



VENTURING · BSA

LINCOLN HERITAGE COUNCIL VENTURING OFFICERS ASSOCIATION POSITION DESCRIPTIONS



MISSION OF THE BOY SCOUTS OF AMERICA

The Mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

VISION OF THE BOY SCOUTS OF AMERICA

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

MISSION OF THE LINCOLN HERITAGE COUNCIL VENTURING OFFICERS ASSOCIATION

The Mission of the Lincoln Heritage Council Venturing Officers Association is:

- To show Venturing Spirit at all times and to be a resource for other Scouts
- To promote and support the Venturing Program within the Lincoln Heritage Council
- To help to develop the leadership skills of the Venturers in the Lincoln Heritage Council
- To provide a leadership forum in which Crew Presidents represent their Crews to help improve the quality of the Venturing Program in the Lincoln Heritage Council
- To provide a variety of program, training, and support for Crews and their members in the Lincoln Heritage council.
- To grow the overall Venturing Membership and number of Crews within the Lincoln Heritage Council in order to offer the opportunity to join Venturing to every eligible youth.
- To provide an Opportunity for Venturers to grow in the areas of Adventure, Leadership, Personal Growth, and Service all while having Fun!

VISION OF THE LINCOLN HERITAGE COUNCIL VENTURING OFFICERS ASSOCIATION

The Vision of the Lincoln Heritage Council Venturing Officers Association is an Association with 100% of all Crews actively represented by their President or another member and an Association actively developing and conducting fun-filled activities designed to help Crews attain at least the Journey to Excellence Bronze Award and to help Venturers with their award and advancement requirements, all while offering an environment of fun and learning through youth developed and planned activities.

** You should not only become familiar with the position description for your office, but also be familiar with the job descriptions of the other officers so that you can work together effectively as a team. **

LHC VOA TERMS OF OFFICE

The Lincoln Heritage Council Venturing Officers Association President, Vice-Presidents, and Secretary will take office June 1st each year and serve through May 31st of the following year. A KEY ELEMENT of successful service in office will be the current slate of officers facilitating the successful transition to a new slate of LHC VOA Officers at the end of each term.

LINCOLN HERITAGE COUNCIL VENTURING OFFICERS ASSOCIATION PRESIDENT

Venturer selected to serve as VOA President normally for a term of one year.

1. Committed to the success of Venturing, as defined by other Venturers, in the Lincoln Heritage Council
2. Be a knowledgeable advocate for Venturing in the Lincoln Heritage Council.
3. Provide effective leadership to the LHC VOA
4. Organize, plan, and lead effective meetings of the LHC VOA
5. Promote/support timely and effective communication between the LHC VOA and Crews in the LHC
6. Work closely with the VOA Advisor as you evaluate, select, and appoint your new VOA Vice Presidents for Administration, Program, and Communication no later than the first VOA meeting in June
7. Develop a set of goals for your term of office in conjunction with the goals of the LHC Council Scout Executive, VOA Staff Advisor, Council Venturing Committee, and VOA Advisor.
8. Formally evaluate progress towards the Annual LHC VOA Goals at least at mid-term and end-of-term and report the status of work on each goal to both the Chairman of the LHC Venturing Committee, LHC Executive Board, and Council Scout Executive.
9. Represent Venturing and the LHC VOA to the LHC Executive Board and Council Key Three
10. Attend meetings of the LHC Executive Board representing Venturing Crews in the LHC
11. Report back to the LHC VOA of your observations and notes from meetings of the LHC Executive Board
12. Support the Area 6 VOA and Southern Region VOA and promote active participation by LHC Venturing Crews in Area and Region activities
13. Ensure all LHC VOA Officers have read and are familiar with the Venturing Board of Review Guide and are prepared and available to serve as a Venturing representative on Summit Award Boards of Review; ensure the Lincoln Heritage Council Advancement Committee is aware of the VOA Officers availability to serve on Summit Boards of Review
14. Ensure LHC VOA-led Council Venturing Activity(ies) have an effective Activity Chair(s) appointed and provide support to the Activity Chair(s)
15. Ensure there is at least one well-planned, led, and conducted LHC VOA council-wide Activity each year and ensure the event is publicized and promoted and Crew participation is solicited and encouraged (Example: Nightwatch)
16. Ensure there is at least one well-planned, led, and conducted LHC VOA council-wide Service Project each year and ensure the service project is publicized and promoted and Crew participation is solicited and encouraged (Example: Community Flag Retirement Ceremony)
17. Working with the LHC Venturing Chairman, help to facilitate the LHC VOA Officer Application Process and actively encourage Venturers to take an active role in the LHC VOA and encourage good candidates to apply for leadership positions as LHC VOA Officers
18. Ensure that the LHC VOA is working to grow Venturing membership and Crews across the LHC.
19. Facilitate a smooth transition to the next LHC VOA President and his/her slate of officers as they take office June 1st
20. Provide assistance to the incoming LHC VOA President as they develop their LHC VOA goals for their term of office
21. Support the promotion of participation by LHC Crews in Council coordinated trainings courses such as NYLT.
22. Live in accordance to the Scout Oath and Law while having fun!

