

Volunteer Responsibilities Description

District Activities Chair

Description: Provides leadership to the district activities committee.

Goal: To meet the district's activity goals; to increase percentage of Scouting units participating in district and council activities

Reports to: District program chair

Responsibilities:

- Serves as a member of the district committee.
- Attends the following meetings:
 - Monthly district committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs, preferably using the "District Activities Work Plan," www.samhoustonbsa.org/Data/Sites/1/media/resources/district-operations/workplan2012-activities.pdf, to the district program chair prior to each meeting)
 - Triannual Council Coordinated
 - Annual Key Leader's Conference
 - Monthly roundtables
- Keeps the district program chair regularly informed of progress towards goals.
- Promotes district and council activities at roundtable, district functions, unit meetings, district/unit websites, district email blasts, etc.
- Recruits (in consultation with the district program chair), provides staff development, and leads top volunteers to serve as event chairs.
 - Works to ensure that all positions are filled with capable, dedicated volunteers.
 - Acts immediately to replace committee chairs that resign or become inactive and serves in empty position until it is filled.
- Supports local and national Scouting policy.
- Plans a calendar of district events that allows units to participate but still maintain a robust unit program outside of district activities. A well-balanced schedule of district events includes:
 - Competitive skills events (e.g., Webelos Woods, Pushmobile) to capitalize on youth's drive to compete.
 - Civic service activities (e.g., Scouting for Food) to foster the spirit of citizenship through service to others.
 - Recognition events (e.g., district dinner)
 - Camporee and Cub Scout outdoor activities
- Works with the program chair and district executive in planning and managing event budget; ensures that each event meets council budgetary policy(s). Works with the district executive to submit all budgets annually in August for the following calendar year. Conducts an "Event Close Out Meeting: (ECOM: <http://www.samhoustonbsa.org/Data/Sites/1/media/resources/district-operations/ecom.doc>) with the event chair and district executive no later than 2 weeks after a district event to close out the budget.
- In conjunction with the event chair, secures a location for all events in a timely fashion and works with the DE to arrange for contracts for event locations.
- Ensures that all activities are conducted within the SHAC, BSA, local, and state guidelines and policies.
- Ensures that there are Webelos events to support Webelos-to-Scout transitions and membership retention.
- Ensures that every event chair read and follow the council's "Event Chair's Guide to Planning an Event" available at www.samhoustonbsa.org/Data/Sites/1/media/resources/district-operations/event_chairs_guide_to_planning_an_event.pdf.
- Assists the district program chair in conducting the key staff training sessions for event chairs.
- Conducts event evaluations.
- Recognizes key staff after each event.
- Encourages Good Turn ideas through units' participation in community projects and civic service activities.
- Oversees the district's Good Turn for America projects and ensures the hours are logged online (www.goodturnforamerica.org).
- Monitors event staff to ensure good utilization of district resources and prevention of leader burnout.
- Maintains historical records of each event to guide future leaders.
- Assures that each activity or event is effectively promoted on a timely basis.
- Conducts an annual poll of unit leaders to determine unit needs and wishes for district activities.

Length of Term: One year (beginning from the annual district business meeting) with reappointed on an annual basis.

How Selected: Selected by district program chair and approved by the district chair in consultation with the district executive.

Attributes: Enthusiastic, creative, leader, project manager, delegator, recruiter, motivator, communicator, organized, sets and follows deadlines, manages budgets, likes and meets people easily, mobilizes talent, equipment, and resources, builds moral, inspires confidence.

Resources: Local council documents: www.samhoustonbsa.org/district-operations#activities
Activities and Civic Service Committee Guide, No. 33082: www.scouting.org/filestore/mission/pdf/33082.pdf
A Handbook for District Operations: www.scouting.org/filestore/mission/pdf/34739.pdf
Camporee Guide: www.scouting.org/filestore/Outdoor%20Program/pdf/430-001.pdf
Cub Scout Outdoor Program Guidelines: www.scouting.org/scoutsources/CubScouts/resources/CubScoutOutdoorProgramGuidelines.aspx
Guide to Safe Scouting: www.scouting.org/scoutsources/HealthandSafety/GSS.aspx
Age Appropriate Guidelines for Scouting Activities: http://www.scouting.org/filestore/pdf/34416_Insert_Web.pdf
The District, No. 33070: <http://www.scouting.org/filestore/mission/pdf/33070.pdf>
Selecting District People, No. 34512: <http://www.scouting.org/filestore/mission/pdf/34512.pdf>
Staging Recognition Events, No. 33706: www.scouting.org/filestore/mission/pdf/33706.pdf