



Venturing Officer's Association

Scenic Trails Council • Boy Scouts of America
1499 Business Park Dr. • Traverse City, MI 49686
231.947.7071 • www.stcbsa.org

Job Profiles for VOA Officers and Members

General

- All officers are elected by the VOA membership to a one year term.
- All VOA officers and members must be registered Venturers/Sea Scouts.
- No one shall serve as a representative of more than one crew at a time.
- No one shall serve as a representative and an officer simultaneously.

Council Venturing President

- Set agendas for and chair meetings of the VOA, and interpret its bylaws.
- Guide and oversee all VOA officers and members. Appoint activity/committee chairs as necessary.
- Serve as a voting member of the council executive board; present an annual report to the executive board.
- Serve as a member of the council Venturing Key 3.
- Serve as the point of contact for area and regional Venturing leadership.

Vice President/Administration

- Serve as chair in the absence of the President
- Gives leadership to all administrative and unit service activities of the VOA.
- Maintain communication with crew representatives. See that each crew has crew representatives attending the VOA.
- Serve as a resource for the following areas: the Venturing leadership award, leadership training, crew organization, membership recruitment, crew bylaws, and adult recognition.
- Perform other duties as assigned by the President.

Vice President/Program

- Give leadership to all program activities of the VOA.
- Guide and support any appointed activity/event chairs.
- Give leadership to all annual VOA programs, activities, and training events. Work with other VOA officers and members to ensure the success of these events.
- Serve as a resource for the following areas: crew program planning, youth and adult leadership training, area and regional events and offices, and Venturing advancement.
- Perform other duties as assigned by the President.



Venturing Officer's Association

Scenic Trails Council • Boy Scouts of America
1499 Business Park Dr. • Traverse City, MI 49686
231.947.7071 • www.stcbsa.org

Treasurer

- Serve as the financial officer of the VOA.
- Prepare and monitor budgets for all VOA events. Work with other VOA officers and members to ensure the success of these events.
- Collect and disburse VOA funds as appropriate.
- Report on the financial status of the VOA at each meeting.
- Perform other duties as assigned by the President.

Secretary

- Serve as the communications officer of the VOA.
- Record and publish minutes of each VOA meeting.
- Manage VOA calendars, correspondence, and membership and attendance records.
- Manage VOA public relations through local media, newsletters, and other relevant channels.
- Perform other duties as assigned by the President.

Crew Representative (up to two [2] from each crew/ship)

- Be duly appointed by your crew to serve as a voting member of the VOA. Attend VOA meetings, represent your crew and voice its opinions and concerns to the VOA. Share the decisions and plans of the VOA with your crew.
- Collectively serve as the electing body for the VOA officers.
- Serve on VOA event committees and accept responsibility for specific pieces of those events.
- Serve as an ambassador of Venturing and promote it within the council.
- Perform other duties as assigned by the President.