

BOY SCOUTS OF AMERICA



WEST MORRIS DISTRICT

DISTRICT OPERATING COMMITTEE HANDBOOK

November - 1996



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ABOUT THIS HANDBOOK

This District Operating Committee (DOC) Handbook is presented in overview for the use of all DOC members and other interested leaders. Manuals, publications, guides and materials on the topics covered in this manual are available from the Morris-Sussex Area Council Service Center.

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Sincere **THANKS** to the following for their valuable help in preparing this handbook -

Scott DeWitt, Alan Fedor, Tony Lorenc and Dennis Kohl. Comments and improvement suggestions are welcome to Al Hellwege, Editor.



MISSION OF THE BOY SCOUTS OF AMERICA

It is the Mission of the Boy Scouts of America to serve others by helping to instill values in young people that will enable them to make ethical decisions during their lifetime, while achieving their potential. The values we strive to instill are based on those found in the Scout Oath and Law.

MORRIS-SUSSEX AREA COUNCIL VISION

Our hard work on behalf of the young people of Morris and Sussex Counties is recognized by all as outstanding. We are known for our values, which are defined by the Scout Oath and Law. We are known for the safe and productive environment we create through our determination to combat the five unacceptables: child abuse, drug abuse, hunger, illiteracy, and youth unemployment. We are known as major contributors to the development of future citizens of good character and fitness. But most of all, kids come to us for a great time and for adventures that will be remembered for a lifetime.

PURPOSE OF THE MORRIS-SUSSEX AREA COUNCIL

The Morris-Sussex Area Council, Inc. is a voluntary association of citizens, including representatives of organizations which are chartered by the Boy Scouts of America, to promote and service the Scouting program in the communities of Morris and Sussex Counties of New Jersey. It is the responsibility of the Council Executive Board to carry out an effective plan which will accomplish the functions of membership/relationships, program support, financial stewardship and direct service to Cub Scout Packs, Boy Scout Troops, Varsity Teams and Explorer Posts.

MISSION OF THE WEST MORRIS DISTRICT

To bring the best possible scouting experience to the youth of the Chester, Denville, Jefferson, Mendham, Mine Hill, Mt. Olive, Randolph, Rockaway, Roxbury, Washington, and Wharton

Townships. To plan, staff and execute activities that motivate, guide and offer practical experience to the youth of the district that is based on the Scout Law and the Scout Oath.



PROGRAMS OF THE MORRIS-SUSSEX AREA COUNCIL

TIGER CUB SCOUTING

Provides a structured opportunity for boys in the first grade and parents or other adults to spend quality time together, learning more about their world, their community and themselves. In turn, they enjoy projects, activities and fellowship in groups with other boys and adults.

CUB SCOUTING

A family oriented program that provides second and third grade boys with a program of communication, achievement and fun that involves the parent and family. The program also gives boys weekly involvement with a small peer group, led by an adult.

WEBELOS SCOUTING

For boys in the fourth and fifth grades, involves them more in the dynamics of the small peer group. The impact of an adult role model is stronger and the program includes overnight camping.

BOY SCOUTING

Involves boys 11 through 17 years old more heavily in small peer group dynamics with the adult role model even more significant. The program revolves around leadership opportunities, decision making, hiking, camping and personal achievement. Boys are exposed to over 120 hobby and career choices - exposure that frequently results in life-long involvement.

EXPLORING

Provides opportunities for young adults 14 to 20 years old, to explore different vocational and avocational interests. The program is structured around the interest areas of young men and women, supported by expertise and resources of the sponsoring organization. Traditional Exploring includes a variety of service, outdoor, fitness and social activities. Career Awareness Exploring helps expose high school students to the vast opportunities available, and assists them in making informed career choices.

LEARNING FOR LIFE

A school classroom based action learning program for boys and girls in grades K through 12, as well as special needs youth. The age and grade

specific program supports training in academics, social skills, life skills and workplace preparedness.



DISTRICT ORGANIZATION

The objectives of the district are to expand opportunities for youth to join scouting, and to help existing organizations and their units provide a quality program for their youth. The district has the responsibility to carry out the sales and service role on behalf of the council. The council has the responsibility to build strong districts and to help their districts be successful.

