

# SELECTING QUALITY LEADERS FOR BOY SCOUTS

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.



BOY SCOUTS OF AMERICA®

## Message to Chartered Organizations

*Your organization has joined with the Boy Scouts of America to deliver a program of citizenship training, character development, and personal fitness to the young men of your community. Critical to the success of your Scouting program is the selection of quality leaders who represent the values of the Boy Scouts of America and your organization. The chartered organization has the responsibility for the selection of these individuals.*

**You will find the following information contained in this brochure:**

- A selection and recruiting process that has proven to be successful for many years
- A sample presentation for the recruitment of new leaders
- The traits of a successful Scout leader
- Position descriptions for a new Scoutmaster and Varsity Scout Coach

## The Process

*Scoutmasters, assistant Scoutmasters, Varsity Scout Coaches, and assistant Varsity Scout Coaches must be identified and recruited by the chartered organization when a new troop/team is organized or when there is a leadership change in an existing Boy Scout troop or Varsity Scout team. The chartered organization may seek advice from the BSA local council about the process.*



### 1 Chartered Organization Briefing

The head of the chartered organization or the chartered organization representative meets with the representative of the local council to discuss the process of selecting and recruiting quality leaders. This Scouting professional can provide recruiting techniques, videos, and other support materials. It is important at this time for the chartered organization to understand its responsibility for operating a unit, and particularly its responsibility for selecting and recruiting new leaders.

**Action.** In forming a new unit, the organization head appoints a selection committee of knowledgeable and influential people to select the very best individual to serve as a leader. Existing units should already have a unit committee in place to assist with this process.

### 2 List and Appraise Prospects

It is preferred that the head of the chartered organization chair the meeting of the leadership selection team. If not, the chartered organization representative should do so.

1. Develop a prospect list. Have on hand a membership roll of the chartered organization and the names of the parents of pack or den members or prospective members. Ask each person to suggest additional names. Enter the names in the spaces provided under "Guide for Selecting a Leader" on the back of this folder.
2. Rate each prospect by placing a check mark in the appropriate box ("Yes," "No," or "Don't Know") for each quality of leadership. Don't omit people assumed to be "too busy." That decision belongs to the candidate.
3. If there are several "Don't Knows" for any prospect, it is imperative that some discreet inquiry be made.
4. In the overall evaluation, rank the prospects in order of preference as soon as all information is obtained.
5. Secure approval from the organization head to contact the preferred candidates.
6. Appoint three people to call on the first prospect. At least one member of the team must be from the chartered organization.

### 3 Make an Appointment With the Prospect

The selection committee member who knows and has the respect of the number one prospect should make the appointment with the prospect.

**Action.** The appointment usually can be made on the phone. Do not try to recruit the prospect over the phone. Your objective at this point is to set a time and date to meet, preferably at the prospect's home. You will want to involve this person's spouse since it will affect the prospect's time at home. If the prospect questions the purpose of the meeting, frankly state that it is to discuss a matter important to the youth of the community. Confirm the date and time with the other members who will be making the visit.

### 4 Meet With the Prospect

The committee members making the call should gather at a convenient place and arrive at the prospect's home as a group.

**Action.** Ask the prospect to serve in the desired position, subject to approval of the membership application. If for some reason the prospect is unable to accept the position, you should repeat the process with the number two prospect (who now becomes number one).



### 5 Welcome the New Leader

Every step should be taken to ensure that the new leader is recognized for accepting this important position.

**Action.** Once the prospect has accepted the position and has been approved as a leader, the head of the chartered organization should personally welcome the new leader. An announcement should be placed in the local newspaper and the chartered organization's publication, if applicable. A formal induction ceremony should take place as soon as possible at a meeting of the chartered organization.



### 6 Training

As soon as the new leader agrees to serve and completes the adult registration application, the district training team supports the new leader with Youth Protection and Fast Start training.

**Action.** Attendance at the next roundtable is encouraged, as is participation in online This Is Scouting and Leader Position-Specific Training.



## Sample Presentation

### OPENING COMMENTS

(After introductions) (*Name*), you must be wondering why all of us are here. (Response) It's as I told you over the phone. We are here to talk to you about something very important to the youth of our community. As you may know, our (*type of organization*) (*has been/is in the process of organizing*) a (*Boy Scout troop/Varsity Scout team*).

### Short History (Knowledgeable Person)

(This is a good time to describe what has happened with the troop/team organization up to this point or with a short history of the current troop/team. If this is a replacement for a Scoutmaster/Varsity Scout Coach, then comments related to that person's departure would be appropriate.)

### Why We Are Here (Key Person)

Now, (*prospect name*), that brings us to why we are here. A group of knowledgeable people met recently to determine who would be the best person to lead our young men. We went through a very detailed process that involved making a list of everyone we thought qualified based on some very strict BSA standards. We then rated them as to who we thought would be the best for our young men. Your name rose to the top of the list. (Pause for acceptance of that fact.)

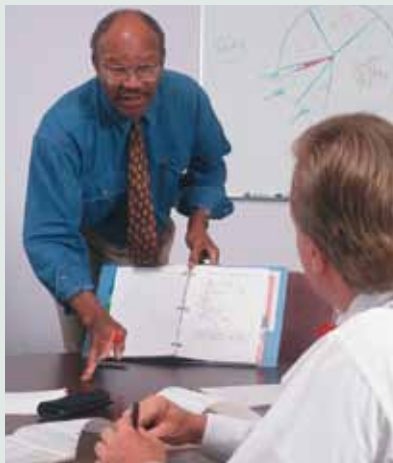
### Describe the Role of the Scoutmaster or Varsity Scout Coach (BSA Representative)

(The position descriptions found in this brochure might be helpful if the prospect has questions about duties.)

