

American Heritage Girls, Troop TX1180

Roles & Descriptions (2015-2016), June 2015

Troop Ministry Team

All *registered adult members* of Troop TX1180 are considered voting members of the Ministry Team. The voting presence of three Board members is required as quorum for all votes. All Troop Board positions must be filled in order to renew our charter. We must also have enough Unit Leaders to meet the girl/leader ratio requirements. Please consider how you might help with those or the remaining positions. If you feel called, please volunteer for more than one role (some are smaller than others).

Volunteer Position Selection Based on Gifts

American Heritage Girls is a family supported program that encourages both girl and adult involvement. Our troop will benefit most when we can utilize gifts from all our members. We, the Board Members of AHG Troop TX1180, recognize that each of you have been given different gifts by God and are called to these gifts for His glory. Our troop cannot exist without those who give themselves for others. Volunteering for a position should be done with discernment. Prayer and one's circumstance in life should be weighed when considering a position within the troop. We ask that you pray for guidance in helping our troop in any way(s) possible.

Please fill out the below and return to Troop Coordinator.

Parent Commitment Roles, 2015-2016 Please select min. of 5 choices, number 1 -5 with 1 being top choice			
Parent Name:		Scout's Name:	
Board-Level Roles *		Troop-Level Roles (ongoing basis)	
Troop Coordinator +		Advancement Chair *+	
Vice Coordinators +		Advancement Asst.	
Troop Shepherd +		Camping Chair *	
Troop Treasurer +		Fundraising Chair * (Jan-March)	
Unit-Level Roles *		Health & Safety Chair *	
Pioneer/Patriot Squad Leader (7 th -12 th)		Historian/Online Photo	
Pioneer/Patriot Asst. Squad Leader		Quartermaster	
Explorer Squad Leader (4 th – 6 th grade)		Registrar * (mainly Fall)	
Explorer Asst. Squad Leader		Religious Emblems Chair (Sept – Feb)	
Tenderheart Squad Leader (1 st – 3 rd grade)		Secretary	
Tenderheart Asst. Squad Leader		Service Project Chair *	
Pathfinder Squad Leader (Kindergarten)		Special Event Chair (non-camping) *	
Pathfinder Asst. Squad Leader		Troop Treasurer Asst.	
		Webmaster	
One-Time Event Roles Select as many as you like, these are one-time lead or assist roles.			
Special Events Team		Service Projects Team	
Swim Party (Aug)		Adopt-A-Path (9/19, 11/14, 2/6, 4/30)	
Ice Skating Party (Dec)		Every Soldier Care Package (Nov)	
Court of Awards (Dec & May)		St. Anthony Fish Fry (Feb or March)	
Respect Life Patch (Jan)			
Fundraising Team (primarily need in Winter)			
Camping Team (Oct & April)		* Role requires adult membership	
4th of July Parade		+ Role currently occupied	

AGH TX 1180 Roles Descriptions (2015-2016)

BOARD-LEVEL ROLES

✓ = unique to role

Troop Coordinator (TC)

(Primarily administration, public relations, registration/charter, training, H&S, advancement)

- * Minimum Term: Commit to full-year position in signing of Ministry Agreement
- * *Per AHG guidelines, is not permitted to hold any other Troop position.*

Partner with AHG, Inc.:

- Support Services: Participate in on-going communication with my designated Support Services Coordinator. Provide follow-up to inquiries originating from the national website or other referrals.
- Year-End Reports & Financials: TC & VC complete and file Troop End-of-the-Year Report & Financial Report by June 30th
- ✓ AHG Re-charter: Make sure all necessary AHG Charter paperwork is signed and sent to AHG, Inc. The Charter Organization is ultimately responsible for the necessary paperwork; however, I will follow-up as necessary, especially at time of Re-Charter.
- ✓ AHG Leader Recognition: Submit eligible candidates for AHG leader recognition programs.
- ✓ Uniforms & Insignia: Oversee uniform and insignia orders.
- ✓ AHG Publication Policies: Adhere to AHG's logo, trademark, name usage, Troop website creation policies and guidelines
- ✓ Records: Maintain adequate Troop paperwork and records, keeping back records for seven years.
- ✓ Honor Troop: Responsible for tracking and processing Honor Troop Requirements along with Unit Leaders
- ✓ AHG Health and Safety Guidelines: Understand and follow all AHG Health and Safety Guidelines as stated in the AHG Coordinator Handbook. Seek Charter Organization approval and advise AHG, Inc. when taking a troop trip.

