



Boy Scouts of America
Circle Ten Council

**Venturing (Sea Scout & Explorer) Officers' Association
President and Vice Presidents
Application Form**

The following applicant is applying to be considered for the position of Council Venturing President and/or Vice President. Descriptions of responsibilities of each position are provided below.

This is a multi-part application that includes a written (typed or printed) statement of qualification and a statement on why you want to serve and what you hope to accomplish in the position for which you are applying.

(Type or print)

Name: _____

Address: _____

Day: _____ Evening: _____ Cell: _____

Phone: _____

Email _____

Age on May 31, 2017: _____ Birthdate: _____

Currently registered in Crew Number: _____

Charter Organization: _____

A nominee can apply for any one or all positions. His or her qualifications for the positions for which they are applying should be attached and be on no more than one 8½ x 11-inch page. Applicants seeking nomination for multiple positions may, at their own choosing, submit separate statements of qualifications for each desired position.



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I am interested, able, and willing to serve
(Check all that apply):

- Council Venturing President
- Council Venturing Vice President of Administration
- Council Venturing Vice President of Program
- Council Venturing Vice President of Communication
- Council Venturing Vice President of Sea Scouts

The nominee's statement of qualifications should include (submit with this application form):

1. Experience as Crew President, or other Venturing youth office.
2. Venturing/Scouting positions, awards, and experiences.
3. Non-Scouting awards, recognitions, and scholarships.
4. School, clubs, sports, and other leadership positions
5. A statement on why you want to serve and what you hope to accomplish in the positions applied for.

I, the applicant, hereby certify that I meet the qualifications for the above positions. I understand that while I may apply for multiple positions, if selected, can only serve in one position per year. I hereby agree to the terms outlined for the positions on the attached sheet.

Applicant Signature: _____ Date: _____

I, the parent of the applicant, understand my son/daughter's desire to serve the Circle Ten Council on the Venturing Officers' Association and the requirements of this commitment. I will support his/her commitment to the VOA.

Parent(s) Approval: _____ Date: _____

I, the crew advisor of the applicant, understand this applicant's desire to serve the Circle Ten Council on the Venturing Officers' Association and the requirements of this commitment. I will support his/her commitment to the VOA.

Crew Advisor Approval: _____ Date: _____

All submissions for Council Venturing President and Vice-President positions are due by **February 23rd at midnight**. The complete submission package must be received by the deadline listed, unless granted an extension, and should be returned to:



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VOA@circletenventuring.org

RESPONSIBILITIES OF EACH POSITION

Council Venturing President

Responsibilities:

1. Plans and leads the Scheduled VOA Meetings.
2. Attend Committee meetings as needed.
3. Attend other crew/ship meetings when available.
4. Gain an understanding of crews/ships in the Venturing program.
5. Host selection process for new VOA leadership.
6. Works with volunteer advisors and staff advisors of their own VOA and with Venturing Presidents at Unit, District, Council, Area, Region and National level.
7. Appoints with nominating committee and supervises vice presidents, VOA liaisons, and additional optional VOA youth positions.
8. Motivates and coordinates the three vice presidents, and other appointed VOA members in assigned tasks and conducting meetings with them as needed.
9. Helps train and mentor presidents in crews as needed.
10. Assists VOA members with the selection of subsidiary youth members.
11. Assists the volunteer advisor with selection of subsidiary advisors.



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Council Venturing Vice President of Administration

Responsibilities:

1. Attends Scheduled VOA Meetings.
2. Attend other crew/ship meetings when available, but not required
3. Gain an understanding of crews/ships in the Venturing program.
4. Assist selection process as needed, for new VOA leadership.
5. Follow through with Council/District membership initiatives when asked.
6. Works with an associate volunteer advisor of the VOA.
7. In consultation with the president, appoints and supervises subsidiary positions needed to
8. Perform the administrative functions of the VOA.
9. Develops and implements strategies to increase Venturing membership within the district.
10. 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.
11. Promotes and facilitates the selection and presentation of the Venturing Leadership Award and other appropriate Venturing awards in the Council.
12. Maintains records of recognitions, membership, officer selections, and VOA leadership alumni.
13. Keeps contact with VOA alumni for possible future mentor or advisor roles when needed.
14. Performs any other duties as assigned by the president.
15. Shall immediately assume the office of Council Venturing President, should that office become vacant, until further election procedures are enacted.



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Council Venturing Vice President of Program

Responsibilities:

1. Attends scheduled VOA.
2. Attend other crew/ship meetings when available.
3. Gain an understanding of crews/ships in the Venturing program.
4. Assist the selection process as needed, for new VOA leadership.
5. In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the program functions of the VOA.
6. Works with an associate volunteer advisor of the VOA.
7. Supervises activity chairs and the planning of activities (conference summits, District Venturing Assembly and other events).
8. Facilitates internal training events of the VOA.
9. Promotes external training events and maintains a knowledge base of all training opportunities available for youth and adult members in Venturing.
10. Manages VOA finances, if required.
11. Coordinates and implements innovative ideas for development.
12. Is responsible for the oversight and support of all program areas and the implementation of said programs at the Council level.
13. Performs any other duties as assigned by the president.



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Council Venturing Vice President of Communication

Responsibilities:

1. Attends scheduled VOA Meetings.
2. Attend other crew/ship meetings when available.
3. Gain an understanding of crews/ships in the Venturing program.
4. Assist the selection process as needed for new VOA leadership.
5. In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the communication functions of the VOA.
6. Works with an associate volunteer Advisor of the VOA.
7. Actively studies and remains aware of the best way to communicate to Venturers on the VOA and in its jurisdiction, and understanding that several methods of delivery must be utilized for maximum effectiveness.
8. Ensures that the VOA's web presence (web site, groups, pages, blogs, calendars, message boards, etc.) are being maintained, updated, and scaled appropriately for effective publication of information and collection of feedback.
9. Submits articles about the VOA's activities to other Scouting media (e.g., district, council or region newsletter and websites).
10. 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.
11. Maintains rosters of VOA members and frequently involved persons, including as many forms of readily available communication paths as possible, and identifies preferred methods, make it available to the VOA as needed and appropriate.
12. Actively pursues contact information for people, groups, and businesses of interest to the VOA for marketing strategies, solutions, and materials.



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13. Shall record all minutes at meetings of the Council Venturing Officers Association and General meetings.
14. Performs any other duties as assigned by the president

Council Venturing Vice President of Sea Scouts

Responsibilities:

1. Attends Scheduled VOA Meetings.
2. Must be a Sea Scout to be Council Venturing Vice President of Sea Scouts
3. Attend other crew/ship meetings when available.
4. Gain an understanding of crews/ships in the Venturing program
5. Assist selection process as needed, for new VOA leadership.
6. Follow through with Council/District membership initiatives when asked.
7. Works with an associate volunteer advisor of the VOA.
8. In consultation with the president, appoints and supervises subsidiary positions needed to perform the functions of the VOA.
9. Develops and implements strategies to increase Sea Scout membership within the Council.
10. Actively pursues positive relationships with representatives of BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the VOA, Venturing, and Sea Scouts.
11. Performs any other duties as assigned by the president.



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