

You not only should become familiar with the position description for your office, you should also be familiar with the position descriptions of the other officers so that you work effectively as a team.

Crew President

- ◆ Serves as youth leader of the crew
- ◆ Implements the crew program in cooperation with officers and members
- ◆ Works closely with Advisors and other adult leaders in a spirit of camaraderie
- ◆ Represents the crew at Venturing officers' association (VOA) meetings and council VOA program planning conference and is available to report to the chartered organization and crew committee
- ◆ Assists the crew Advisor in conducting the crew officers' seminar
- ◆ Appoints youth chairs for special projects and appoints special crew officers
- ◆ Presents the annual report to the chartered organization at the conclusion of the term of office
- ◆ 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

As the president, you are the primary leader of your crew. You were selected by crew members as the best person to lead and represent them. Being president carries honor and privilege, but it also requires hard work, responsibility, and dedication.

You share the responsibilities of leading your crew with the other elected officers, working together to develop a leadership team. When you delegate specific responsibilities to other officers and members, it is your responsibility, with the support of your Advisor, to encourage and follow up to be sure that their tasks have

been carried out. You provide leadership at all crew meetings and activities, and you conduct monthly officers' meetings in consultation with your Advisors. Communication with your Advisors, officers, and crew members is essential.

You also represent your crew's members to the chartered organization and to the BSA council, through its Venturing officers' association. The VOA is an association of the crew officers in the area. You should know your own members' needs and desires so that you can adequately represent your crew at the council VOA meetings.

You set an example for members by following the rules and standards of the crew. You may counsel individual crew members who have problems, questions, or concerns. Listen to what they say, and help them find answers that are best for the crew.

With your Advisor, direct the planning of your crew program, and use this manual to plan meetings and activities. The crew president appoints crew members to serve as activity chairs. With your Advisor's help, select members who are suited to the activity and need leadership experience. Coaching and follow-up are necessary to be sure they understand what to do.

Don't hesitate to ask your Advisor for advice and help. That is the Advisor's responsibility—to be your counselor and coach. It is likely that neither of you knows everything about Venturing, but together you can learn how to make your crew succeed. It is important that you work through, not around, your Advisor, who is held responsible by the crew's chartered organization and Venturing for the programs and actions of your crew.

Your duty as crew president is exciting, important, and challenging. You are one person who can really make the difference in how successful your crew is. Read this manual carefully, and attend BSA council Venturing meetings and conferences to learn from other crew presidents.

Administrative Vice President

- ◆ Serves as administrative officer of the crew
- ◆ Assumes the responsibilities of the crew president in his or her absence
- ◆ Leads the recruiting and admission of new members during the year
- ◆ Organizes and recognizes the achievements of crew members
- ◆ Maintains crew advancement chart and reviews individual progress at each meeting
- ◆ Conducts opening and closing ceremonies for special occasions as scheduled
- ◆ Attends all crew activities
- ◆ Participates in the council VOA program planning conference
- ◆ Approaches Venturing in a spirit of fun, and seeks to reflect this spirit in the recruiting of new members and through recognizing the achievements of crew members

Two key responsibilities characterize your position: (1) leading the recruiting efforts for new crew members, and (2) managing the recognition of members.

First, you provide leadership for the recruiting of new members into your crew by ensuring that prospective members are made aware of your crew and are invited to your crew's open house, and by encouraging members to bring friends to crew meetings. You follow up with any members who seem to be losing interest. Find out why, so that their needs can be addressed in officers' meetings and in the planning of program activities.

Second, you are responsible for recognizing members and making them feel a part of your crew. When prospective members come to your crew's open house or to meetings, it is your responsibility to welcome each one. It is also your job to stage the installation ceremony admitting new members if such a ceremony is a tradition of your crew.

It is your responsibility to recognize the achievements of individual crew members, honoring members who win scholarships, win awards, or gain other achievements in or out of Venturing. You may also conduct opening and closing ceremonies to add color and meaning to crew meetings.

Like every officer, you are responsible for maintaining the crew's code and standard operating procedures.

