

SAMPLE DUTIES OF ELECTED OFFICERS

BOATSWAIN

- Plan and conduct regular officer's meetings.
- Give leadership to all ship meetings and activities.
- Give direction to effective communication.
- Share responsibilities of leading with your ship's officers.
- Know the needs and interests of your ship members.
- Set an example for ship members.
- Represent your ship at the Venturing Officers' Association meetings and planning conferences.
- Participate in council Venturing events.
- Consult with individual ship members who have problems, questions, or concerns.
- Direct the planning of your ship program.
- Work closely with your Skipper.
- Appoint ship members to serve as activity committee chairman.
- Recruit new members into the ship.

BOATSWAIN'S MATE - ADMINISTRATION

- Take over for the ship's Boatswain when necessary.
- Support the ship Boatswain and other officers in their leadership functions.
- Give leadership to recruiting new members into your ship by:
 1. Coordinating plans for the annual "open house" to invite new members to join.
 2. Encouraging all ship members to bring new prospects to ship meetings and activities.
 3. Following up with ship members who seem to be losing interest in the ship.
- Admit new members into the ship. Be sure they are introduced and feel welcome.
- Recognize the achievements of ship members.
- Conduct opening and closing ceremonies for your ship.
- Carry out other duties as assigned by Boatswain.

BOATSWAIN'S MATE - PROGRAM

- Support the ship Boatswain and other officers in their leadership functions.
- Collect activity ideas from your ship members by:
 1. Asking ship members what they would like their ship to do.
 2. Conducting the annual Venturing activity interest survey
 3. Evaluating ship meetings and activities after they take place.
- Maintain an activity file of programs, activities, projects, and trips that your ship could do.
- Keep your ship schedule up to date and be sure everyone knows what is happening.
- Help your ship's activity chairmen plan and conduct successful activities.
- Carry out other duties as assigned by Boatswain.

YEOMAN

- Support the ship boatswain and other officers in their leadership functions.
- Keep minutes of officers' meetings and other ship meetings that include group decisions and plans.

- Remind the Boatswain and other officers of the items which they agreed to do.
- Keep membership records for your ship (attendance, advancement, etc.).
- Supervise all your ship's correspondence.
- Keep all ship members informed about upcoming meetings, activities, and projects.
- Handle all publicity.

PURSER

- Support the ship boatswain and other officers in their leadership functions.
- Collect, deposit and account for all money coming to the ship from dues, money-earning projects or other sources.
- Work with the Ship Treasurer to set up a bookkeeping procedure, bank deposits, and money handling methods.
- With the help of your ship's Skipper and other officers, set up a budget based on the activity schedule that is being planned.
- Make regular reports at the ship's officers' meeting and unit meetings on the status of your ship's budget and treasury.
- Make quarterly reports at the ship committee meeting on the status of your ship's budget and treasury.
- Fill out all checks and get the proper signatures.
 1. Be sure that expenditures are approved by your ship's officers and Skipper before distributing funds.
 2. Collect all receipts.
- With the help of the Ship Treasurer: balance the checkbook, balance all activity accounts, and prepare the annual Financial Statement.

STOREKEEPER

- Support the ship boatswain and other officers in their leadership functions.
- Be responsible for procuring and maintaining all ship equipment.
- Check in and out all equipment.
- Keep a complete inventory of all equipment.

ACTIVITY CHAIRMAN

- Establish a schedule for planning the activity with the consultant.
- Keep the ship's officers, petty officers and crew informed of progress on the activity.
- Prepare a schedule for the activity.
- Determine total and individual costs for the activity.
- Request appropriate permissions.
- Conduct the activity, working through the ship's petty officers.
- Prepare a report on the activity so the next time it is done, it can be done better.