The Morris-Sussex Area Council has three districts: Fishawack, Sussex and West Morris; and two special divisions, Special Scouting and Exploring. The supervision of scouting in each district is exercised by the council through a district committee consisting of all council members residing within the district, Chartered Organization Representatives and members-at-large elected by the district committee. Each district committee elects a chairman, vice chairmen and other committee members. The district chairman is nominated and elected by the district committee. This person's name is then submitted for election to the Council Board of Directors. The District Chairman, after consultation with the District Executive, recommends a District Commissioner to the Board of Directors for appointment and commissioning.

Each district has a professional staff member who provides support and guidance to the district and unit volunteers.

WEST MORRIS DISTRICT DISTRICT OFFICERS

DISTRICT CHAIRMAN

Al Hellwege (B)908-221-2045 (H)201-927-0122

DISTRICT COMMISSIONER

Alan Fedor (H)201-627-9439

SENIOR DISTRICT EXECUTIVE

Scott DeWitt (B)201-361-1800 (H)908-463-8157

The above are the District Key 3. They serve as the key district leaders and together with the committee chair-people and the council executive board provide overall direction to the district.

DISTRICT OPERATING COMMITTEES (DOC) and POSITIONS

The program of Scouting is vast and somewhat complicated. In order to assure that the promises held forth in the literature of the BSA become a reality in the lives of youth, specialized committees are formed following the "Four Function" Plan . . . Membership, Program, Finance, and Unit Service.

The committees follow established procedures and policies, and through coordinated group planning, develop effective timetables and programs with the objective to exceed district goals. All the below listed committee chairs are members of the parallel Council committees where they participate, support, advise, and provide input to Council to best serve the Districts needs. For the most part the committee chair-people make up the DOC although everyone is welcome to attend DOC meetings.

DISTRICT CHAIRMAN - Al Hellwege

Top district volunteer who is responsible for the overall administration of programs and activities. Works closely with the District Executive and District Commissioner to recruit, train and encourage volunteers to accomplish goals. Represents district interests as a member of the Council Executive Board.

DISTRICT COMMISSIONER - Alan Fedor

The District Commissioner is a link between the Council/District and the local units. Commissioner staff helps, advises, and offers direction to the units. This is accomplished through personal unit contacts and roundtable participation. Recruits Assistant District Commissioners and Unit Commissioners and is responsible for effective unit service by commissioners.

(Senior) **DISTRICT EXECUTIVE** - Scott DeWitt

Council professional staff member who provides support and guidance to the district and unit volunteers. All DOC members except the District Executive are volunteers.

On the immediately following pages each district position is briefly described under the responsible vice-chairman.

See the Organization Charts and Directory section for all names and contact numbers of incumbents in all of the following positions.

Vice Chairman of Revenue Development - Joe Donald

Responsible to the District Chairman for achieving the district financial goals for Friends Of Scouting, Popcorn Sales and special events. Assists the District Chairman as appropriate.

Family Friends Of Scouting Chairman

Responsible to the Vice Chairman of Revenue Development for recruiting, training, and motivating enough volunteers to successfully complete the Family FOS campaign and reach its goal.

Family Friends Of Scouting Zone Coordinators

Responsible to the Family FOS Chairman for conducting FOS presentations for units within their given area with the assistance of other unit presenters.

Community Friends Of Scouting Chairman

Responsible to the Vice Chairman of Revenue Development for recruiting, training, and motivating enough volunteers to successfully complete the Community FOS campaign and reach its goal.

Popcorn Chairman

Responsible to the Vice Chairman of Revenue Development for promoting and coordinating product pick-up helpers for the annual Trail's End Popcorn Sale and achieving its goal.

Vice Chairman of Program - George Telschow

Responsible to the District Chairman for providing support and guidance to the various program area committees within the district. Assists the District Chairman as appropriate.

Training Chairman

Responsible to the Vice Chairman of Program for representing the district on the council training committee and for coordinating Cub Scout and Boy Scout leader training, records maintenance and training recognition on the district level. Training programs include Leader Fast Start, Basic Training, Pow Wow and Woodbadge.

Cub Scout Leader Training Coordinator

Responsible to the Training Chairman for planning, staffing, promoting, and conducting district level Cub Leader Basic Training (CLBT) courses throughout the year.