Program Vice President

- ◆ Serves as the program officer of the crew and, in that position, arranges the program planning process for the crew
- ◆ Collects and maintains a crew activity file consisting of the program capability inventory, a list of crew member interests and suggestions for activities, program resources, and an annual activity schedule
- ◆ Determines the interests of the crew members on an ongoing basis (using Venturing activity interest surveys)
- ◆ Provides support for the chair and committee for each activity
- ◆ Maintains an up-to-date calendar of crew meetings and activities
- ◆ Approaches and encourages others to approach Venturing activities in a spirit of fun and enjoyment

Much of a crew's success depends on the program of activities, and managing the development of a good program is the core of your responsibility. Venturing is based on planning a program that meets the needs and interests of crew members. This is done by asking crew members what they want to see their crew do, and being sure that meetings and activities are adequately evaluated after they take place.

It is your responsibility to maintain an activity file of programs, projects, and trips in which the crew could participate. Base this file of ideas for activities on responses you've collected from the PCI, from Venturing activity interest surveys, and

from the activity planners completed by activity chairs. Keep your ears open for ideas from unexpected sources, and ask other crews what they are doing.

You are also responsible for keeping an up-to-date crew schedule and being sure that all the members in your crew know what is happening. You maintain the crew's calendar and should coordinate it with school and community calendars to avoid scheduling conflicts. It might be useful to publish a calendar or newsletter on a regular basis to keep crew members informed.

You help the crew's activity chairs plan and conduct successful activities by sharing ideas from the activity file, discussing possible activities, and coordinating their dates with the crew calendar.

One of the crew's adult associate Advisors is recruited to help you with program responsibilities. Meet as often as possible to share ideas, improve the activity file, support activity chairs, and review the interests of members.

Secretary

- ◆ Serves as the communications officer and, in that position, manages all communications and publicity for the crew
- ◆ Maintains crew membership and attendance records
- ◆ Handles crew correspondence and minutes
- ◆ Coordinates crew publicity through local media, crew newsletters, and the crew's telephone network
- ◆ Approaches Venturing in a spirit of fun, and seeks to reflect this spirit in the publicity and communications of the crew

Effective communication is a key ingredient in any organization. As the crew secretary, you are primarily responsible for the communication that needs to be put into writing—correspondence, records, and minutes showing decisions, plans, and publicity. It is up to you to ensure that everyone has the right information.

You keep minutes of officers' meetings and crew meetings, which include group decisions and

actions taken by officers. You record the names of those assigned to carry out activities, including all dates, times, locations, and important details.

You remind the president and the other officers of agreed-upon decisions that affect them. Most people appreciate a friendly reminder.

You keep membership records for your crew using the Venturing Secretary's Records (see pages 296–317), which will help you keep accurate registration and attendance information. You supervise all the crew's correspondence, calling the officers' attention to important items and writing letters on behalf of the crew.

You help the program vice president publish a schedule or newsletter for crew members and keep them informed about meeting plans, activities, and last-minute changes. You should organize a telephone network among crew members (see page 319). You handle all publicity through school or community newspapers, newsletters, radio, television, speakers, bulletin boards, and other media.

Effective communication is an important leadership skill. You have the challenge and the opportunity to use this skill for your crew. An adult member of the crew committee may be assigned to assist you. If you become overwhelmed by the publicity and communications needs of your crew, don't hesitate to enlist the help of other crew members. Sharing your responsibility with others is a part of Venturing. It's a quality of good leadership.

Treasurer

- ◆ Serves as the financial officer and, in that position, maintains financial records and monitors the crew budget
- ◆ Collects and disburses crew funds
- ◆ Communicates with the officers and members on a regular basis to keep them informed about the crew's finances
- ◆ Approaches Venturing in a spirit of fun, and spreads this spirit in carrying out the treasurer's responsibilities

As crew treasurer, you are responsible for keeping accurate records of the income and expenditures of your crew's funds. Your crew expects an exact accounting of all the money taken in or paid out.

You collect, deposit, and account for all money coming to the crew from dues, money-earning projects, or other sources. If your crew collects dues, you keep accurate records and review them with the other officers at officers' meetings. You make regular reports at crew meetings and officers' meetings of the status of your crew's budget and treasury.

