

# Venturing Crew Officer Responsibilities

## September 2016

### **President: The primary leader of the crew**

- Youth leader of the crew
- Conducts opening and closing ceremonies for meetings and special occasions
- Plans and implements crew program in cooperation with other officers, members and advisors
- Ensures that the crew is represented at Venturing Officers' Association (VOA).
- Assists crew advisor in conducting Crew Officers' Seminar and Crew Leadership Training.
- Appoints youth chairs for crew activities and special crew officers
- Presents crew annual report to chartered organization in February.
- 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

### **Vice President - Administration: Leads crew's recruiting and recognition activities**

- Administrative officer of the crew
- Assumes responsibilities of the President in his or her absence
- Leads the recruiting and admission of new members during the year
- Ensures that new members are welcomed and supported in their first three months with the crew
- Maintains crew membership and attendance records
- Manages recognition and advancement events and records
- Reminds crew members of uniform
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment, and seeks to reflect this spirit in the recruiting of new members and through recognizing the achievements of crew members

## **Vice President - Program: Leads the development of the crew's program of activities**

- Program officer of the crew, and in that position, arranges the program planning process for the crew
- Determines the interests of the crew members on an ongoing basis
- Ensures that a report is written for every outing
- Provides support for the chair and committee for crew activities
- Maintains an up-to-date calendar of crew meetings and activities
- Provides program during crew meetings.
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment

## **Secretary: Leads the crew's communication**

- Communication officer of the crew, and in that position, manages all communications and publicity of the crew
- Handles crew correspondence and minutes
- Coordinates crew publicity through local media and crew newsletters.
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment

## **Treasurer: Leads the crew's finances**

- Financial officer of the crew, and in that position, maintains financial records and monitors the crew budget
- Collects and disburses crew funds
- Liaison with the troop treasurer
- Communicates with the other officers and members on a regular basis to keep them informed about the crew's finances
- Approaches Venturing and encourages others to approach Venturing in a spirit of fun and enjoyment