Advancement Chairman

Responsible to the Vice Chairman of Program for the overall promoting of Cub Scout and Boy Scout advancement programs and policies within the district.

Cub Scout Advancement Coordinator

Responsible to the Advancement Chairman for the success of the district Cub Scout advancement programs.

Boy Scout Advancement Coordinator

Responsible to the Advancement Chairman for the success of the district Boy Scout advancement programs.

Merit Badge Counselor List Coordinator

Responsible to the Advancement Chairman for maintaining and regularly publishing an up-to-date merit badge counselor list for the district.

Higher Awards Chairman

Responsible to the Advancement Chairman for leading the selection process to recognize highly deserving individuals for district awards such as the District Award of Merit and the Award of Excellence.

Eagle Scout Advisor Team

Responsible to the Advancement Chairman. Is knowledgeable about BSA policies regarding Eagle Scout rank requirements, service projects and Eagle Boards of Review. Councils Eagle Scout candidates within a particular geographical zone.

Camping Chairman

Responsible to the Vice Chairman of Program for promoting Boy Scout summer camp opportunities within the council and tracking where units go out-of-council summer camping.

Activities Chairman

Responsible to the Vice Chairman of Program for ensuring proper planning, staffing, promotion and execution of district Cub and Scout activities.

Cub Scout Activities Coordinator

Responsible to the Activities Chairman for planning and coordinating district sponsored Cub Scout activities.

Boy Scout Activities Coordinator

Responsible to the Activities Chairman for planning and coordinating Boy Scout activities within the district.

District Dinner Coordinator

Responsible to the Activities Chairman for organizing, promoting and carrying out the annual district dinner.

Scout Anniversary Week Coordinator

Responsible to the Activities Chairman for promoting Scout Anniversary Week activities and programs with all units.

Risk Management Chairman

Responsible to the Vice Chairman of Program for representing the district on the council's risk management committee and for providing related guidance and support for district level activities.

Cub Outdoor Committee Chairman

Responsible to the Vice Chairman of Program for representing the district on the council's Cub Outdoor committee. Promotes all council sponsored Cub Scout activities and programs within the district such as Cub Family Camporee and Cub Family Camping.

International Committee Representative

Responsible to the Vice Chairman of Program for representing the district on the council's International Scouting Committee and for promoting international scouting programs and activities within the district.

Scouting For Food Chairman

Responsible to the Vice Chairman of Program for promoting the Scouting For Food good turn event within the district, coordinating collection zones within communities and recognizing units for participation.

Vice Chairman Of Administration -

Responsible to the District Chairman for the support and membership functions of the district.

Assists the District Chairman as appropriate.

Public Relations Chairman

Responsible to the Vice Chairman of Administration for promoting district level programs and activities with local media sources.

Membership Chairman

Responsible to the Vice Chairman of Administration. Gives leadership to the development and implementation to a year-round membership recruiting program: School Night recruiting, Tiger Cubs, Webelos-To-Scout Transition and new unit organization.

School Night Coordinator

Responsible to the Membership Chairman for promoting and tracking fall school night recruitment activities for new youth members.

Tiger Cub Coordinator

Responsible to the Membership Chairman for promoting the Tiger Cub program, and when necessary, provide support to packs for starting new Tiger Cub dens.

Webelos-To-Scout Transition Coordinator

Responsible to the Membership Chairman. Assists Webelos leaders and Scoutmasters with transition activities and tracks all second year Webelos transitions.

Special Scouting Representative

Responsible to the Vice Chairman of Administration for representing the district on the council level Special Scouting Committee. Promotes special scouting activities and raises volunteer awareness with regards to Cubs and Scouts with special needs.

Youth Protection Training Chairman

Responsible to the Vice Chairman of Administration for promoting youth protection training within the district, maintaining an adequate number of trained facilitators and monitoring progress of numbers of leaders trained.