Partner with Charter Organization:

- ✓ Charter Organization: Maintain a close relationship with the Charter Organization. Encourage participation of Charter Rep. on Troop Ministry Team, keeping them informed of Troop needs. Seek opportunities for Troop to assist Charter Organization.
- ✓ Adult Registration: Work with Registrar to ensure background checks, VIRTUS & KEYS are completed on all Unit Leaders prior to appointment. Check references and give approval via AHG Connect.
- ✓ Leader/Scout ratios: Ensure proper girl/leader ratios per level and all five AHG levels are implemented if there is girl interest.
- ✓ Retention & Recruitment plan: Plan annual recruitment (girls and adult leaders). Monitor growth and retention levels in Troop.
- ✓ Facilities: Work with charter to secure room reservations, events (i.e. Scout Sunday), and equipment storage as needed.
- ✓ Publications & Announcements: Submit announcements for charter publications as needed.
- ✓ Charter Organization Awards: Submit nominations for if eligible based on AHG troop activity.

Partner with Troop Ministry Team:

- Troop Policies: Confer with Troop Ministry Team (Troop Board and Unit Leaders) on making policy for Units. I will lead the Troop Ministry Team in creating a "Troop Policy and Guidelines Manual." A copy will then be submitted to the AHG, Inc.
- Ceremonies: Organize and presides over various ceremonies throughout the year.
- ✓ Leadership Meetings: Be responsible for calling and presiding over Troop Ministry Team and Troop Board meetings.
- ✓ Member Registration: Oversee work of Registrar. Oversee Registration process for girl and adult members.
- ✓ Communications: Oversee work of Secretary, Newsletter Editor, and Webmaster.
- ✓ Advancement: Oversee work of Advancement Chair. Maintain Advancement records, keeping back records for 7 years.
- ✓ Health & Safety: Oversee work of Health/Safety Chair, ensure that all Adult Members are adequately trained in H&S, ensure that First Aide/CPR trained leaders, one per Unit Level, attend each meeting.
- ✓ **Supervise Troop meeting operations by:**
 - Troop Calendar: Coordinating the scheduling of troop meetings, leadership / board meetings, training, trips, service projects, and annual planning meetings for Unit Leaders. (in other words, create the Troop Calendar)
 - Agenda: Planning and overseeing beginning and ending of Troop meetings, i.e. large group time/flag ceremony.
 - Master of Ceremony: Acting as Troop meeting MC or recruiting someone to that position.
 - Unit Leader Planning: Conducting an annual *AHG Unit Leader planning session* prior to Troop start-up in fall. Attend leader meetings for AHG if local Area provides them. Encourage Unit Leaders to participate at these meetings as well.

Partner with the Parents:

- ✓ Parent Participation Pledge: Oversee the completion by each girl member's family.
- Parent Meeting: Conduct an annual parent meeting covering Troop policy, parent expectations, registration, etc. VCs to assist.
- Encourage girls and their families to take part in AHG and Troop special events.

Partner with the Community: Promote AHG in the community.

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Troop Vice-Coordinator 1 (VC1)

(Primarily camping events, special events, and attendance)

- ★ Minimum Term: Commit to full-year position in signing of Ministry Agreement
- ★ Attend Troop Board and Ministry Team meetings.

