



**Eagle River District of the Northern Star Council  
Venturing Officers Association  
Operating Procedures**

**Article I: Authority to Organize**

The Venturing Officers Association is granted the authority to organize and operate under the supervision and administrative authority of the District Chair of the Eagle River District of the Northern Star Council, Boy Scouts of America, and to continue to operate and exist as long as the District Chair, under his/her sole discretion, finds such operation and existence to be in the best interest of Scouting.

**Article II: Mission Statement**

The mission of the Eagle River District of the Northern Star Council Venturing Officers Association is to promote and support the Venturing program, utilizing a standard organizational structure that enables the Eagle River District to grow membership by advancing leadership opportunities through communication, program, and administration.

**Article III: Purpose and Responsibilities**

1. Organize, promote, and give leadership to all Council and District Venturing activities, events, and trainings.
2. Participate in and provide opportunities for service.
3. Promote Venturing camping opportunities.
4. Provide recognition of youth, adults, and units through implementation and promotion of advancement and awards programs.
5. Provide avenues of communication among Council, District, and Unit leadership.
6. Act as a resource for District and Unit Venturing programs.
7. Provide youth leadership to the District operating committees.

**Article IV: Membership**

1. The membership of the District Venturing Officers Association consists of the District Venturing Officers Association District President, District Vice President of Administration, District Vice President of Program, District Vice President of

Communication, District Sea Scout Boatswain, and all Crew Presidents or representatives. Advisors and professional advisors for each of these positions serve as ex-officio members.

## **Article V: Selection Process of Council and District Venturing Officers Association Officers and Advisors**

### 1. District Venturing Officers Association President

- a. The District VOA President is to be selected by May 15.
- b. Current and past crew officers and above are eligible to submit an application.
- c. Eligible applicants may submit an application by April 1.
- d. The District VOA Staff Advisor, the District VOA Advisor, and the current District Venturing Officers Association President will review all applications to identify qualified applicants.
- e. The District VOA Advisor, the current District Venturing Officers Association President, and, any District VOA Vice Presidents & District VOA Sea Scout Boatswain and crew presidents who are not candidates will form a selection committee to interview and select a new District Venturing Officers Association President from the qualified applicants.
- f. The interview process will be determined by the district Venturing Officers Association leadership and may include remote conferencing.

### 2. District Venturing Officers Association Vice Presidents & Sea Scout Boatswain

- a. All District Venturing Officers Association Vice Presidents shall be by appointment by the selected Venturing Officers Association District President.
- b. The youth president may appoint any additional positions, if there is a need for the position.

### 3. Advisor Appointments

- a. The District VOA Advisor shall be appointed by the Eagle River District Committee Chair and serve at the appointer's pleasure.
- b. The District Staff Advisor shall be appointed by the District Committee Chair and serves at the appointer's pleasure.
- c. Associate and other subsidiary VOA Advisors shall be appointed by the District VOA Advisor, be approved by the District VOA Staff Advisor, and serve at the appointer's pleasure.

## **Article VI: Removal of Officers**

1. Any youth or adult may resign from office.
2. Any appointed youth or adult may be removed from office at any time by the appointer.
3. Venturing presidents may be removed from office by agreement of the District VOA Advisor and District VOA Staff Advisor.

4. Venturing presidential vacancies shall be filled through appointment by the District VOA Advisor and District VOA Staff Advisor, with the consent of the District Committee Chair, for the remainder of the term of office.
5. For all removals, the remover should consult with their leadership before taking action.
6. District Committee Chair should be notified if any member is removed from office.
7. The removal and replacement of Venturing presidents should be undertaken rarely and only for just cause. The District VOA Advisors should consult with the District VOA Staff Advisor, District Committee Chair and the president's leadership prior to taking this action.