Use the Venturing Treasurer's Records (see pages 318–332) to help you set up a budget by estimating income and expenses based on the crew's activity calendar. Review this budget with crew officers, your Advisor, and the chair for each activity.

You see to it that all expenditures are approved by crew officers and the Advisor before writing any checks. Crew members should approve large amounts. An auditor from the crew committee may be assigned to assist you in setting up bookkeeping procedures, bank accounts, and money-handling methods.

Responsibilities of Crew Members

It is very important that the youth leaders and the adults assisting your crew communicate the goals of Venturing to your crew's members.

Every member of a crew is responsible for promoting those goals, not only the officers. Clear communication helps make the individual responsibilities of the crew members more meaningful. The overall goals should be clarified at the beginning of a Venturing program, and care taken that these goals become an integral part of your discussions and meetings.

Members of the crew should

- ◆ **Communicate their interests throughout the year**

Those planning activities need a clear idea of the interests of the entire crew. Interests may change and develop over the course of

the year, so it is important that members talk about their interests on an ongoing basis.

- ◆ **Suggest ideas for activities**

Each member should think about and share possible ideas for good activities. In addition, each member should listen to the ideas suggested by others. Suggestions often begin simply by brainstorming possibilities. It's important that members feel free to make suggestions without worrying about their views being criticized. When enough suggestions have been made, then and only then is it time to look carefully at the ideas that serve the best interests of the crew.

- ◆ **Participate regularly in meetings and activities**

If a crew is to become a cohesive group, the group must meet on a regular basis. Being there is an important part of commitment, and commitment is what holds people together and strengthens a group.

- ◆ **Vote responsibly for the best interests of the crew**

The most important crew decisions are made by a majority vote of the membership. Members should attend meetings and take part in discussions before voting, listen carefully to the different positions on the decisions that must be made, and speak out before the actual voting takes place. Once a vote has been taken, the members should support the decision voted upon.

- ◆ **Work with the crew officers to achieve the overall and specific goals of the crew**

Electing good officers is important because they take the lead in activity planning and crew business. All members should carefully consider which members would be good in each office, and consider their own abilities for holding office. Once officers are elected, members should do everything they can to support their officers, offer assistance whenever possible, and take a leadership role for an activity within the year's program. Every member is responsible for contributing to the goals of the crew.

- ◆ **Serve on activity committees**

An activity committee works out the details of the crew program and puts the plan into action. Crew members will be asked to serve as activity chairs or committee members. The success of each activity and the success of the program as a whole depends on members taking their responsibility seriously and doing their best to make each activity meet the interests and needs of the entire crew.

- ◆ **Share the expenses**

All members are encouraged to give input concerning the crew budget, and the entire membership votes to adopt or not adopt a proposed budget. Once a budget is adopted, all the members are expected to contribute their share, paying dues and working on money-earning projects.

- ◆ **Seek the help of the Advisor or other adult leaders**

Any member who has a question or is in doubt about what to do in any situation is encouraged to talk with the Advisor of the crew. That is what the Advisor is for—to guide members and to provide support and assistance.

- ◆ **Recruit new members**

The best people to recruit other young people for a Venturing crew are the members themselves. Person-to-person contact is the most effective method of recruiting new members who can add fresh ideas and enthusiasm to a crew.

We encourage you to post the four goals of Venturing (page 4) at your crew meeting place, along with the Venturing Oath and Code. In addition, the crew members need to know the responsibilities just described. One option is to make a copy of these responsibilities from this manual, but you certainly have other ways of communicating them. Think about how to make these goals and responsibilities meaningful to members in your crew.

Some ideas . . .

- ◆ Think about fun, creative ways to display these responsibilities.
- ◆ Take snapshots of different members doing something that demonstrates or suggests each responsibility.
- ◆ Consider ways to recognize members for carrying out their responsibilities in a way that brings special meaning to the crew. For example, recognize members for the year's best activity idea, for the best service project, or for demonstrating the most growth.

After reading this chapter, you should have a basic understanding of the responsibilities of all the people who make up a crew. The crew organizational chart on page 26 gives you a visual picture of all the people just discussed and their relationship to one another.