Partner with AHG, Inc.:

- Support Services: Along with TC, participate in on-going communication with my designated Support Services Coordinator
- Year-End Reports & Financials: TC & VC complete and file Troop End-of-the-Year Report & Financial Report by June 30th

Partner with Troop Ministry Team:

- Troop Policies: Confer with Troop Ministry Team (Troop Board and Unit Leaders) on making policy for Units.
- Ceremonies: Along with TC, organize and presides over various ceremonies throughout the year.
- ✓ Camping Events: Oversee work of Camping Chair. Seek approval from Charter Organization for Troop Trip, when needed.
- ✓ Special Events: Oversee work of Special Events Coordinator. Along with Special Events Coordinator, organize an annual banquet/celebration.
- ✓ **Supervise Troop meeting operations by:**
 - Attendance & Advancement: Ensure attendance is taken & entered into TroopTrack. Advancement Chair or substitute is available for sign-off or consultation.
 - Girl Leadership: Supervising girl involvement/leadership in large-group portions of Troop meetings.
 - Unit Leader Planning: Conducting along with TC an annual *AHG Unit Leader planning session* prior to Troop start-up in fall. Attend leader meetings for AHG if local Area provides them. Encourage Unit Leaders to participate at these meetings as well.

Partner with the Parents:

- Parent Meeting: Conduct along with TC an annual parent meeting covering Troop policy, parent expectations, registration, etc.
- Encourage girls and their families to take part in AHG and Troop special events.

Partner with the Community: Promote AHG in the community.

Troop Vice-Coordinator 2 (VC2)

(Primarily service, spiritual and finance oriented matters)

- ★ Minimum Term: Commit to full-year position in signing of Ministry Agreement
- ★ Attend Troop Board and Ministry Team meetings.

Partner with AHG, Inc.:

- Support Services: Along with TC, participate in on-going communication with my designated Support Services Coordinator
- Year-End Reports & Financials: TC & VC complete and file Troop End-of-the-Year Report & Financial Report by June 30th.
- ✓ Fundraising: Oversee and/or delegate fundraising projects to Fundraising Chair or registered parent volunteers. Complete necessary AHG paperwork for fundraising activities, get Charter Organization approval and submit to AHG, Inc. 3 weeks prior to start of fundraising activity. Understand and comply with the AHG fundraising guidelines.

Partner with Troop Ministry Team:

- Troop Policies: Confer with Troop Ministry Team (Troop Board and Unit Leaders) on making policy for Units.
- Ceremonies: Along with TC, organize and presides over various ceremonies throughout the year.
- ✓ Service / Spiritual: Oversee work of Religious Recognition Coordinator, Troop Shepherd and Service Project Coordinator. Ensure that the Troop Shepherd contacts families when daughter is absent for two or more meetings without explanation. Make sure Troop completes minimum four, maximum of six service projects per year.
- ✓ Financials: Oversee work of Troop Treasurer and Fundraising Coordinator, Control finances through adequate financial records. The Troop Ministry Team establishes a Troop Budget prior to the initial Parent Info Session or Registration Meeting. Coordinate with Troop Treasurer on the *Troop Financial Report* which is due to AHG, Inc., by June 30th.
- ✓ **Supervise Troop meeting operations by:**
 - Unit Leader Planning: Conducting along with TC an annual *AHG Unit Leader planning session* prior to Troop start-up in fall. Attend leader meetings for AHG if local Area provides them. Encourage Unit Leaders to participate at these meetings as well.

Partner with the Parents:

- Parent Meeting: Conduct along with TC an annual parent meeting covering Troop policy, parent expectations, registration, etc.
- Encourage girls and their families to take part in AHG and Troop special events.

Partner with the Community: Promote AHG in the community.

