can do this by maintaining an activity file of programs, projects, and trips in which the Crew can participate. Keep your ears open for ideas from unexpected sources, and ask other Crews what they are doing.