

SAMPLE DUTIES OF ADULT MEMBERS

SKIPPER

- The Skipper is the leader of all elected officers.
- The Skipper attends all Quarterdeck, Ship, and Activity meetings.
- The Skipper gives direct leadership to ship program planning.
- The Skipper attends ship committee meetings.
- The Skipper keeps informed of District, Council, Regional, and National activities pertaining to Venturing/Sea Scouting.
- The Skipper shows a personal interest in all members.

MATE - ADMINISTRATION

- The administrative Mate advises and helps the Boatswain's Mate with ceremonies.
- The administrative Mate advises and helps the Boatswain's Mate recruit new members.
- The administrative Mate assists the Skipper as directed.
- The administrative Mate assumes the Skipper's duties in his or her absence.

MATE - PROGRAM

- The program Mate advises and helps the Boatswain's Mate conduct interest surveys.
- The program Mate advises and helps the Boatswain's Mate compile an activity file.
- The program Mate assists the Skipper as directed.

SHIP COMMITTEE

- The Ship Committee selects and recruits the Skipper and Mates.
- The Ship Committee provides facilities for the ship meeting place and activities.
- The Ship Committee helps obtain supplies and equipment.
- The Ship Committee supervises and audits ship funds and property.
- The Ship Committee provides ship's officers with ideas and information.
- The Ship Committee maintains liaison with the Chartered Organization.
- The Ship Committee sees that the ship operates in accordance with the policies and standards of the Chartered Organization and the Boy Scouts of America.
- The Ship Committee is responsible for the annual rechartering process.

SHIP COMMITTEE CHAIRMAN

- Plan and conduct regular ship committee meetings.
- Work closely with the Skipper to verify ship needs being met.
- Appoint ship committee positions as needed by the ship.
- Conduct the annual Recharter.
- Maintain liaison with the Chartered Organization.

SHIP SECRETARY

- Assist Yeoman with youth membership records, advancement records, correspondence, and publicity.
- Keep adult membership and training records.
- Keep minutes of all committee meetings and other adult meetings that include group decisions and plans.

- Remind the committee of the items that they agreed to do.

SHIP TREASURER

- Assist Purser with setting up bookkeeping procedures, bank deposits, and money handling methods.
- Assist Purser with balancing the checkbook, balancing activity accounts, and preparing the annual Financial Statement.

SHIP EQUIPMENT ADVISOR

- Assist Storekeeper with procuring equipment.
- Assist Storekeeper with maintenance and inventory procedures.

SHIP ACTIVITY ADVISORS

- Assist appointed Youth Activity Chairman with recruiting Consultants, gathering equipment, or other duties as needed, for a one-time activity.

SHIP CONSULTANT ORGANIZER

- Conduct the annual Program Capability Inventory.
- Keep and expand a current list of approved Consultants for Youth Activity Chairman to draw from.

CONSULTANTS

- Teach an activity or skill as requested by ship's officers.
- Is not necessarily a committee member, but should be registered with the BSA.

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