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Troop Shepherd

- ★ Commit to full-year position in signing of Ministry Agreement
- ★ Attend Troop Board and Ministry Team meetings.
 - Serve as a mentor to the junior shepherd to inspire spiritual and leadership growth and work to provide leadership opportunities using the girl leadership program as a guide
 - Is concerned with the “care and feeding” of the Troop’s members and looks over the “flock.”
 - Contributes a thought, Bible verse, and/or spiritual quote for the monthly Troop newsletter.
 - Works with the Religious Emblems Chair to encourage girls to pursue age-appropriate awards.
 - Participates in on-going communication with the Troop Coordinator and Vice-Coordinator.
 - Understands and follows all AHG Health and Safety Guidelines as stated in the AHG Coordinator Handbook.
 - Insures a time of a prayer, reflection and devotion at each Troop meeting and Ministry Team meeting, led by Troop Shepherd or another.
 - Is a prayer warrior, praying for the Troop, its girls and its adult volunteers.
 - Gets to know each sheep (girl and volunteer), attends most Troop meetings and is observant to behavior changes, feelings of isolation, withdrawal, or non-participation by any Troop members.
 - Offers encouragement to girls and volunteers.
 - Shares concerns and congratulations through cards, letters and prayers.
 - Nurtures an accepting environment for each girl and adult, trying to diminish cliques if necessary.
 - Monitors retention levels in Troop.
 - Contacts families when a girl member is absent for two consecutive meetings without explanation.
 - Reviews girl and leader exit reports and provides information as to the reason behind why a girl and/or volunteer is leaving the Troop.
 - Leads a Bible Study with the adult members, if possible.
 - Serves on the Troop’s Board of Review, when possible, and is a reference for a member’s Stars and Stripes Award Application, if needed.
 - Encourages girls and their families to take part in AHG and Troop special events.

Troop Treasurer

- ★ Commit to full-year position in signing of Ministry Agreement
- ★ Attend Troop Board and Ministry Team meetings.
 - Work with the Charter Organization to create a Troop account, whether that is a checking account or a sub-account of the Charter Organization.
 - Create a Troop budget with the assistance of the Troop Coordinator and Troop Ministry Team.
 - Serve on Troop Board and Ministry Team.
 - Maintain financial records and checkbook for the Troop with direction given by Charter Organization.
 - Reconcile checking account monthly.
 - Work with Troop Coordinator and Vice-Coordinators to develop parents’ meeting agenda. Present approved Troop budget to parents.
 - Collect Troop dues and registration fees and deposit in Troop account.
 - Create a system of reimbursements for Unit Leaders. Make sure receipts are included for requests for reimbursements. Set up expense accounts relative to Troop’s needs.
 - Obtain Charter Organization’s state tax-exempt certificate for those who would purchase items for the Troop.
 - Create any necessary financial records for Charter Organization and Troop Coordinator, if requested.
 - Create requisitions for Troop monies from Charter Organization when deemed necessary by Troop Coordinator. (May have a Troop checking account or you may have to follow Charter Organization’s account procedures for acquisition of Troop funds.)
 - Make deposits and disbursements for activities and events of the Troop.
 - Contact member’s families who have outstanding balances due to the Troop.
 - Work with Unit Leaders in managing their funds. Keep track of each Unit’s income and expenses and make sure they are staying within their budget.
 - Prepare the Troop Financial Statement at the end of the program year and turn in to AHG, Inc. by June 30th.

