

Please use the following Unit Leader Inventory Worksheet to track who you are going to register in which position before entering your data into the online [Internet Charter Renewal system](#).

Every Pack roster must include an adult leader for each of the following positions:

- 1 - Institutional Head (IH)
- 1 - Chartered Organization Rep (CR)
- 1 - Cubmaster (CM)
- 1 - Committee Chair (CC)
- 2 - Committee Members (MC) OR 1 Committee Member (MC) and 1 Pack Trainer (PT) or 1 Committee Member (MC) and 1 New Member Coordinator (NM)
- 1 - At least 1 Den Leader, can be a LG, TL, DL, or WL

**REMEMBER: ONLY THE PERSON SERVING AS THE CR CAN HOLD MULTIPLE POSITIONS AS EITHER A CC OR MC.
NO OTHER LEADER CAN HOLD MORE THAN ONE REGISTERED POSITION IN THE UNIT.**

INSTITUTIONAL HEAD (IH)/EXECUTIVE OFFICER: _____

- ◆ Primary responsibility is to designate a member of the chartered organization to head its Scouting program as the Chartered Organization Representative

CHARTERED ORGANIZATION REPRESENTATIVE (CR): _____

- ◆ Help secure adult leadership
- ◆ Approve leadership
- ◆ Chair charter review meeting
- ◆ Report to chartered organization board regularly

COMMITTEE CHAIRPERSON (CC): _____

- ◆ Chair monthly leader's meeting
- ◆ Supervise administration of unit records & Committee
- ◆ Supervise recruiting of leaders
- ◆ Work closely with Cubmaster (CM)

CUBMASTER (CM): _____

- ◆ Recruit Den Leaders and ensure they are trained
- ◆ Plan and conduct monthly Pack meeting
- ◆ Assist Den Leaders in coordinating program
- ◆ Work closely with the Committee Chairperson (CC)

SECRETARY/TREASURER (MC): _____

- ◆ Take minutes of leader's meeting
- ◆ Give financial report
- ◆ Keep records of finance and other Committee administration
- ◆ Submit Money Earning Project Applications
- ◆ Sign checks as needed
- ◆ Handle Accident Insurance Program for Pack

MEMBERSHIP/REGISTRATION (MC): _____

- ◆ Keep Pack registration records
- ◆ Assist in charter renewal
- ◆ Assist youth and adult application process
- ◆ Visit new parents and boys to invite into Pack & inform them of Pack program

ADVANCEMENT (MC): _____

- ◆ Order awards needed for Pack meeting
- ◆ Maintain all advancement records
- ◆ Orient families to use the Advancement program
- ◆ Maintain the ceremony equipment
- ◆ Promote wearing and proper use of uniform & insignia

PACK TRAINER (PT): _____

- ◆ Have knowledge of Training Plan for Cub Scout Leaders
- ◆ Promote Leaders' attendance at Cub Scout Leader Training
- ◆ Coordinate Fast Start Training for new leaders
- ◆ Develop a Pack library for use by leaders

NEW MEMBER COORDINATOR (NM): _____

- ◆ Share the benefits of Scouting by promoting through social media and other community communications
- ◆ Coordinate unit recruitment efforts
- ◆ Welcome new families to Scouting and provide information about how to engage with unit activities

LION CUB GUIDE (LG): _____

- ◆ Attend training at the District level
- ◆ Coordinate leadership among the adult partners
- ◆ Work with Lion dens through the year
- ◆ Attend monthly leader's meeting

TIGER CUB DEN LEADER (TL): _____

- ◆ Attend training at the District level
- ◆ Coordinate leadership among the adult partners
- ◆ Work with Tiger dens through the year
- ◆ Attend monthly leader's meeting

DEN LEADERS (DL): _____

- ◆ Plan and conduct weekly den program in preparation for the Pack meeting
- ◆ Encourage parents to work with their boys on advancements

WEBELOS DEN LEADERS (WL): _____

- ◆ Plan and conduct weekly den program in preparation for the Pack meeting
- ◆ Use activity badge topics as monthly program theme
- ◆ Identify local Boy Scout Troop where boys will graduate into from Webelos

ASSISTANT LEADERS (CA/DA/WA): _____

- ◆ Work as co-leaders in their respective positions and job responsibilities

NOTE: All registered leaders must complete Youth Protection Training (YPT) every two years. The training may be completed at [My.Scouting.org \(Click on BSA Learn Center\)](#).