



Scouts BSA Troop 150

Event Planners Position Descriptions

Youth Positions

Senior Patrol Leader:

- Manage the Troop 150 Events Calendar and ensure that Senior Scout Event Planners are preparing for their event appropriately far enough in advance.
- Supervise the Senior Scout Event Planners.
- Work with the Senior Scout Planner, Event Adviser, and the SM on major decisions.
- Schedule time for the Scout planners to make presentations during PLC meetings.

Patrol Leaders' Council:

- Recruit and/or assign Scouts to serve as the Senior Scout Event Planner and the Assistant Scout Event Planner. Never allow a vacancy in either position for any event.
- Discuss and vote on decisions for events after presentations by the Scout Event Planners and/or Event Adviser.

Senior Scout Event Planner:

- Lead the event planning process for the assigned event, starting your planning in advance enough to ensure a successful trip.
- Research options for the event.
- Present details and options to the PLC.
- Draft the Event notice with supervision from the Event Adviser.
- Enthusiastically encourage troop members to attend the event.
- Work closely with the Event Adviser and supervise the Assistant Scout Event Planner. Keep the SPL and SM aware of all details in relation to the trip.

Assistant Scout Event Planner:

- Assist the Senior Scout Event Planner and Event Adviser on all assigned matters.
- Enthusiastically encourage troop members to attend the event.

Adult Positions

Scoutmaster and Designated ASM(s):

- Ensure that each event is meeting all BSA policies and govt. regulations.
- Work with the SPL, Scout Planners, and Adult Advisers to discuss the purpose of each event and to ensure its planning is proceeding appropriately.
- Make the final decisions in key areas.
- Communicate important details to the troop.

Outdoor Activities Coordinator:

- Manage the Troop 150 Events Calendar.
- Recruit adults to serve as Event Advisors and Event Resources.
- Supervise the planning process and ensure that it is staying on track.
- Coordinate the event with the SM, ASM, Health & Safety Coord., and Trans. Coord.
- Ensure the event planners are adhering to the proper event planning timeline.
- Maintain all trip records.
- Liaison for all events to the Committee.

Event Adviser:

- Advise the youth event planners and ensure that planning starts enough in advance for a successful event.
- Plan and complete logistics for the event, including making reservations and paying deposits.
- Ensure important information is relayed to the Outdoor Activities Coordinator, SM and ASMs, and youth leadership.
- Prepare needed event communications including assisting with the Event Notice and creating driving directions.
- Collect forms and fees for the event.

Event Resource:

- Provide additional useful information to the youth planners and adult adviser
- Assist with planning the event and provide logistics support, if needed.