# Pack Committee Chair

The pack committee owns the operational side of running a pack — the finances, the paperwork, the people, and the decisions that make the program possible. The Pack Committee Chair leads that work.

## What a Pack Committee Chair does

You recruit and coordinate the adults who handle advancement, treasurer, membership, fundraising, events, and outdoor activities. You run the monthly committee meeting. You serve as the primary day-to-day contact between the pack and its chartered organization. When the Cubmaster needs something to happen behind the scenes, that comes to you.

The Committee Chair does not run den meetings and is not responsible for delivering the Cub Scout program. That belongs to the Cubmaster and Den Leaders. Your role is to ensure they have what they need to do it.

## Your relationship with the Cubmaster

This is the most important working relationship in the pack. The Cubmaster sets the program direction; the Committee Chair makes it operationally viable. Packs where these two roles are working well together tend to run smoothly, even when everything else is a little chaotic.

A straightforward division that works in practice: the Cubmaster owns the program, the Committee Chair owns the committee. Neither steps into the other's lane without conversation.

## Your committee and how it works

The pack committee is a group of registered adults who each own a function. The common ones are advancement, treasurer, membership, fundraising, events, and outdoor activities. Your job is not to do all of those things yourself. It is to make sure someone is doing each of them, that they have what they need, and that they're connected to each other.

The committee meets monthly. A typical meeting runs under an hour and covers four things: the pack's finances, upcoming events, unit renewal status when that season is active, and anything the Cubmaster needs committee support on. The Committee Chair sets the agenda and runs the meeting.

*Committee meeting agenda template ?*

### When you're starting from scratch

Many packs have a thin or informal committee. If you're inheriting a committee that exists mostly on paper, start by identifying which functions have someone actively covering them and which don't. Then prioritize filling the gaps that affect the program most directly. Advancement and treasurer are usually where gaps hurt first.

## First priorities

If you're new to the role, work through these in roughly this order.

1. **Complete Safeguarding Youth training**
   Required before you take on any registered position. Find it at my.scouting. It takes about 90 minutes and must be renewed every year.
2. **Complete Pack Committee Chair training**
   Pack Committee Chair training is available online at my.scouting as part of Cub Scout Position-Specific Training. Aim to complete it within your first month. It covers committee structure, unit renewal, and your relationship with the chartered organization.
3. **Meet with your Cubmaster**
   Get aligned on the current state of the pack, what the committee is and isn't covering, and what the Cubmaster needs most from you right now.
4. **Connect with your Unit Commissioner**
   Your Unit Commissioner is assigned to support your pack. Introduce yourself early. They can help you understand the district's unit renewal timeline and connect you with resources you may not know exist.
5. **Map your committee**
   List every committee function and identify who, if anyone, is covering it. This gives you a clear picture of where to focus your recruiting.

*my.scouting ?*

# Unit renewal

Unit renewal, formerly called recharter, is the annual process of renewing the pack's charter with Scouting America. In the James River District, this happens in the fall. *(Local deadline to be confirmed and added.)*

Unit renewal and individual member renewals now run as separate processes. Unit renewal confirms the pack's leadership and charter for the coming year. Individual members renew their own registrations on a rolling basis tied to their anniversary date. In practice you will be coordinating both during the fall season.

Your role in unit renewal means verifying the roster, confirming that leadership positions are filled and training requirements are met, and processing the charter fee with your treasurer. The Chartered Organization Representative must sign the annual charter agreement before the renewal is complete. Your Unit Commissioner will be in contact as the window opens. Reach out early if you have questions about timing or what is needed.

*Unit renewal overview ?*

# Your chartered organization

The pack exists under the authority of a chartered organization, a community group, faith community, or civic organization that has agreed to sponsor the pack.

The chartered organization appoints a Chartered Organization Representative, or COR, who serves as the direct contact between the organization and the pack. Day-to-day, the COR's involvement varies by organization. Some CORs are active partners in pack operations; others are less visible. Either way, keep the relationship current. The COR reviews and approves adult leader applications, represents the pack to the district and council, and is part of the pack's Key 3 alongside you and the Cubmaster. During unit renewal, the COR's signature is required on the annual charter agreement.

One structural note: the COR appoints the Pack Committee Chair. That appointment authority sits with the chartered organization, not the pack.

# Who supports you

**Your Unit Commissioner** is assigned to support your pack. They can help with unit renewal questions, flag unit health concerns early, and connect you with district resources. If you are not sure who your Unit Commissioner is, ask at roundtable or contact the Cub Scouts Roundtable Commissioner.

**The Cubmaster** is your primary partner in pack leadership. Between the two of you, most pack decisions should be workable. When they are not, your Unit Commissioner is the right next call.

The committee exists so the pack does not depend on one person for everything. Build it that way, and the role becomes manageable.

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