



110th Toronto Scout Group Volunteer Portfolios

Group Chair:

- *All year*
- Help coordinate all administrative duties and chair monthly Group Committee Meetings.
- Attend 6-8 area Group Chair Forums through the Scouting year

Co-Group Chair:

- *All year*
- same as above but in support role

Treasurer:

- *All year*
- guardian of the group money
- ensure proper book keeping
- issue checks
- ensure proper claims of expenses
- Financial Reporting

Quartermaster

- *All year*
- ensure accurate inventory of equipment
- coordinate maintenance of equipment
- coordinate acquisition of new equipment
- ensure efficient storage of all equipment

Recording Secretary:

- *All year*
- keep accurate minutes of all Group Committee Meetings
- file minutes in Group records and with Area Commissioner
- help with administration in general

Registration Coordinator:

- *Primarily September*
- ensure money is collected
- ensure all documentation filed with region in timely manner

Fundraising Coordinator:

- *All year*
- coordinate an enthusiastic fundraising program
- investigate new fundraising ideas beyond Apple Day, Popcorn, Calendars, Car Washes

Apple Day Coordinator:

- *Mid September to Mid October*
- Order and pick up apples.
- Prepare maps of the neighborhood
- Contact and get approval for youth to be in front of stores/businesses on Apple Day
- Coordinate actual day (youth here, apples in stock etc.)
- Coordinate counting of money

Popcorn Coordinator:

- *February to March*
- Pickup and distribute Order kits
- Tabulate youth orders and send in Group order
- pick up Group Popcorn order
- distribute product to youth
- Collect money from youth
- Pass money and report to Treasurer

Calendar Coordinator:

- *Fall*
- Order Calendars
- Pickup calendars
- distribute product to youth
- Collect money from youth
- Pass money and report to Treasurer

Camp Transportation Coordinator:

- *6-8 times a year*
- Create and distribute Camp permission forms
- Collect money and permission forms from youth
- pass money to treasurer
- Ensure permission forms are accurately filled out
- Arrange adequate transportation based on number of youth attending camp