## **Article VII: Job Descriptions**

1. President – The District VOA President is selected by a prescribed process to serve for a specific term of office (June 1 to May 31). The District VOA President:
  - a. Reports to the Eagle River Committee Chair and serves as a member of that committee.
  - b. Works with District VOA Advisors and District VOA Staff Advisors of their own Venturing Officers Association and with Venturing presidents at the tiers above and below them.
  - c. Appoints and supervises vice presidents, Venturing Officers Association liaisons, and additional optional Venturing Officers Association youth positions.
  - d. Represents the Venturing Officers Association to Scouting leadership at the same tier.
  - e. Motivates and coordinates the three District VOA Vice Presidents and any other appointed Venturing Officers Association members in assigned tasks and conducting meetings with them as needed.
  - f. Helps train and mentor District Crew Presidents.
  - g. Plans and leads regular meetings of the Venturing Officers Association.
  - h. Assists Venturing Officers Association members with the selection of subsidiary youth members.
  - i. Assists the volunteer advisor with selection of subsidiary advisors.
  - j. Tracks all goals for the Venturing Officers Association and provides regular progress reports to the Youth Development committee.
2. Vice President of Administration – The District VOA Vice President of Administration is appointed by the president-elect (for a term concurrent with that of the president's), and serves at the president's pleasure. The District VOA Vice President of Administration:
  - a. Works with an associate volunteer advisor of the Venturing Officers Association.
  - b. In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the administrative functions of the Venturing Officers Association.
  - c. Develops and implements strategies to increase Venturing membership within the territory of the Venturing Officers Association.

- d. Actively pursues positive relationships with representatives of BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the Venturing Officers Association and Venturing.
  - e. Develops and maintains knowledge of customs, traditions, and relevant facts about BSA chartered organizations, religious groups, businesses, community organizations, and other groups also of interest to the Venturing Officers Association and Venturing.
  - f. Plans and organizes youth officer selections for the Eagle River Venturing Officers Association.
  - g. Promotes and facilitates the selection and presentation of the Venturing Leadership Award and other appropriate Venturing awards for the Eagle River District.
  - h. Maintains records of recognitions, membership, officer selections, and Venturing Officers Association leadership alumni.
  - i. Keeps contact with Venturing Officers Association alumni for possible future mentor or advisor roles when needed.
  - j. Takes minutes at Venturing Officers Association meetings.
  - k. Performs any other duties as assigned by the president.
3. Vice President of Program – The District VOA Vice President of Program is appointed by the president-elect (for a term concurrent with that of the president) and serves at the president's pleasure. The District VOA Vice President of Program:
- a. In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the program functions of the Venturing Officers Association.
  - b. Works with an associate volunteer advisor of the Venturing Officers Association.
  - c. Supervises activity chairs and the planning of activities (conferences, outings, summits, and other events).
  - d. Facilitates internal training events of the Venturing Officers Association.
  - e. Promotes external training events and maintains a knowledge base of all training opportunities available for youth and adult members in Venturing.
  - f. Manages Venturing Officers Association finances, if required.
  - g. Coordinates and implements innovative ideas for development.
  - h. Performs any other duties as assigned by the District VOA President.
4. Vice President of Communication – The District VOA Vice President of Communication is appointed by the president-elect (for a term concurrent with that of the president) and serves at the president's pleasure. The District VOA Vice President of Communication:
- a. In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the communication functions of the Venturing Officers Association.
  - b. Works with a District VOA Associate Advisor of the Venturing Officers Association.