LINCOLN HERITAGE COUNCIL VOA VICE PRESIDENT OF ADMINISTRATION

Venturer appointed by the VOA President to serve as Vice President normally for a term of one year.

1. Committed to the success of Venturing, as defined by other Venturers, in the Lincoln Heritage Council
2. Be a knowledgeable advocate for Venturing in the Lincoln Heritage Council.
3. Reports to the Lincoln Heritage Council VOA President
4. Provide your best support to the LHC VOA President in their conduct of the LHC VOA
5. Be Prepared to preside over LHC VOA Meetings in the absence of the LHC VOA President
6. Actively promote and solicit Crew participation in the LHC VOA
7. Attend all meetings of the LHC VOA; attend all planning meetings, coordination meetings and other meetings as required
8. Work closely with the LHC VOA Advisor as needed to be successful in your position
9. Read and be familiar with the BSA Venturing Board of review Guide and be prepared to serve as a Venturing member of the Council Summit Board of Review as needed
10. Promote the selection and presentation of the Council Venturing Leadership Award, and Council presentation of the Venturing Summit Awards
11. Work closely with the LHC VOA Advisor to ensure nominees are solicited and considered for a full slate of Venturing Leadership Awards
12. Ensure Council Venturing Leadership Award and Venturing Summit Award recipients are recognized in appropriate media and at appropriate council recognition ceremonies
13. Brainstorm and advocate for ways to promote increasing Venturing membership in the LHC
14. Develop and maintain knowledge of customs, traditions, and relevant facts about BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the VOA and Venturing in the LHC
15. Maintain continuing records of Venturing recognitions presented during your term of office, Venturing membership numbers, number of Crews, VOA officer applications and selections, and LHC VOA Leadership Alumni (Venturers who have held VOA leadership roles in the past but are not currently officers in the VOA)
16. Do your best to maintain contact with LHC VOA Leadership Alumni for possible future mentor or advisory roles
17. Facilitate a smooth transition to the next LHC VOA President and his/her slate of officers as they take office June 1st
18. Perform other duties as assigned or requested by the LHC VOA President or LHC VOA Advisor
19. Live in accordance to the Scout Oath and Law while having fun!

LINCOLN HERITAGE COUNCIL VOA VICE PRESIDENT OF PROGRAM

Venturer appointed by the VOA President to serve as Vice President normally for a term of one year.

1. Be committed to the success of Venturing in Lincoln Heritage Council
2. Be a knowledgeable advocate for Venturing in the Lincoln Heritage Council
3. Reports to the Lincoln Heritage Council VOA President
4. Provide your best support to the LHC VOA President in their conduct of the LHC VOA
5. Actively promote and solicit Crew participation in the LHC VOA
6. Attend all meetings of the LHC VOA; attend all planning meetings, coordination meetings and other meetings as required
7. Work closely with the LHC VOA Advisor as needed to be successful in your position
8. Read and be familiar with the BSA Venturing Board of review Guide and be prepared to serve as a Venturing member of the Council Summit Board of Review as needed
9. Provide leadership and mentorship to Activity Chairs for LHC VOA-led Venturing Activities (conferences, outings, summits, service projects, other events)
10. Facilitate internal training events of the LHC VOA
11. Promote external training events and maintain knowledge base of all training opportunities available for youth and adult members in Venturing
12. Actively promote attendance by Venturers at Council, Area, Region, National and International Scouting events
13. Manage LHC VOA finances, if applicable, and use all proper financial practices including budgeting
14. Report the LHC VOA Financial Status to the LHC VOA as requested by the LHC VOA President
15. Develop and implement innovative ideas for developing Venturing Outreach in the LHC
16. Facilitate a smooth transition to the next LHC VOA President and his/her slate of officers as they take office June 1st
17. Perform other duties as assigned or requested by the LHC VOA President or LHC VOA Advisor
18. Live in accordance to the Scout Oath and Law while having fun!

