



Great Smoky Mountain Council Venturing Officers Association



March 1, 2019

Dear Venturers and Advisors:

The Great Smoky Mountain Council is pleased to invite nominations for eligible Venturers to serve as officers for the Council's Venturing Officers Association ("VOA") for a one-year term beginning June 1, 2019.

The VOA's purpose is to provide support and guidance to maintain and grow the Venturing program in our Council. The VOA is a team of Venturers, supported by Advisors, that organizes program events, provides training, and leads forums to bring Crews throughout our Council together. VOA officers should expect to attend monthly meetings and organize quarterly Council-wide Venturing activities.

Interested Venturers are encouraged to review the [Venturing Officers Association Administration Guide](#). VOA officer position descriptions are provided in Appendix 1 beginning on Page 61.

All nominees must be registered with the BSA as a Venturing participant (under 21 years of age) in a crew within the Council for the entire duration of his/her term and be a positive representative of Venturing and Scouting within the community. Self-nominations are acceptable.

Presidential nominees must (1) have held or currently hold a Venturing officer position of responsibility at the crew, district, council, area, region, or national level; (2) submit a completed nomination form on or before April 15, 2019; and (3) complete an interview with the Selection Panel between April 15 and May 15, 2019. The selected nominee will be notified and announced by May 15, 2019. Presidential nominees who are not selected will have the opportunity to be considered for a vice-presidential position.

Vice-presidential nominees must (1) submit a completed nomination form on or before April 15, 2019 and (2) complete an interview with the Selection Panel between April 15, 2019 and June 1, 2019. Selected nominees will be notified and announced by June 1, 2019.

Nominees should submit completed forms by mail to Great Smoky Mountain Council, Attn: VOA Selection Panel, 1333 Old Weisgarber Road, Knoxville, TN 37909 or by scanning and emailing the form to Neal Drown, VOA Staff Advisor, at Neal.Drown@scouting.org.

Thank you for your interest in helping to strengthen the Venturing program in our Council.

Yours in Venturing,

Moose Halstead
VOA President

George Shields
VOA Advisor

Neal Drown
VOA Staff Advisor

APPENDIX 1. POSITION DESCRIPTIONS

The information below was drawn from the Venturing Standard Operating Procedures (2015). Note that some flexibility is provided for council- and district-level VOA operation that is not available for area, region, and national VOAs. This allows operations above the council level to be better coordinated and for local council and district needs to best reflect local concerns. As an example, while it is recommended that local councils establish a term of office for officers that runs from June 1 through May 31 of the following year, it is not required.

President

The president is selected by a prescribed process to serve for a specific term of office (June 1 to May 31).

The president:

- Reports to the Youth Development committee chair (see the organization chart if a Youth Development committee has not yet been established) and serves as a member of that committee.
- Works with volunteer Advisors and staff advisors of his or her own VOA and with Venturing presidents at the tiers above and below him or her.
- Appoints and supervises vice presidents, VOA liaisons, and additional optional VOA youth positions.
- Leads the youth officer selection process and interviews.
- Represents the VOA to Scouting leadership at the same tier.
- Motivates and coordinates the three vice presidents and any other appointed VOA members in assigned tasks, and conducts meetings with them as needed.
- Helps train and mentor presidents in lower tiers.
- Plans and leads regular meetings of the VOA.
- Assists VOA members with the selection of subsidiary youth members.
- Assists the volunteer Advisor with selection of subsidiary Advisors.
- Tracks all goals for the VOA and provides regular progress reports to the Youth Development committee.

Vice President of Administration

The vice president of administration is appointed by the president-elect (for a term concurrent with that of the president) and serves at the president's discretion. The vice president of administration:

- Works with an associate volunteer Advisor of the VOA.
- In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the administrative functions of the VOA.
- Develops and implements strategies to increase Venturing membership within the territory of the VOA.
- Actively pursues positive relationships with representatives of BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the VOA and Venturing.
- Develops and maintains knowledge of customs, traditions, and relevant facts about BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the VOA and Venturing.
- Promotes and organizes the youth officer selection application processes (at the same tier). Can also assist the president in communicating with the selection committee, organizing the call, etc.
- Promotes and facilitates the selection and presentation of the Venturing Leadership Award
- Maintains records of recognitions, membership, officer selections, and VOA leadership alumni.
- Keeps in contact with VOA alumni for future mentor or Advisor roles when needed.
- Takes minutes at VOA meetings.
- Performs any other duties as assigned by the president.

Vice President of Program

The vice president of program is appointed by the president-elect (for a term concurrent with that of the president) and serves at the president's discretion. The vice president of program:

- In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the program functions of the VOA.
- Works with an associate volunteer Advisor of the VOA.
- Supervises activity chairs and the planning of activities (conferences, outings, summits, and other events).
- Facilitates internal training events of the VOA.
- Promotes external training events and maintains a knowledge base of all training opportunities available for youth and adult members in Venturing.
- Manages VOA finances, if required.
- Coordinates and implements innovative ideas for development.
- Performs any other duties as assigned by the president.