### Note: You might encounter objections at this point, so be prepared with the answers.

Well, (*prospect's name*), you have heard our story, and we hope we have answered your questions. You are our number one prospect. This group, the members of the troop committee, and the membership of the chartered organization promise you our support if you will assume this important position.

(Wait for answer. This is very important. The prospect will accept the position or present objections to accepting. If this person accepts, move on to the next step in the process, which is the completion of an adult volunteer leader application. If this person objects, then we must answer the objections and close the presentation again. This might occur several times before you receive a final response.)



## Types of Objections Likely to Be Encountered and Responses

### Why me? I am sure there are many more qualified people!

That's not true. We looked at a lot of people, but your name came up at the top of our list.

### I don't have enough time.

We've found that our most successful (*Scoutmasters/Varsity Scout Coaches*) are very busy people, but they have made time for Scouting and youth.

### I don't have the knowledge or experience to be a (*Scoutmaster/Varsity Scout Coach*).

The Boy Scouts of America has been in existence for more than 100 years. We have excellent training programs that will give you all the knowledge you need to be successful. On a regular basis, we will also check on your progress and offer a helping hand as needed.



### That's an awful lot of work for one person.

That's correct. The (*troop/team*) committee is responsible for the administrative functions of the (*troop/team*)—such things as equipment, finances, and transportation. Assistant (*Scoutmasters/Varsity Scout Coaches*) can help when you might be away, but more importantly, they manage key parts of the (*troop's/team's*) program. It has to be a real group effort.

# Varsity Scout Coach

## Position

### Description:

The Varsity Scout Coach is responsible for training and guiding youth leaders in the operation of the team, and works with the team committee to support the functions of the team.

## Varsity Scout Coach Duties

- Conduct the Varsity Scout program according to the policies of the Boy Scouts of America.
- Conduct, through the team youth leaders, all Varsity Scout team meetings and activities.
- Work with the team committee chair in developing a monthly committee meeting agenda that will address the needs of the team.
- Participate in Varsity Scout Leader Fast Start training, This Is Scouting, and Varsity Coach Leader Specific Training.



- Conduct a monthly team leadership meeting to plan the team business meeting and team activities.
- Conduct Varsity Scout Coach conferences for all ranks.
- Conduct an annual team program planning conference to assist youth leaders in planning a well-rounded team program utilizing all five program fields of emphasis.
- Conduct a special high-adventure activity annually.
- Provide the necessary framework (using the BSA's Youth Protection policies) for protecting the young people in your team from abuse.
- See that activities are conducted within BSA safety guidelines and requirements.

# Scoutmaster

## Position

### Description:

The Scoutmaster is responsible for training and guiding youth leaders in the operation of the troop, and for managing, training, and supporting his or her assistant Scoutmasters in their role.

## Scoutmaster Duties

- Conduct the Boy Scout program according to the policies of the Boy Scouts of America.
- Train youth leaders by conducting, at least yearly, an introduction to leadership and a team-building workshop.
- Conduct, through the senior patrol leader, an annual troop program planning conference to assist youth leaders in planning the troop program.
- Conduct, through the senior patrol leader, a monthly patrol leaders' council meeting to plan weekly troop meetings and conduct troop business.
- Conduct, through the patrol leaders' council, weekly troop meetings.
- Provide a minimum of 10 days and nights of camping yearly, including attendance at a local council resident camp.
- Assist in selecting and recruiting assistant Scoutmasters to work with the new-Scout patrol and the Venture patrol for older Scouts.
- Work with the troop committee chair in developing a monthly meeting agenda that will address the needs of the troop.

- Conduct Scoutmaster conferences for all ranks.
- Participate in Boy Scout Leader Fast Start training, This Is Scouting, and Scoutmaster and Assistant Scoutmaster Leader Specific Training.
- Provide the necessary framework (using the BSA's Youth Protection policies) for protecting the young people in your troop from abuse.
- See that activities are conducted within BSA safety guidelines and requirements.



# Guide for Selecting a Leader

All Boy Scout leaders must be 21 years of age or older, except assistant Scoutmasters and assistant Varsity Scout coaches, who must be 18 or older and of good moral character. Men and women may serve in any position. All registered adult Scouters shall subscribe to the declaration of principle and meet the citizenship or alternate requirements as prescribed on the official registration forms.

List the names of prospects in the spaces below. Place a check mark in the appropriate box ("Yes," "No," or "Don't Know") for each leadership quality. Include any special qualifications your organization may require. In the overall evaluation, rank the prospects in order of preference as soon as all information is obtained. Successful leaders have been found to have many of the following characteristics.

## Qualities of Unit Leadership

1. Accepts the ideals and principles of the Boy Scouts of America and its chartered organization.
2. Sets a positive example as a role model through appearance and consistent ethical behavior (fairness, honesty, trust, and respect for others).
3. Has the ability to delegate tasks that permit use of adult and youth resources.
4. Advocates and enjoys seeing youth development and growth.
5. Appreciates the outdoors and enjoys the natural environment.
6. Has some experience in group activity leadership in club, lodge, or religious organizations.
7. Wins the confidence of parents, youth, and the community.
8. Listens and builds rapport with others in a counseling role.
9. Is willing to invest a definite amount of time for training and unit leadership.
10. Is an active member of the chartered organization or its affiliates.

	Name	Name	Name	Name
Yes				
No				
Don't Know				
Yes				
No				
Don't Know				
Yes				
No				
Don't Know				
Yes				
No				
Don't Know				
Yes				
No				
Don't Know				
Yes				
No				
Don't Know				
Yes				
No				
Don't Know				
Yes				
No				
Don't Know				
Yes				
No				
Don't Know				
Overall Evaluation				



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