

(ONE COPY PER PERSON)

Troop Committee Training

Suggested Troop Committee Meeting Agenda

Attendees

- | | |
|--|--|
| <input type="checkbox"/> Advancement Coordinator | <input checked="" type="checkbox"/> Present |
| <input type="checkbox"/> Chair | <input checked="" type="checkbox"/> Not on committee |
| <input type="checkbox"/> Chaplain | <input type="checkbox"/> Absent |
| <input type="checkbox"/> Chartered organization representative | |
| <input type="checkbox"/> Equipment Coordinator | |
| <input type="checkbox"/> Outdoor/Activities Coordinator | |
| <input type="checkbox"/> Scoutmaster | |
| <input type="checkbox"/> Secretary | |
| <input type="checkbox"/> Training Coordinator | |
| <input type="checkbox"/> Treasurer | |

Agenda

- | | | |
|-----------------------|--|------------------|
| 6:00–6:02 P.M. | <p>Call the meeting to order.</p> <p>“Everyone, please come to order and get seated. It’s time to begin the meeting.”</p> | Chair |
| 6:02–6:05 P.M. | <p>Welcome and introduction of new members and guests</p> <p>“I would like to welcome the committee to the monthly troop committee meeting for Troop XXX.”</p> | Chair |
| 6:05–6:10 P.M. | <p>Approval of previous meeting’s minutes</p> <p>“We will now have the minutes from our last meeting read by our Secretary.”</p> <p>The chair asks: “Any changes or amendments to the minutes?”</p> <p>If there are no changes, the chair says, “The minutes stand as approved.”</p> | Secretary |
| 6:10–6:40 P.M. | <p>Reports</p> <p style="text-align: right;">(2 to 3 minutes each)</p> <p>▶ SCOUTMASTER</p> <ul style="list-style-type: none"> — Troop progress — Actions of patrol leaders’ council — Disciplinary problems and attendance — Monthly outing plans — Other troop needs — Troop operations (5 minutes) <p>▶ SECRETARY</p> <ul style="list-style-type: none"> — Newsletter — Additional resource surveys | |

▶ **OUTDOOR/ACTIVITIES COORDINATOR**

- Outdoor plans
- Special activities
- District and council activities
- Summer camp updates

▶ **TREASURER**

- Report on current financial standing and dues
- Money-earning projects
- Friends of Scouting

▶ **ADVANCEMENT COORDINATOR**

- Troop advancement progress
- Boards of review
- Courts of honor

▶ **CHAPLAIN**

- Update on chaplain support to troop members
- Religious emblems program
- Participation of boys in the religious emblems program

▶ **TRAINING COORDINATOR**

- New training materials
- Youth leader and adult volunteer opportunities for training

▶ **EQUIPMENT COORDINATOR**

- Status of new and existing troop equipment and of troop needs
- New procedures for safe use and storage of equipment

6:40–6:50 P.M.

Old/New Business

Chair

- ▶ Report on task assignments from previous meeting
- ▶ Assign tasks as issues are discussed

6:50–7:05 P.M.

General Announcements

Chair

- ▶ Council updates
- ▶ Information from the chartered organization
- ▶ Community events
- ▶ Announce the date of next month’s troop committee meeting

7:05–7:10 P.M.

Adjournment

Chair

“Thank you for your time. We had a productive meeting. Please follow through on your assignments. Check back if you find you have questions once you leave. Our next meeting will be on this date: _____.”

If everyone comes prepared, troop committee meetings should last no longer than 90 minutes. It is the chair’s responsibility to keep the meeting moving swiftly. There is no better way to discourage attendance than to conduct meetings that last too long with too little accomplished. The video *The Barbecue: Working With the Troop Committee* will also give you some helpful hints on conducting troop committee meetings.