

## Volunteer Responsibilities Description

### District Training Chair

**Description:** Provides leadership to the district training committee

**Goal:** To meet the district's training goals; to increase the percentage of Scouters that have completed appropriate training & received training awards; and to assist units in meeting the training requirements to qualify for the highest possible (bronze, silver or gold) level of Scouting's Journey to Excellence.

**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 "Training Committee Work Plan," [www.samhoustonbsa.org/Data/Sites/1/media/resources/district-operations/workplan2012-training.pdf](http://www.samhoustonbsa.org/Data/Sites/1/media/resources/district-operations/workplan2012-training.pdf), to the district program chair prior to each meeting)
  - Triannual council coordinated
  - Annual key leader's conference
  - Monthly roundtable meetings
- Keeps the district program chair regularly informed of progress towards goals.
- Promotes district and council-sponsored training 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 on the district training team. Members of the district training committee may include: Cub Scout training chair, Boy Scout training chair, Venturing training chair, and district trainers
  - 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.
- Establishes district training goals annually, monitors progress towards those goals, and reports this information regularly to the district committee.
- Determines who needs training through the use of unit surveys and current training records.
- Plans a year-round annual training schedule, including opportunities for personal coaching and small group in-unit training
- Ensures that all courses are taught following the national syllabi and that all material presented is in accordance with national and council policies.
- Keeps accurate records of trainings taking place within the district and makes sure reports are sent to council within 30 days of training completion.
- Recognizes volunteers who have completed training.
- Approves, prepares, and presents leadership training awards (knots) within the district and submits appropriate paperwork to the council. (Note: Commissioner Awards are handled by council commissioner team.)
- Evaluates effectiveness of trainings including quality of instruction, attendance, and trainee feedback, and uses results to improve the district training plan.
- Ensures that all training events have a proper budget, are within council budgetary guidelines, and are closed out within 30 days of the event.
- Maintains accurate and up-to-date district training records of district membership.
- Supports and encourages all units to have at least one adult volunteer to keep and track training records within the unit (e.g., pack trainer).
- Annually increases the percentage of trained leaders, especially direct contact leaders.
- Promote online training through [my.scouting.org](http://my.scouting.org).

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

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

**Attributes:** Trainer, recruiter, leader, manager, knowledge of BSA training structure, communicator, organized, enthusiastic about training, and good Scouting story to convey.

**Resources:** *Guide to Leader Training*, No. 511-028: [www.scouting.org/filestore/pdf/511-028\\_WEB.pdf](http://www.scouting.org/filestore/pdf/511-028_WEB.pdf)  
*Event Chairs Guide to Planning an Event*: [www.samhoustonbsa.org/Data/Sites/1/media/resources/district-operations/event\\_chairs\\_guide\\_to\\_planning\\_an\\_event.pdf](http://www.samhoustonbsa.org/Data/Sites/1/media/resources/district-operations/event_chairs_guide_to_planning_an_event.pdf)  
*The District*, No. 33070: [www.scouting.org/filestore/commissioner/pdf/33070.pdf](http://www.scouting.org/filestore/commissioner/pdf/33070.pdf)  
*Selecting District People*, No. 34512: [www.scouting.org/filestore/commissioner/pdf/34512.pdf](http://www.scouting.org/filestore/commissioner/pdf/34512.pdf)  
*A Self-Evaluation Guide for Successful District Operation*, No. 34207: [www.scouting.org/filestore/commissioner/pdf/34207.pdf](http://www.scouting.org/filestore/commissioner/pdf/34207.pdf)