DOC MEMBER RESPONSIBILITIES

Opportunity as a member of the DOC is unique and challenging. This team does four basic things which are of utmost importance to the future and success of the scouting program in our area. They are:

1. Implement Council Executive Board made policy by making decisions within the district organization to bring the program to youth.
2. Through an operating committee, plan the total program of the district so as to make quality Scouting available to all youth within the district and the entire council.
3. See that adequate finances are provided to support the program which is deemed necessary to meet the current need, and for its expansion to more youth.
4. Give leadership to all phases of the district and the council program to ensure that plans are carried out effectively and the program, as planned, actually reaches the youth of the communities.

SPECIFIC DOC MEMBERS RESPONSIBILITIES INCLUDE:

- Attend all DOC committee meetings, presently held at Redeemer Lutheran Church, on the 2nd. Wednesday of each month at 7:30pm. If unable to attend report your activity to the District Chairman or Vice Chairman prior to the meeting.
- Attend parallel council level committee meetings, e.g., district finance chair-person attends council finance committee meetings.

- Committee Chairs fill vacancies in offices and positions ordinarily under their jurisdiction. Nominating committee should be consulted and may assist in the search for the best qualified candidate.
- Committee Chairs coordinate the work of the sub-committees in various phases of the district and council program.

Your opportunities for service come through attendance at DOC meetings where basic decisions are made, participation on council committees as needed, and through acceptance of special responsibilities which you may be asked to assume from time to time.

Your active membership as part of the DOC is vitally important in the execution of the great Scouting program, the future of scouting in our district and council rests, in part, with you. We look to you as a person of conviction and expect you to voice your opinion at all times. Do not, through your silence, allow a decision to be made which is not in the best interest of the district or council. The over three thousand registered youth in our district look to you for the best kind of leadership . . . Don't let them down!





COUNCIL ORGANIZATION

COUNCIL BODY

The governing body is called the "Council". It is made up of "Chartered Organization Representatives" who represent each organization chartered to operate units. Also serving on the council body are "members-at-large", elected by the council body. The council meets once a year, but special meetings may be called to handle special business.

COUNCIL BOARD OF DIRECTORS

The council body elects the "Council Board of Directors" and the Council officers. The Board of Directors is the governing body of the council territory, empowered by the council body to act in its stead. It takes action to achieve the purposes of the local council. It establishes the council program and carries out the resolutions, policies and activities called for by the council body. It determines policy within the council territory.

EXECUTIVE COMMITTEE

The Executive Committee shall be composed of those persons who are the officers of the corporation, including the Scout Executive (who shall have no vote) and the three District Chairmen, elected by the Executive Board.

COUNCIL KEY 3

The Council President, Council Commissioner and Scout Executive serve as the key council leaders and give leadership to the overall direction of the Council.

ADVISORY BOARD

There shall be an Advisory Council to the Executive Board, composed of (a) all officers and regular members of the Executive Board who, having served upon the Executive Board not less than five years, attain or have attained the age of seventy years, (b) other officers or regular members of the Executive Board who retire after having served upon the Executive Board for at least five years, are willing to continue their relationship with the corporation in an advisory or consulting capacity to the Executive Board, and are elected to membership on the Advisory Council by a two-thirds vote of the members of the Executive Board present at any meeting, and (c) such other persons who, being unable to devote time to scouting on a regular basis, wish to serve scouting upon special assignment and are elected to membership on the Advisory Council by a two-thirds vote of the members of the Executive Board present at any meeting. Members of the Advisory Council shall be entitled to receive notice of and to attend all meetings of the Executive Board but shall have no vote.

THE PRINCIPLE OF VOLUNTEER RESPONSIBILITY

The policy of maintaining scouting as a volunteer movement finds full expression in the organization and operation of the council. Its members, officers, Board of Directors, and committees are all volunteers, with the exception of the Scout Executive. Within the limits of the national policy, they carry the responsibility for formulating and executing the plans necessary for the promotion of scouting in the council area. They determine membership goals, budgets, camp facilities and programs, leadership training programs, professional staff needs and other details of local council operation. Scouting in the council prospers in proportion to the stature, vision and enthusiasm of the volunteers who plan and carry out the local program.

. . . WITH PROFESSIONAL GUIDANCE

One of the conditions for granting a charter to a council is the employment of a staff of one or more professional scouters. These professionals serve as coaches and coordinators. They provide the administrative guidance that shapes the work of many volunteers into a coordinated, efficient pattern to get the greatest results from the volunteers' investment of time and effort.

