



## Buckeye Council Venturing Officers Association Officer Application Form



The purpose of the Venturing Officers Association (VOA) is to provide support and guidance to maintaining and growing the Venturing program within the Buckeye Council, BSA Inc.

The VOA is comprised of a member from each Venturing Crew within the Council (Crew President or Crew selected representative) Crew Advisors from each of the Councils Crews, Council Venturing President, Council Venturing Vice President of Administration, Council Venturing Vice President of Program, Vice President of Communication, Council Venturing Advisor, Council Venturing Associate Advisors, and The Council Venturing Staff Advisor.

To be qualified for office, a candidate must be a registered member in good standing with their own unit as well as with the Buckeye Council. They must also be of Venturing age during their entire term of office.

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

District: \_\_\_\_\_ Unit #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I am applying for the following position(s):

- |   |  |
|---|--|
| <input type="radio"/> President                 | <input type="radio"/> Vice-President of Administration |
| <input type="radio"/> Vice-President of Program | <input type="radio"/> Vice-President of Communication  |

*Position Descriptions can be found on the attached sheet.*

Please list the qualifications and justification for you to serve in the position(s) selected above.

1. Experience as Crew President or other venturing youth officer: \_\_\_\_\_

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*(continued)*

Please return to Brooke Johnson, Buckeye Council Venturing Staff Advisor no later than **April 25, 2019**.

[Brooke.Johnson@Scouting.org](mailto:Brooke.Johnson@Scouting.org) or 2301 13<sup>th</sup> Street NW Canton, Ohio 44708.

If you have questions please contact Brooke at 330-580-4272.

2. Venturing/Scouting positions, awards, and experiences (i.e., Eagle Scout, Silver, or Quartermaster):

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3. Non-Scouting awards, recognitions, and scholarships: \_\_\_\_\_

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4. Leadership positions in school, clubs, sports, and other entities (i.e., ASB, school clubs, etc.): \_\_\_\_\_

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5. A statement on present school status and college or career plans: \_\_\_\_\_

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6. A statement on why you want to serve and what you hope to accomplish in the position(s) you are seeking:

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*Please attach additional pages as needed.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) Approval (If under 18) \_\_\_\_\_ Date \_\_\_\_\_

Crew Advisor Approval \_\_\_\_\_ Date \_\_\_\_\_

Please return to Brooke Johnson, Buckeye Council Venturing Staff Advisor no later than **April 25, 2019**.

[Brooke.Johnson@Scouting.org](mailto:Brooke.Johnson@Scouting.org) or 2301 13<sup>th</sup> Street NW Canton, Ohio 44708.

If you have questions please contact Brooke at 330-580-4272.

# **Buckeye Council Venturing Officers Association**

## **Position Descriptions for VOA Officers**

### **President**

- Serve as the spokesperson and representative of the VOA.
- Preside over and be responsible for the orderly conduct of meetings of the VOA.
- Meet with adult advisor and staff advisor (Key 3) on a regular basis to set the agenda and coordinate activities.
- Meet and coordinate with the other officers in order to assure the success of VOA programs and activities.
- Implement the VOA program in cooperation with officers and members.
- Appoint and supervise vice presidents, VOA liaisons, and additional optional VOA youth positions.
- Appoint youth chairs for special projects and appoint special crew officers.
- Assess on an ongoing basis that the responsibilities of officers are being considered and carried out effectively.
- Present the annual report to the Council Vice President of Program at the conclusion of the term of office.
- Must inform the Vice President of Administration if they cannot attend a meeting or event.

### **Vice President of Administration**

- Serve in the absence of the President.
- Take minutes at VOA meetings, distribute typed minutes to VOA members within two days.
- Develop and implement strategies to increase Venturing membership within the council.
- Promote the youth officer selection application process within the council.
- Organize and recognize the achievements of VOA members.
- Maintain records of membership, attendance, officer selections, recognition, and VOA alumni.
- Maintain contact with VOA alumni for future mentor and advisor roles when needed.
- Working with the President, appoint and supervise subsidiary youth positions needed to support this position.
- Must inform the President if they cannot attend meetings or events.

### **Vice President of Program**

- Serve as the program officer coordinating the program planning process for the VOA.
- Conducting opening and closing ceremonies for special occasions as scheduled.
- Determine the interests of VOA members on an ongoing basis for activities, outings and events.
- Promote and maintain program resources of events, trainings, conferences, summits and literature.
- Maintain an annual activity schedule and arrange the program planning process for the VOA
- Provide support for the chair and committee of each VOA activity, outing, and event.
- Facilitate internal training events of the VOA.
- Manage VOA finances and financial records.
- Maintain an up-to-date calendar of VOA meetings and activities.
- Working with the President, appoint and supervise subsidiary youth positions needed to support this position.
- Must inform the President if they cannot attend meetings or events.

### **Vice President of Communication**

- Serve as the communications officer managing all communications and publicity for the VOA.
- Maintain VOA member roster, including all forms of contact for members, advisors and relevant support.
- Develop member communication plan utilizing methods suitable to reach everyone.
- Maintain contact information for people and places of interest to the VOA.
- Publish newsletter of past, current and future events and other items of interest to Venturers.
- Update website, blog, social media, social networking, calendar, message board, etc. on a consistent basis.
- Coordinate VOA publicity with articles, photos, etc. through local web, audio, and print media.
- Working with the President, appoint and supervise subsidiary youth positions needed to support this position.
- Must inform the President if they cannot attend meetings or events.