Vice President of Communication

The vice president of communication is appointed by the president-elect (for a term concurrent with that of the president) and serves at the president's discretion. The vice president of communication:

- In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the communication functions of the VOA.
- Works with an associate volunteer Advisor of the VOA.
- Actively studies and remains aware of the best way to communicate to ensure that the VOA web presence is being maintained, updated, and scaled appropriately for effective publication of information and collection of feedback.
- Periodically publishes a newsletter of past, current, and future events, including articles of noteworthy events and other items of interest to Venturers.
- Submits articles about VOA activities to other Scouting media (e.g., council or region newsletters and websites).
- Actively pursues opportunities to increase VOA exposure by submitting articles, comments, photos, upcoming event announcements, and reports to external publications such as local newspapers and other appropriate outlets.
- Maintains groups, pages, blogs, calendars, message boards, etc., on the most relevant social media and social networking sites.
- Develops and maintains the tools to communicate with all relevant parties using a variety of methods such as telephone, text message, email, and postal mail as appropriate.
- Maintains rosters of VOA members and frequently involved persons, including as many forms of readily available communication as possible, and identifies preferred methods, making them available to the VOA as needed and appropriate.
- Develops, updates, maintains, and makes readily available marketing strategies, solutions, and materials.
- Actively pursues contact information for people, groups, and businesses of interest to the VOA.
- Performs any other duties as assigned by the president.

Subsidiary VOA Member

The subsidiary VOA member is appointed by the president and serves at the president's discretion. The subsidiary VOA member:

- Reports to a vice president or president.
- Completes duties as assigned by the vice president to accomplish the objectives of the VOA.

Ad Hoc VOA Members

A position profile will be established by the president and approved by the commensurate tier volunteer Advisor for any appointed ad hoc (temporary) positions.

VOA Volunteer Advisor

The volunteer Advisor is appointed by the top volunteer officer at each tier (e.g., district chair, area president) and serves at the appointer's discretion. The volunteer Advisor:

- Reports to the Youth Development committee chair and serves as a member of that committee.
- In consultation with the staff advisor and president, appoints and supervises associate volunteer and subsidiary volunteer Advisors to work with any youth appointed by the president.
- Works with the president and associate volunteer Advisors, and coordinates with Advisors at the tiers above and below him or her.
- Serves as a mentor and advocate for the president.
- Ensures fiscal, programmatic, and risk management issues are properly addressed.
- Is familiar with the operations of any relevant Scouting organizations in the territory.
- Appoints associate volunteer Advisors and subsidiary volunteer Advisors.

Staff Advisor

The staff advisor is a professional Scouter appointed by the Scout executive at that tier and serves at the appointee's discretion. The staff advisor:

- Serves as a member of the Youth Development committee.
- Ensures that the policies and interests of the BSA are maintained.
- Approves all adult appointments of the VOA.
- Ensures that Advisors consistently serve with the best interests of the program and officers at the forefront.

Associate Volunteer Advisor

The associate volunteer Advisor is appointed by the volunteer Advisor and serves at that Advisor's discretion.

The associate volunteer Advisor:

- Supervises any subsidiary adults appointed by the volunteer Advisor.
- Serves as a mentor and advocate for the youth members he or she advises.
- Supports the volunteer Advisor in ensuring that fiscal, programmatic, and risk management issues are properly addressed.
- Provides expertise and/or training to specific youth officers to help them accomplish assigned tasks.

Subsidiary Volunteer Advisor

The subsidiary volunteer Advisor is appointed by the volunteer Advisor and serves at that Advisor's discretion.

The subsidiary volunteer Advisor:

- Reports to a volunteer associate Advisor or the volunteer Advisor.
- Supports youth subsidiary VOA members in accomplishing assigned tasks.



Great Smoky Mountain Council Venturing Officers Association



Officer Nomination Form

Name: _____

Street Address: _____

City, State, & ZIP Code: _____

Home Phone: _____

Cell Phone: _____

Email: _____

District: _____ Crew #: _____

This person is nominated for the following position:

(please mark only one position):

President

Vice President of Administration

Vice President of Communication

Vice President of Program

Qualifications for Office: _____

I have read and understand the duties associated with the officer position for which I am nominated. I agree that, if I am selected, I will commit to carry out the duties to the best of my abilities and keep that commitment for the full term of my office.

Date

Nominee

We support this nomination and will do our best to encourage and enable this nominee to meet this commitment.

Nominee's Parent/Guardian

Nominee's Crew Advisor