UNIT-LEVEL ROLES

Squad Leader/ Assistant Squad Leader

- ★ Commit to full-year position in signing of Ministry Agreement
 - Work with a specific program level through the current year: Pathfinder, Tenderheart, Explorer, Pioneer, or Patriot. Leaders are needed for each level.
 - Complete the AHG Basic Training and appropriate Unit Level Training before my first Troop meeting working with the girls.
 - Attend Ministry Team meetings.
 - Serve as a mentor to girls to inspire leadership growth and work to provide leadership opportunities using the girl leadership program as a guide
 - Work with girls in this Christ-centered ministry by implementing a program based on their interest while inspiring and encouraging them to achieve the program emphases of American Heritage Girls.
 - Willingly welcome girls into my unit, helping each reach her potential.
 - Provide clear, precise information to parents regarding activities and programs within the organization that pertain to their daughter. Information may be sent via the monthly Troop newsletter, weekly flyers or individual notes from each unit.
 - Plan and conduct regular unit meetings with direction given through Troop Coordinator &/or Unit Leader meetings. Unit Leaders should be punctual and prepared.
 - Attend and participate in monthly leaders meetings if provided by Troop Ministry Team or local Council. Attend and participate in Unit Leader planning meetings provided by Troop Coordinator.
 - Ensure that each adult and girl member is a registered member of AHG, Inc. Girls must be registered prior to first Troop meeting to be able participate.
 - Participate in parents' meeting held annually prior to first Troop meeting.
 - Accept that the Unit Leader function is to help girls implement their plans, not the leaders' plans (keeping the girls' age and maturity in mind).
 - Be concerned with the safety and well-being of girls during activities, ensuring proper girl/leader ratios at all times. Be familiar with and adhere to AHG's Health and Safety guidelines.
 - Plan to fulfill the requirements for the "Gem of a Leader" recognition, if possible.
 - Continue leaders' training through additional courses or retreats, where possible.
 - Ensure that girls have at least one Troop outdoor activity per program year, through day outings or camping.
 - Provide necessary paperwork for field trips and/or overnight trips to Camping/Trip Coordinator or Troop Coordinator prior to outing.
 - Complete three Troop or organizational service projects.
 - Understand and encourage girls to fulfill advancement requirements for each level. (i.e. Sacagawea, Lewis and Clark, etc.)
 - Make sure each new girl completes her Joining Award within the first few months of joining the Troop.
 - Encourage girls to participate in Troop fundraising efforts, giving them tools for success.
 - Offer positive, loving discipline on a consistent basis.
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TROOP-LEVEL ROLES

Advancement Chair *

- Full year position, adult registration & training required
- Understand and encourage girls to fulfill advancement requirements for each level. (i.e. Sacagawea, etc.)
- Keep Unit Leaders and parents informed of cut-off dates for advancement.
- Maintain adequate Troop paperwork and Advancement records, keeping back records for seven years.
- Prepare and place insignia/award orders for the troop to be approved by the Troop Coordinator including badge orders, level awards, service stars, presidential service awards, and others as required
- Coordinate AHG Boards of Review.

Advancement Assistant

- Full year position, part-time role
- Assist Advancement Chair as needed

Camping Chair *

- Full-year position, adult registration & training required
- Research possible locations for Family Camping & EX/PI/PA camping.
- Make reservations at appropriate facilities for two family and two EX/PI/PA campouts each year.
- Investigate options for summer camp for older scouts.
- For trips, work with Vice Coordinator to complete necessary approval paperwork.
- Secure equipment for camping trips (for troop use).
- Obtain route information and maps as well as parking information for camp locations.
- Work with Board to determine budget for the trip & assign registration fees.
- Produce information flyer to advertise the event to the troop.
- Conduct registration for the trip according to prescribed deadlines.
- Recruit other adults to assist and to meet CPR- and AHG-trained staffing requirements.
- Assure that 2-deep requirement is met at all times during trips.
- Assure that all health/safety guidelines are followed at all times during trips.
- For EX/PI/PA campouts, assist the girls in planning schedules, meals, tenting arrangements, program, etc.

Fundraising Chair * (Jan-March)

- Partial year position, adult registration & training required
- With Troop Board Members, decide type and scope of fundraisers.
- Implement chosen plan, recruiting other adults to assist.
- Supervise Fundraising Assistants.
- Encourage girls to participate in Troop fundraising efforts, giving them tools for success.
- Collect funds raised and forward them to treasurer to deposit in Troop account.
- Seek Troop sponsors from the community.

Health & Safety Chair *

- Full year position, adult registration & training required
- Assure that 2-deep requirement is met during all meetings, activities, trips, and in all vehicles used for transporting troop members.
- With Vice Coordinator, makes sure that a CPR/First Aid trained Leader is present in each room during Troop meetings and activities.
- Health & Safety forms: Collect and maintain all scout and adult member health & safety forms.
- Training Records: Maintain a record of all adults (members and volunteers) who are trained and details of their training: VIRTUS, YPT, AHG, CPR, BSA, etc.
- Driver records: Collects and maintains records of all parent/volunteer drivers regarding medical forms, KEYS certificates, CPR certificates, insurance, and driver's license information.
- Troop Trips: Make sure that drivers/vehicles/insurance meet AHG requirements. Make sure trip leaders have H&S records for all attending.
- Gathers items for a Troop First Aid kit to be available at all meetings. Replenishes T928 first aid kit as necessary after camping trips.

