

## Appendix A

# Venturing Crew Officer Responsibilities

May 2022

### **President: The primary leader of the crew**

- Youth leader of the crew
- Conducts opening and closing ceremonies for meetings and special occasions
- Plans and implements crew program in cooperation with other officers, members and advisors
- Assists crew advisor in conducting Crew training
- Appoints youth chairs for crew activities and special crew officers
- Presents crew annual report to chartered organization in February
- Assesses on an ongoing basis whether the responsibilities of the officers are being considered and carried out effectively
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment

### **Vice President - Administration: Leads crew's recruiting and recognition activities**

- Administrative officer of the crew
- Assumes responsibilities of the President in their absence
- Leads the recruiting and admission of new members during the year
- Ensures that new members are welcomed and supported in their first three months with the crew and encourages others to do the same
- Manages recognition and advancement events and records
- Reminds crew members of uniform
- Responsible for ensuring that a crew report is made to Troop 27 at their first meeting of the month.
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment, and seeks to reflect this spirit in the recruiting of new members and through recognizing the achievements of crew members

## **Vice President - Program: Leads the development of the crew's program of activities**

- Program officer of the crew, and in that position, arranges the program planning process for the crew
- Determines the interests of the crew members on an ongoing basis
- Ensures that a report is written for every outing
- Provides program during crew meetings in conjunction with the Crew President
- In charge of making KIVA loans for the crew and making reports about the beneficiaries
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment

## **Secretary: Leads the crew's communication**

- Communication officer of the crew, and in that position, manages all communications and publicity of the crew
- Handles crew correspondence and minutes
- Maintains crew membership and attendance records
- Appoints a stand-in secretary before the meeting if they are not going to be there
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment

## **Treasurer: Leads the crew's finances**

- Financial officer of the crew, and in that position, maintains financial records and monitors the crew budget
- Collects and disburses crew funds
- Coordinate with the troop treasurer
- Communicates with the other officers and members as needed to keep them informed about the crew's finances
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment