

2010

Venturing Standard Operating Procedures



VENTURING

Standard Operating Procedures

THE MISSION

The mission of the national Venturing cabinet and the region and area Venturing officers' associations is to promote and support the Venturing program, utilizing a standard organizational structure that enables local councils to grow membership by advancing leadership opportunities through communication, program, and administration.

Venturing Leadership Beyond the Crew

This document contains the prescribed organizational schemes for the administration of a Venturing leadership structure for the National Council of the Boy Scouts of America at the national, region, and area tiers. It also provides recommended models for local councils to adopt. This document provides a minimal set of practices; leadership at all tiers may expand upon this standard operating procedure by creating more specific guidelines.

Leadership for Venturing at the national tier of the Boy Scouts of America consists of a national Venturing cabinet composed of a national Venturing president and region Venturing presidents, supported by a national Venturing advisor and staff advisor and region Venturing advisors and staff advisors. The national Venturing cabinet reports to the National Youth Development Committee.

Leadership for Venturing at the region and area tiers shall consist of a Venturing officers' association (VOA) composed of required and optional youth and adult positions described within this document. Each VOA shall report to the Youth Development committee at its tier.

This document contains:

- ◆ Methods to select youth officers and appoint adult advisors to VOAs
- ◆ A timetable for the selection and appointment of officers and advisors
- ◆ Position descriptions
- ◆ Model organizational charts for a standard VOA
- ◆ A short glossary for reference and clarification of terms

Youth Officer Selections

Applications for youth officer positions are available at www.scouting.org/venturing, and all applicants will require the prior approval of their crew Advisor and local council Scout executive.

The term of office for all national, region, and area youth officers will be June 1 to May 31 each year, beginning with June 1, 2010. It is also recommended that all councils adopt the same term for their Venturing officers' association.

All applicants for every youth office must be under age 21 throughout the duration of the term for any office held.

If an applicant is not selected for a position, the application may be passed down to the next tier if the candidate so desires. Each youth not selected for an office should be offered the opportunity to be considered for the next tier down. If the candidate

accepts the opportunity, the application should be promptly transferred to the selection panel of that office for consideration.

If no applicant for an office exists at the time of selection, the volunteer advisor and staff advisor for that office may extend the current officer's term.

Selection Process: National Venturing President

- ◆ The national Venturing president is to be selected by March 15.
- ◆ Beginning in 2011, current and past region Venturing presidents and national and region Sea Scout boatswains will be eligible to submit an application.
- ◆ Beginning in 2012, current and past region Venturing vice presidents and area Venturing presidents will also be eligible to submit an application.
- ◆ If selected, the applicant must attend the national Venturing cabinet orientation during the BSA National Annual Meeting (typically near the end of May).

Steps in the Selection Process: National Venturing President

- ◆ Eligible applicants may submit an application for consideration by February 1.
 - ◆ The national Venturing volunteer advisor and staff advisors, the region Venturing volunteer advisors, and the current national Venturing president review all applications to identify qualified applicants.
 - ◆ The national Venturing volunteer advisor and staff advisors, the national Venturing president, and any region Venturing presidents or vice presidents who are not candidates will form a panel to interview and select a new national Venturing president among the qualified applicants.
 - ◆ The interview process will occur via video or phone conference.
 - ◆ The new national Venturing president will be notified and announced prior to the National Annual Meeting. The focus during the National Annual Meeting will be on completing the transition and orienting the incoming national Venturing cabinet. The formal swearing-in ceremony will occur during the BSA National Annual Meeting.
 - ◆ This review and selection process will be effective beginning with selection of the 2011–2012 national Venturing president in March 2011.
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Selection Process: Region VOA President

- ◆ Region VOA presidents are to be selected by April 1.
- ◆ Beginning in 2011, current or past crew presidents and above (e.g., area Venturing officers' association president, council VOA vice president) are eligible to submit an application.

- ◆ If selected, applicants must attend the national Venturing cabinet orientation during the BSA National Annual Meeting (typically the end of May).

Steps in the Selection Process: Region VOA President

- ◆ Eligible applicants may submit an application by February 15.
 - ◆ The region Venturing staff advisor, the region Venturing volunteer advisor, and the current region VOA president will review all applications to identify qualified applicants.
 - ◆ The current national Venturing president, the region Venturing volunteer advisor, the region VOA president, and any area VOA presidents and region or area vice presidents who are not candidates will form a panel to interview and select a new region VOA president from the qualified applicants.
 - ◆ The interview process will occur via video or phone conference.
 - ◆ The new region VOA presidents will be notified and announced prior to the National Annual Meeting, where members of the national Venturing cabinet will be formally sworn in.
 - ◆ This review and selection process will be effective starting with the selection of the 2011–2012 region VOA presidents in March 2011.
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Selection Process: Area VOA President

- ◆ Area VOA presidents are to be selected by April 15.
- ◆ Beginning in 2011, current or past crew presidents and above (e.g., district VOA president, area VOA vice president) are eligible to submit an application.

Steps in the Selection Process: Area VOA President

- ◆ Eligible applicants may submit an application for consideration by March 1.
 - ◆ The area Venturing staff advisor, the area director, and the current area VOA president will review all applications to identify qualified applicants.
 - ◆ The region VOA president, the area Venturing volunteer advisor, the area VOA president, and any area VOA vice presidents and council VOA presidents who are not candidates will form a selection panel to interview and select a new area Venturing president from the qualified applicants.
 - ◆ The interview process may be determined by the area VOA leadership and may include remote conferencing.
 - ◆ This review and selection process will be effective beginning with selection of the 2011–2012 area VOA presidents in March 2011, or upon establishment of the area VOA presidency.
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Recommended Selection Process: Council VOA President

- ◆ Council Venturing presidents are to be selected by April 30.
- ◆ Beginning in 2011, current and past crew officers and above are eligible to submit an application.

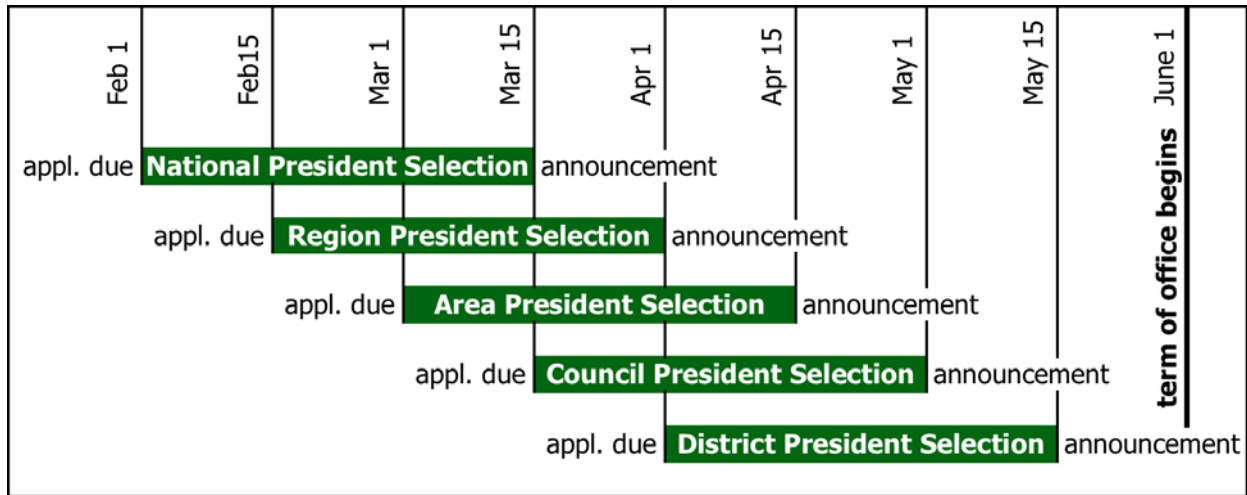
Steps in the Selection Process: Council VOA President

- ◆ Eligible applicants may submit an application by March 15.
- ◆ The council Venturing staff advisor, the council Venturing volunteer advisor, and the current council VOA president will review all applications to identify qualified applicants.
- ◆ The council Venturing volunteer advisor, the area VOA president, the current council VOA president, and any council VOA vice presidents and crew presidents who are not candidates will form a selection committee to interview and select a new council VOA president from the qualified applicants.
- ◆ The interview process may be determined by the council VOA leadership and may include remote conferencing.
- ◆ The review and selection process will be effective beginning with selection of the 2011–2012 council VOA presidents in March 2011, or as soon thereafter as each council initiates its first VOA presidency.

Recommended Selection Process: District VOA President

- ◆ The formation of a VOA at any tier within a single council is left to the determination of the VOA leadership within that council.
- ◆ It is advised that the number of participating representatives in a VOA be at least five but not more than 50; increase or decrease subsidiary tiers as desired.
- ◆ The calendar for selecting council subsidiary VOA presidents should follow the selection of the next higher tier by 15 days.
- ◆ The process for selecting district VOA presidents should follow the model for the council VOA president.

VOA President Selection Process Timeline



Subsidiary Position Appointments

All subsidiary youth positions to support the Venturing standard organization structure at every tier will be appointed by the Venturing youth president at that tier with the approval of that president's volunteer advisor and the applicant's crew Advisor and council Scout executive. Subsidiary youth positions serve at the appointer's pleasure.

Example: Region structure

- ◆ The region VOA president appoints the region VOA vice president of communication, vice president of program, and vice president of administration.
- ◆ The region Venturing volunteer advisor acquires related approvals from the region vice president's home crew Advisor and council Scout executive.
- ◆ The region Venturing vice president will identify individual candidates to fill the functions under their leadership, such as a webmaster, recording secretary, or activity chair.
- ◆ The region Venturing volunteer advisor acquires related approvals from the individual candidate's home crew Advisor and council Scout executive.
- ◆ The region VOA president appoints youths to serve in any subsidiary position on the region VOA.

Venturing Volunteer Advisor and Staff Advisor Appointments

- ◆ The Venturing volunteer advisor shall be appointed by the top volunteer officer at each tier (e.g., region president, district chair) with the approval of the candidate's council Scout executive and serve at the appointer's pleasure.
- ◆ The Venturing staff advisor shall be appointed by the Scout executive at each tier (e.g., area director, council Scout executive) and serve at the appointer's pleasure.
- ◆ Associate and other subsidiary Venturing volunteer advisors shall be appointed by the top Venturing volunteer advisor at that tier, be approved by the Venturing staff advisor at that tier and the candidate's local council Scout executive, and serve at the appointer's pleasure.

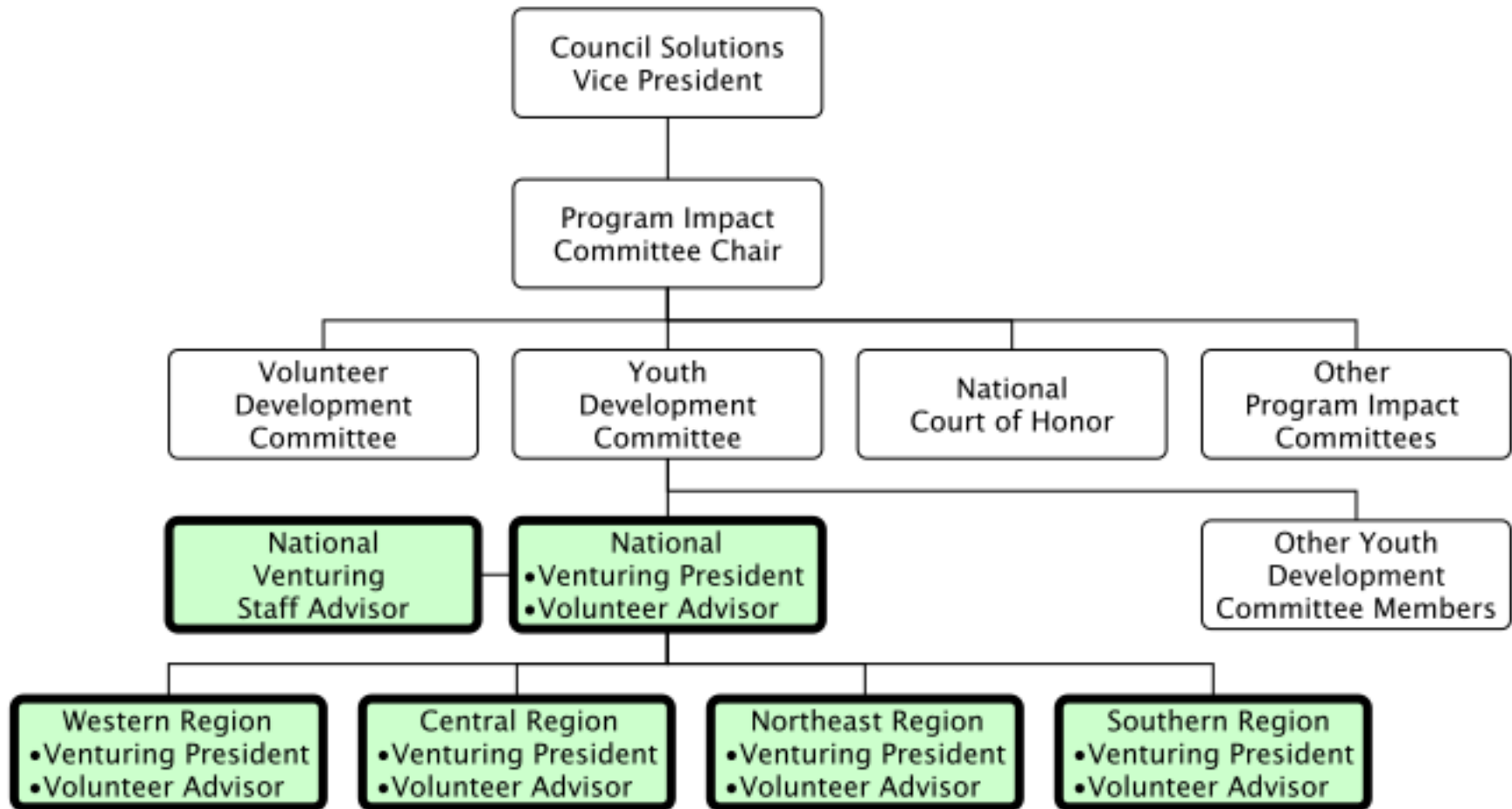
Removal From Office

On rare occasions, it may be necessary to remove a VOA member from their position.

- ◆ Any youth or adult may resign from office.
- ◆ Any appointed youth or adult may be removed from office at any time by the appointer.
- ◆ Venturing presidents may be removed from office by agreement of the Venturing volunteer and staff advisors.
- ◆ Venturing presidential vacancies shall be filled through appointment by the Venturing volunteer and staff advisors, with the consent of their leadership (the person to whom each of them reports), for the remainder of the term of office.
- ◆ For all removals, the remover should consult with their leadership before taking action.
- ◆ Council Scout executives should be notified if any member of their council is removed from office.

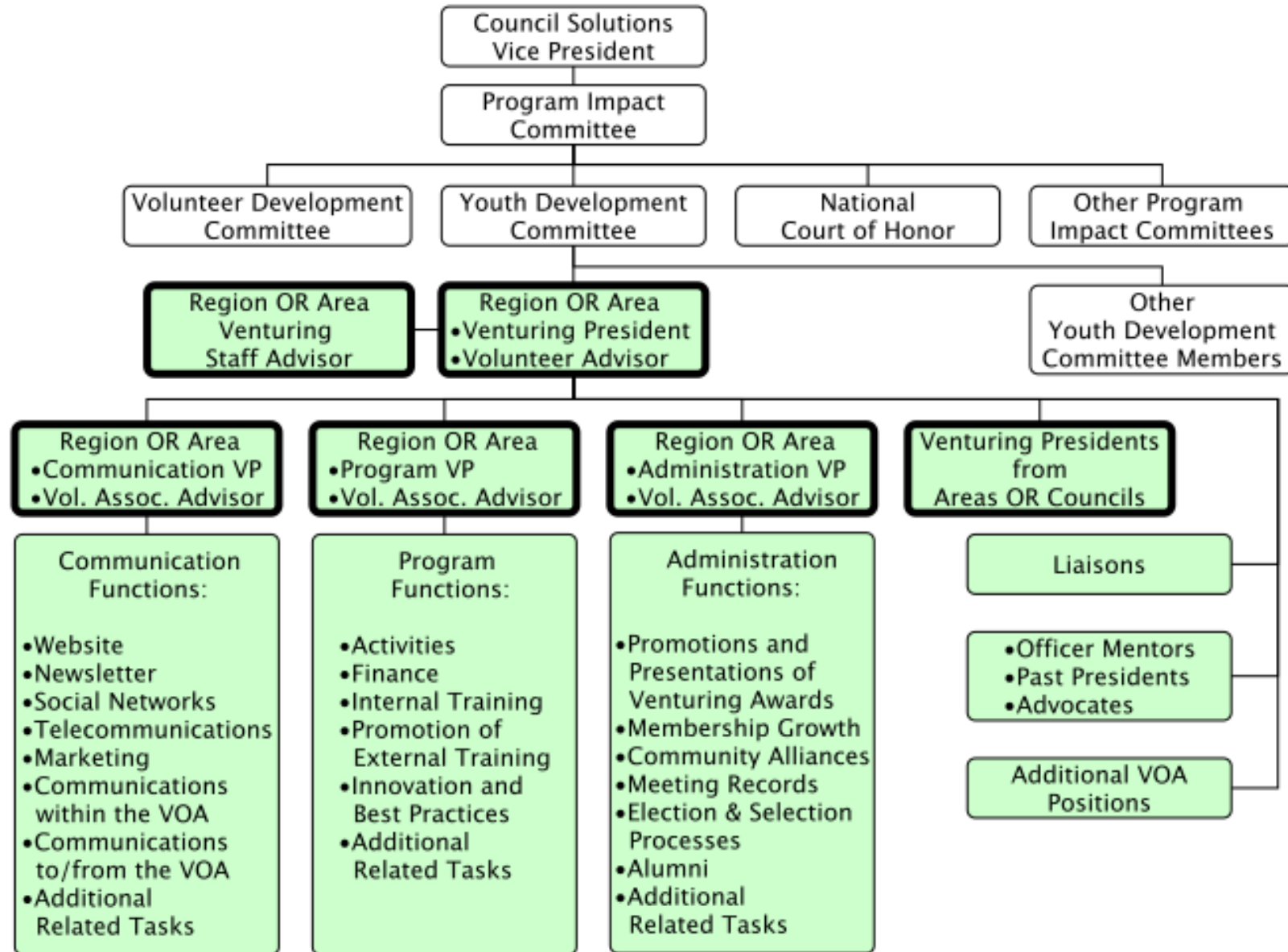
The removal and replacement of Venturing presidents should be undertaken rarely and only for just cause. Volunteer advisors should consult with their own leadership and the president's leadership prior to taking this action.

National Venturing Cabinet Organization Chart



Shaded = Venturing cabinet members, youth (voting) and adults (advisory)

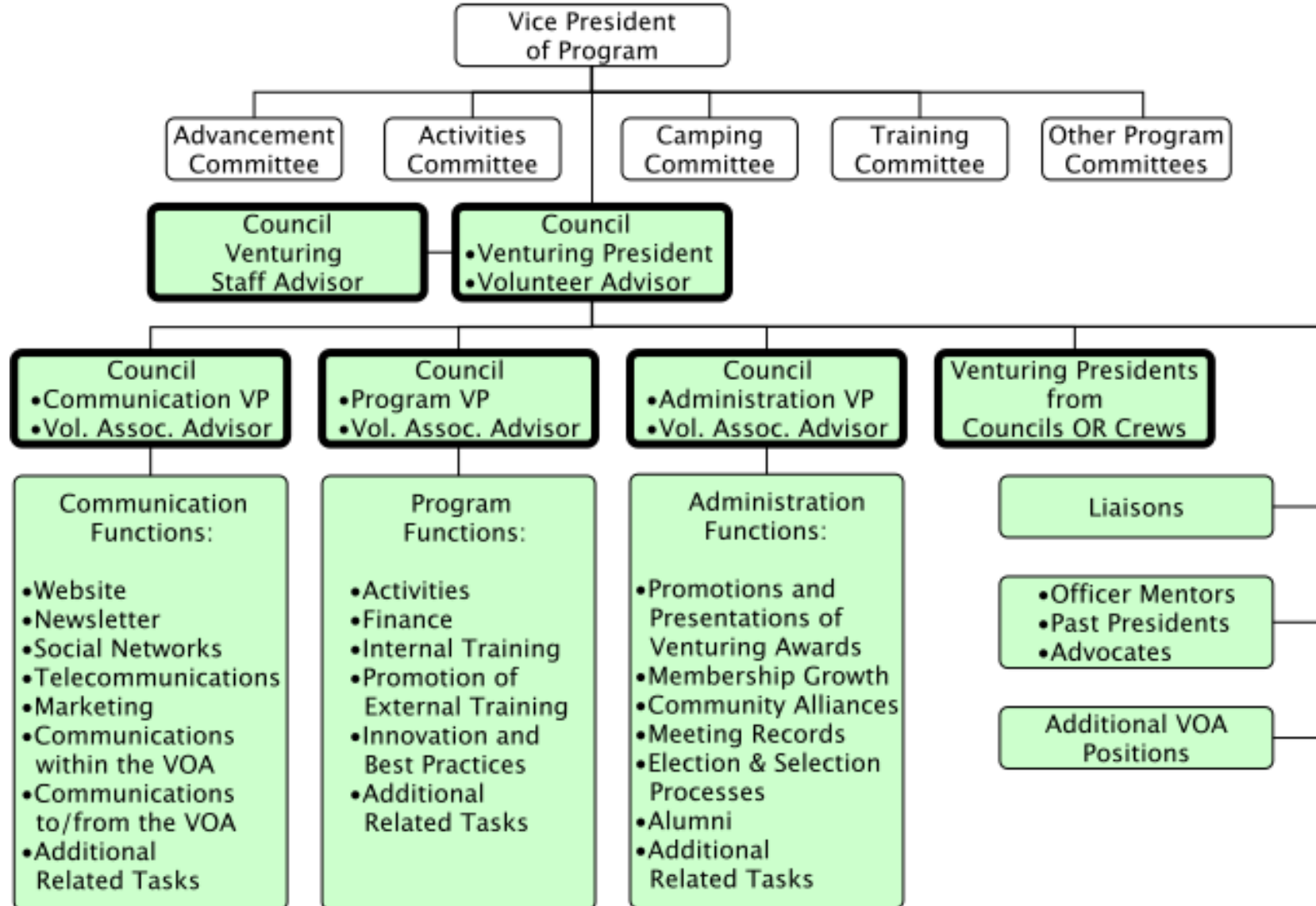
Standard VOA Organization Chart for Regions and Areas



Shaded = VOA members Bold border = required positions

(If a region or area hasn't yet established a Youth Development committee, the VOA reports to the Program Impact chair.)

Recommended Standard VOA Organization Chart for Councils



Shaded = VOA members Bold border = required positions

(If a council has established a Youth Development committee, the VOA should report to the Youth Development chair.)

VOA Position Profiles

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 their own VOA and with Venturing presidents at the tiers above and below them.
- ◆ Appoints and supervises vice presidents, VOA liaisons, and additional optional VOA youth positions.
- ◆ 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 conducting 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's), and serves at the president's pleasure. 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 also of interest to the VOA and Venturing.
- ◆ Plans and organizes youth officer selections for the VOA (at the same tier).
- ◆ Promotes and facilitates the selection and presentation of the Venturing Leadership Award and other appropriate Venturing awards at the same tier.
- ◆ Maintains records of recognitions, membership, officer selections, and VOA leadership alumni.
- ◆ Keeps contact with VOA alumni for possible 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 pleasure. 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 pleasure. 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.

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- ◆ Actively studies and remains aware of the best way to communicate to Venturers on the VOA and in its jurisdiction, understanding that several methods of delivery must be utilized for maximum effectiveness.
- ◆ Ensures that the VOA's 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 the VOA's activities to other Scouting media (e.g., council or region newsletter and websites).
- ◆ Actively pursues opportunities to increase VOA exposure by submitting articles, comments, photos, and upcoming event announcements, and reports to external publications such as local newspapers and other appropriate venues.
- ◆ 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 paths as possible, and identifies preferred methods, making it 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 pleasure. 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.

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 pleasure. 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 their territory.

Staff Advisor

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

Associate Volunteer Advisor

The associate volunteer advisor is appointed by the volunteer advisor and serves at that advisor's pleasure.

- ◆ Supervises any subsidiary adults appointed by the volunteer advisor.
- ◆ Serves as a mentor and advocate for the youth members they advise.
- ◆ 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 pleasure.

- ◆ Reports to a volunteer associate advisor or the volunteer advisor.
- ◆ Supports youth subsidiary VOA members to accomplish assigned tasks.

Glossary of Terms and Clarification

Venturing officers' association (VOA): a group of youth officers on a district, council, area, or region tier that promotes membership, resource sharing, and events for Venturing in their territory.

National cabinet: The national Venturing cabinet consists of the national Venturing president and the four region Venturing presidents. The cabinet is supported by various Advisors. The cabinet exists at the national tier only; all other structures are called VOAs.

Commensurate advisor: Each youth position has a corresponding adult Advisor to support that youth in fulfilling the required tasks.

Subsidiary positions: Supporting positions within the VOA's organizational structure may be appointed by the respective youth Venturing president as needed for the specific group they are serving. Subsidiary positions can be standing (permanent) positions.

Ad hoc: Ad hoc groups and positions are formed for the purpose of completing a specific task, and the group or position dissolves at the conclusion of the task. An ad hoc position might exist for a very short time, or for a period that overlaps multiple terms of office. When a new Venturing president assumes office, they may confirm or replace ad hoc leaders.

Liaisons: A youth officer who represents a special interest group of significance to Venturing within the territory that the VOA serves. Liaisons should be drawn from existing organizations whenever possible (e.g., Sea Scout boatswains, council relationships committees, Girl Scouts USA, etc.), but are appointed to the VOA by the VOA leadership.

Volunteer vs. staff: "Staff" refers to a professional Scouter, employed by the Boy Scouts of America. A volunteer is someone who does not receive compensation for service to the BSA and who is a registered member of the BSA. Within this document, staff advisors are always specified; if the word "advisor" appears alone, assume that it designates the volunteer advisor. Usually "the advisor" denotes the top volunteer advisor in a group, but "an advisor" might denote the top advisor, an associate advisor, or a subsidiary advisor. "His advisor" or "her advisor" always denotes the commensurate advisor to that position.

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President, chair: Occasionally, this document refers to offices that are not Venturing offices, such as the president of a region or chair of a district. Venturing officers are always youth members and generally bear the word “Venturing” in their title in this document (except in the position profiles section, when all offices refer to Venturing positions unless otherwise stated); other officers mentioned herein are always adults.

District: Local councils of sufficient size are divided into geographical (or occasionally special purpose administrative) territories. Frequently Venturing membership within a district may not constitute an appropriate number of participants to fulfill the functions of a VOA. Councils are free to substitute with “sector” or “service area” as desired.

Delegation of authority: The authority to appoint youth and adult positions lies with the officials designated within this document. However, that official may delegate the authority to appoint to a subsidiary. For example, a region president (note: not the region Venturing president) may ask the region Youth Development committee chair to appoint the region Venturing volunteer advisor.

Representation: Leaders may designate a subsidiary to represent them in functions. For example, a council Venturing president may ask a subsidiary to represent the council to the area VOA or help select the area Venturing president.

Tiers: The tiers used in this document are, in order: national, region, area, council, district, and crew. “Above” refers to tiers that appear earlier in this list, “below” to tiers which appear later.