

Cubmaster

Duties: Attend District Roundtable meeting and convey information to pack; attend/lead Committee meetings; generally conducted pack meetings (with assistance from Assistant Cubmaster(s) and Committee for programs, games, etc.); oversee changes in den membership or leadership; work with Committee Chairperson to ensure jobs are filled and performed as needed; conduct program at Blue & Gold dinner with assistance from Blue & Gold Coordinator and Awards Coordinator.

Assistant Cubmaster(s)

Duties: Attend monthly District Roundtable meetings in absence of Cubmaster; assist Cubmaster as needed; attend and assist with pack meetings. It is desirable to have multiple assistants; one assistant typically takes over as Cubmaster the following year if Cubmaster is retiring. *Time:* 2-3 hours per month.

Committee Chairperson

Duties: attend and/or lead monthly Committee meetings; work with Committee for program/game planning for pack meetings; book dates for using school in spring of preceding year; oversee role of Training Coordinator for adult leaders; work with Cubmaster to ensure jobs are filled and performed as needed. *Time:* 3-4 hours per month, 5 hours more in late December/early January for charter.

Chartered Organization Representative

Duties: approve charter renewal, *Time:* Nominal.

Treasurer

Duties: manage the funds of the pack, including: maintain bank account for pack, oversee pack account at NNJC Council office, produce dues memo for den leaders, accept and track dues payments, deposit checks, produce checks for pack expenses, and produce treasurer's report for Committee meetings. *Time:* 2-3 hours per month in Sept./Oct., ½ hour per month thereafter.

Awards Coordinator

Duties: accept den advancement reports from den leaders; enter data into online Internet Advancement system; purchase badges and other advancement items from Oakland office; organize badges and deliver to Cubmaster for presentation at pack meetings and Blue & Gold Dinner; work with Cubmaster for awards ceremony at Blue & Gold. *Time:* 1/2 to 2 hours per month in Nov., Dec., Feb., Apr., May and 4 hours in Mar.

Membership Coordinator

Duties: collect and track dues and membership renewal information, and maintain pack roster; perform charter renewal for Council (i.e. update membership using online program). *Time:* 3-4 hours per month Sept./Oct., 5 hours more in late December/early January for charter.

Training Coordinator

Duties: Oversee turnover meetings for each grade level of den leaders in spring after Blue & Gold, or fall at latest. Track training status of adults in pack. Contact Committee members and den leaders with dates of training classes as provided by district training staff and make reservations for enrollment. *Time:* 5-6 hours the preceding spring and/or fall for turnover meetings; 2-3 hours in fall for training classes.

Communications Coordinator

Duties: attend monthly Committee meetings; make monthly phone calls/memo/email to inform den leaders of information from Committee meetings and as requested by Cubmaster or Committee Chairperson. *Time:* 2-3 hours per month as needed.

Tiger Cub Den Leader

Duties: attend Tiger orientation meeting. Hold one den meeting per month and recommended group size of 6-8 individuals which are all first grade boys. The den leader is to delegate all families in the pack to organize and run different monthly events. Each family should be encouraged to participate and take turns. The Den Leader is to guide den in completing requirements to earn Bobcat and Tiger rank. Tiger

Cub den leaders typically do not attend monthly Committee Meetings (but are welcome to do so). Tigers do not attend most monthly pack meetings. Help run turnover meeting for next year's Tiger leaders. Co-leaders recommended but not required.

Wolf Cub Den Leader

Duties: attend Wolf turnover meeting. Hold at least one den meeting per month for second grade den. Coordinate families to provide den activities and guide family efforts so that Cubs can achieve Wolf badge by mid-March Blue & Gold Dinner. Help run turnover meeting for next year's Wolf leaders. Co-leaders recommended but not required.

Bear Cub Den Leader

Duties: attend Bear turnover meeting. Hold two or more den meetings per month for third grade den. Coordinate families to provide den activities and guide family efforts so that Cubs can achieve Bear badge by mid-March Blue & Gold Dinner. Help run turnover meeting for next year's Bear leaders. Co-leaders recommended but not required.

Webelos I Den Leader

Duties: attend Webelos turnover meeting. Hold two or more den meetings per month for fourth grade den. Coordinate families to provide den activities and guide family efforts so that Cubs can achieve activity pins and Webelos badge by mid-March Blue & Gold Dinner. Help run turnover meeting for next year's Webelos I leaders. Co-leaders recommended but not required.

Webelos II Den Leader

Duties: hold two or more den meetings per month for fifth grade den. Coordinate families to provide den activities and guide family efforts so that Cubs can achieve activity pins and Arrow of Light award by mid-March Blue & Gold Dinner. Oversee transition to Boy Scout troop. Help run turnover meeting for next year's Webelos II leaders. Co-leaders recommended but not required.