Historian /Online Photo album

- Full year position, part-time role
- Gathers pictures and facts about past troop activities and keeps them in scrapbooks, wall displays, electronic slide shows, and/or information files.
- Recruits parent photographers to assist with recording as many events as possible.
- Uploads photos to troop photo site
- Keeps information about former members and leadership of the troop.

Quartermaster

- Full year position, quarter time
- Steward and store troop supplies and equipment.
- Inventory once a year.
- Maintain inventory on Troop Butterfly Share site.

Registrar * (mainly Fall)

- Full year, part-time role, adult registration & training required
- Ensure that each adult and girl member is a registered member of AHG, Inc. and proper paperwork is filled out and returned in a timely manner.
- Collect Troop dues and registration fees and forward them to treasurer to deposit in Troop account.
- At least once a year, collect orders and payment for uniforms, books, and other AHG spirit items. Prepare an order for the troop to be submitted by the Troop Coordinator to AHG.
- Help all troop adults to access VIRTUS and KEYS training
- Provide all training documents to H&S Chair
- Enter new members into TroopTrack.
- Provide information for completion of the AHG Annual Charter Renewal as requested by Troop Coordinator.
- Provide information to the Troop Secretary for the development of a Troop roster.

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Religious Emblems Chair

- Half-year position, primarily Sept. – Feb.
- Integrate the AHG Troop into the Charter Organization's ministry and/or mission goals.
- Coordinate the ordering of booklets/manuals or other curricular materials for the desired programs.
- Introduce Religious Emblems program at Troop Meeting
- Communicate important deadlines & dates to Troop.
- Working with Advancement Chair, order Emblems.
- Assist in coordinating details for the Scout Sunday and organizing our members at that event.

Secretary / Newsletter

- Full year position, part-time role
- Records minutes of Troop Board and Ministry Team meetings.
- Forwards minutes of all recorded meetings to all adult members within one week of each meeting.
- Assists girl members in gathering information from the Troop Coordinator and Vice Coordinators, Unit Leaders, and other Ministry Team members for publication.
- Assists as needed in production and layout of a newsletter of troop information for girls to be published on a schedule decided by the junior newsletter editor and her staff.
- Works with older girls who may need to fulfill communication requirements for merit badges to allow them opportunities to publish articles in the newsletter.
- Forwards an electronic version of each newsletter to the Troop Coordinator for approval prior to publication.

Service Project Chair *

- Full year, part-time role, adult registration & training required
- Research and choose appropriate service opportunities for Troop or Unit service projects.
- Integrate the AHG Troop into the Charter Organization's ministry and/or mission goals.
- Organize a minimum of four Troop or organizational service projects each year.

- Publicize opportunities for individual (non-troop) service.
- Recruit other adults to make service opportunities available other than the official troop projects.
- Assist girls in the upper levels of AHG in finding appropriate service projects to meet the requirements of their level awards.
- Complete HUGS report due in the spring of each program year.

Special Events Chair *

- Full year position, adult registration & training required
- Assist girls in considering various special events throughout the program year: lock-in overnight, Pinewood Derby, Father/Daughter Dance, outdoor day trips, other non-camping field trips.
- Assist girls in considering and organizing field trips (not camping) in cooperation with Unit Leaders and their junior squad leaders if requested.
- Assists girls in making sure adult safety ratios and all health & safety requirements are met
- Oversee or help with reservations at appropriate venues for events.
- Supervise efforts of Event Coordinators, Trip Coordinators (for non-camping trips), and Transportation Coordinator as necessary.
- With Advancement Chair, plan award ceremonies at least two times a year.
- With Vice Coordinator and another assistant, plan an annual end-of-year banquet.

Treasurer Assistant

- Full year position, part-time role
- Assist Treasurer as needed.

Webmaster

- Full year position, part-time role
- Maintain & develop Troop public and private website &/ Shutterfly Share site.