LINCOLN HERITAGE COUNCIL VOA VICE PRESIDENT OF COMMUNICATION

Venturer appointed by the VOA President to serve as Vice President normally for a term of one year.

1. Be committed to the success of Venturing in Lincoln Heritage Council
2. Be a knowledgeable advocate for Venturing in the Lincoln Heritage Council
3. Reports to the Lincoln Heritage Council VOA President
4. Provide your best support to the LHC VOA President in their conduct of the LHC VOA
5. Actively promote and solicit Crew participation in the LHC VOA
6. Attend all meetings of the LHC VOA; attend all planning meetings, coordination meetings and other meetings as required
7. Work closely with the LHC VOA Advisor as needed to be successful in your position
8. Read and be familiar with the BSA Venturing Board of review Guide and be prepared to serve as a Venturing member of the Council Summit Board of Review as needed
9. Actively study, remain aware of, and promote the best ways to communicate with Venturers in the VOA and with Venturers in the LHC, understanding that several methods of communication should be utilized for maximum effectiveness
10. Ensure that the LHC VOA's web presence is established, maintained, updated and is interesting to youth in LHC and the community
11. Work closely with the LHC Venturing Chairman Lincoln Heritage Council Marketing and Communications Director to ensure Venturing events past, present, and future are appropriately publicized
12. Working with the LHC VOA President and VOA Advisor, with the approval of the LHC Scout Executive, submit articles to other Scouting media (Area, Southern Region, National newsletters and websites)
13. Working with the LHC VOA President and VOA Advisor, and with the approval of the LHC Scout Executive, actively pursue opportunities to increase VOA exposure by submitting articles, comments, photos, upcoming event announcements, and reports to external publications such as local newspapers and other appropriate venues
14. Working closely with the VOA Advisor and adhering to BSA Youth Protection Guidelines at all times, maintain groups, pages, blogs, calendars, message boards, etc. on the most relevant social media and social networking sites
15. Develop and maintain the tools to communicate with all relevant parties using a variety of methods such as telephone, text message, e-mail, and postal mail as appropriate
16. Maintain rosters of LHC VOA members and frequently involved persons, including as many forms of readily available communication paths as possible, and identify preferred methods, making it available to the VOA as needed and appropriate
17. Facilitate a smooth transition to the next LHC VOA President and his/her slate of officers as they take office June 1st
18. Perform other duties as assigned or requested by the LHC VOA President or LHC VOA Advisor
19. Live in accordance to the Scout Oath and Law while having fun!

LINCOLN HERITAGE COUNCIL VOA CREW REPRESENTATIVE

The Crew President (or temporarily designated youth member) are to represent their Crew at the LHC VOA

1. Be committed to the success of Venturing in Lincoln Heritage Council
2. Be a knowledgeable advocate for Venturing in the Lincoln Heritage Council
3. Reports to their respective Crew Advisor and Crew Officers and Members on VOA Activities
4. Provide your best support to the LHC VOA President and VOA Officers in their conduct of the LHC VOA
5. Actively promote and solicit Crew participation in the LHC VOA
6. Attend all meetings of the LHC VOA; attend all planning meetings, coordination meetings and other meetings as required
7. Participate in VOA discussions representing what you believe to be the position of your Crew
8. Responsibly cast your Crew one vote on topics put forward by the VOA President for a vote
9. Take good notes during VOA meetings and relay what transpired to the members of your Crew members as soon as possible either in person during a Crew meeting or via e-mail
10. Actively support the Lincoln Heritage Council Venturing Officers Association by volunteering to participate on sub-committees or projects as needed, and motivate and lead your Crew to participate in VOA-sponsored/led activities
11. Live in accordance to the Scout Oath and Law while having fun!