Dennis J. Kohl is the Scout Executive of the Morris-Sussex Area Council. He has served in the professional service of the Boy Scouts of America since 1976. Having served in Poughkeepsie, NY; White Plains, NY; Hartford, CT; and Haverhill, Ma.

THE COUNCIL MANAGEMENT TEAM CONSISTS OF THE FOLLOWING:

SCOUT EXECUTIVE -	DENNIS J. KOHL
ASSISTANT SCOUT EXECUTIVE	- CATHERINE M. ZANOTTI
PROGRAM DIRECTOR -	ROBERT MORRIS
OFFICE MANAGER -	BARBARA T. MUTH
ACCOUNTING MANAGER -	LOIS R. CAIN

FINANCING THE COUNCIL

Individuals, corporations, and foundations provide resources that make scouting possible.

Successful efforts to reach large numbers of youth, fulfill community needs and provide quality programs require careful planning to assure maximum results from all resources.

The Morris-Sussex Area Council does not directly operate scouting units. Local community organizations receive a charter from the Boy Scouts of America to operate their own units. This agreement is a dual responsibility. The local council provides funding, program service, training, and a professional staff to make possible continuing successful unit operation. The chartered organization provides members, activities, meeting place, maintenance, utilities, and volunteer leadership. The council seeks out qualified chartered organizations where the youth live, in addition to facilities and leadership provided by the chartered organization.

The community, through council-conducted campaigns, pays for council expenses necessary to provide program, fund raising staff, and services needed to achieve planned goals in finance, balance membership growth, and quality activities.

Financing within the communities of the Morris-Sussex Area Council is dependent upon a broad base of overall community support from *Friends Of Scouting* (FOS), and other sources of income. Special funds frequently are secured from foundations, grants, and project sales.

The Boy Scouts of America constantly is reviewing programs to meet community needs in a changing era, and provides education and informational resources for council operations.

National costs are paid from membership fees, local council charter and national service fees, yields from business operations and investments, and special grants. National Council funding for its operation does not interfere with our council funding.

THE EXECUTIVE BOARD ROLE

Financing the local council is the responsibility of the executive board of the council. Responsibilities include: planning the budget, raising funds for budget needs, controlling expenditures, and conducting financial affairs without a deficit. These duties are delegated to the executive board by the "Local Council Articles of Incorporation and Bylaws, Boy Scouts of America".

While most of these functions are carried out by committees, the ultimate responsibility for success is assigned to the local council executive board. Success is achieved by:

- Assessment and analysis of council operations and community needs.
- Matching council programs to community needs.
- Developing an image to attract community leadership attention.
- Building an immediate and a long-range plan for membership growth, program expansion, volunteers, staff requirements, capital needs, and financial support.
- Planning an annual budget to provide the staff and services required to achieve the goals of a quality program, membership growth, and finance.
- Securing the United Way allocation.
- Organizing the finance and fund raising committees.
- Determining the goals to be raised by each fund raising committee for the operating budget, endowment fund, capital needs, special projects.
- Securing support of leaders who understand the financial program of the council.

- Establishing procedures within the local council to guide money-earning activities to comply with the policy of the Boy Scouts of America.
- Controlling expenditures. Keeping expenses within available income as well as managing cash flow.



APPENDIX

ORGANIZATION CHARTS & DIRECTORY

The attached West Morris District Organization Charts provide a detail listing of district volunteers. These volunteers are serving the youth of the district on its various committees as well as in their local units and communities at large. Where no name is shown the position is currently open. Please call Al Hellwege, Scott DeWitt, the vice chairman or committee chairman to inquire about (or suggest a volunteer for) an open position. We need more help!

The West Morris District Organization Charts are:

- 1. District Structure**
- 2. Roundtable Staffs**
- 3. Commissioners Staff**
- 4. Revenue Development (finance)**
- 5. Program**
- 6. Advancement**
- 7. Administration**
- 8. Nominating Committee**

District Directory

Communities served by Zone: Zone 1- Mt. Olive & Washington. **Zone 2-** Jefferson, Mt. Arlington & Roxbury. **Zone 3-** Denville, Mine Hill, Rockaway & Wharton. **Zone 4-** Chester, Mendham, & Randolph.

