

WHAT IS A TROOP COMMITTEE?

A troop committee is a group of volunteers who are willing to devote their time and skills helping a troop leader. The kind of help a troop leader needs depends on the leader's particular skills, on the time she/he has available, and on the size, maturity, and experience of the troop. Each leader decides how the abilities and knowledge of the troop committee can best be put to service.

POSSIBLE TROOP COMMITTEE POSITIONS

Transportation Chair	Arrange for adequate transportation for troop trips, ensuring that there is one seatbelt for each girl and adult in the cars. Booster seats if needed. California child restraint laws apply
Product Sales Chair	Compile and check orders from girls; distribute the products, recognitions, and collect money. Should enjoy working with numbers. Have access to computer and internet.
Troop First Aider	An adult who has a current first aid/CPR certification or is a medical professional must be available to attend troop activities that require first aid coverage. Training is offered through the council or you may attend any other council approved first aid/CPR certification course. Online courses must have a hands on component as part of the training
Leader Stand-in	Work with the girls as a substitute if the leader is to be absent. Needs to be cleared as a volunteer and have an application and background check on file with council
Telephone/E-mail Chair	Maintain a current list of troop members and their phone numbers and e-mail contacts to get in touch with parents, girls, or other troop committee members.
Emergency Contact Person	The person who makes herself/himself available to contact parents in an emergency during a troop activity. Needs contact information for all parents/guardians of girls involved in the activity
Reservations Chair	Locate parks, museums, gardens, etc. as needed for troop activities and make necessary reservations
Child Care Provider	Care for leader's children so they are free to attend troop activities and/or training events
Special Projects Chair	Assist the troop with special projects, such as putting on a play, preparing food for a large group, planning and budgeting for a overnight trip, etc.
Troop Representative	Act as a liaison between the troop and the sponsor attending activities of both as needed
Treasurer	Assist the leaders and the girls with bookkeeping, individual girl records, making financial reports
Troop Secretary	Write email newsletters to parents, parents' permission slips, etc.
Family Partnership Representative	Coordinate family partnership campaign with service unit representative via events and direct contributions.

SAMPLE - THE TROOP COMMITTEE

Troop # _____ Service Unit _____ Level _____

Position	Phone	Cell Phone	Email
Leader			
Co-Leader			
Co-Leader			
Transportation Chair			
Troop First Aider			
Leader Substitute			
Cookie Chair			
Fall Product Chair			
Emergency Contact Person			
Reservations Chair			
Child Care Provider			
Special Projects Chair			
Troop Representative			
Bookkeeping Assistant			
Troop Secretary			
Other			
Other			