- c. Actively studies and remains aware of the best way to communicate to Venturers on the Venturing Officers Association and in its jurisdiction, understanding that several methods of delivery must be utilized for maximum effectiveness.
  - d. Ensures that the Venturing Officers Association's web presence is being maintained, updated, and scaled appropriately for effective publication of information and collection of feedback.
  - e. Periodically publishes a newsletter of past, current, and future events, including articles of noteworthy events and other items of interest to Venturers.
  - f. Submits articles about the Venturing Officers Association's activities to other Scouting media (e.g., council or region newsletter and websites).
  - g. Actively pursues opportunities to increase Venturing Officers Association exposure by submitting articles, comments, photos, and upcoming event announcements, and reports to external publications such as local newspapers and other appropriate venues.
  - h. Maintains groups, pages, blogs, calendars, message boards, etc., on the most relevant social media and social networking sites.
  - i. Develops and maintains the tools to communicate with all relevant parties using a variety of methods such as telephone, text message, email, and postal mail as appropriate.
  - j. Maintains rosters of Venturing Officers Association members and frequently involved persons, including as many forms of readily available communication paths as possible, and identifies preferred methods, making it available to the Venturing Officers Association as needed and appropriate.
  - k. Develops updates, maintains, and makes readily available marketing strategies, solutions, and materials.
  - l. Actively pursues contact information for people, groups, and businesses of interest to the Venturing Officers Association.
  - m. Performs any other duties as assigned by the District VOA President.
5. Sea Scout Boatswain – The District VOA Sea Scout Boatswain is appointed by the president-elect (for a term concurrent with that of the president) and serves at the president's pleasure. The District VOA Sea Scout Boatswain:
- a. In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the program functions of the Venturing Officers Association.
  - b. Works with an associate volunteer advisor of the Venturing Officers Association.
  - c. Supervises Sea Scout activity chairs and the planning of activities (conferences, outings, summits, and other events).
  - d. Facilitates internal training events of the Venturing Officers Association.
  - e. Promotes external training events and maintains a knowledge base of all training opportunities available for youth and adult members in Sea Scouts.
  - f. Coordinates and implements innovative ideas for development.
  - g. Performs any other duties as assigned by the District VOA President.

6. Subsidiary Venturing Officers Association Member – The subsidiary Venturing Officers Association member is appointed by the District VOA President and serves at the president's pleasure. The subsidiary Venturing Officers Association member:
  - a. Reports to a District VOA Vice President or District VOA President.
  - b. Completes duties as assigned by the District VOA Vice President to accomplish the objectives of the Venturing Officers Association.
7. Ad Hoc Venturing Officers Association Members
  - a. A position profile will be established by the District VOA President and approved by the commensurate tier volunteer advisor for any appointed ad hoc (temporary) positions.
8. Advisor – The District VOA Advisor is appointed by the Eagle River District Chair and serves at the appointer's pleasure. The District VOA Advisor:
  - a. Reports to the Eagle River District Committee Chair and serves as a member of the District Committee.
  - b. In consultation with the staff advisor and president, appoints and supervises associate volunteer and subsidiary volunteer advisors to work with any youth appointed by the president.
  - c. Works with the District VOA President and District VOA Associate Advisors, and coordinates with advisors at the tiers above and below him or her.
  - d. Serves as a mentor and advocate for the president.
  - e. Ensures fiscal, programmatic, and risk management issues are properly addressed.
  - f. Is familiar with the operations of any relevant Scouting organizations in their territory.
9. Staff Advisor – The staff advisor is a Professional Scouter appointed by the Scout Executive and serves at the appointer's pleasure. The staff advisor:
  - a. Serves as a member of the Eagle River District Committee.
  - b. Ensures that the policies and interests of the BSA are maintained.
  - c. Approves all adult appointments of the Venturing Officers Association.
10. Associate Volunteer Advisor – The associate volunteer advisor is appointed by the District VOA Advisor and serves at that advisor's pleasure. The associate volunteer advisor:
  - a. Supervises any subsidiary adults appointed by the District VOA Advisor.
  - b. Serves as a mentor and advocate for the youth members they advise.
  - c. Supports the volunteer advisor in ensuring that fiscal, programmatic, and risk management issues are properly addressed.
  - d. Provides expertise and/or training to specific youth officers to help them accomplish assigned tasks.

11. **Subsidiary District Advisor** – The subsidiary volunteer advisor is appointed by the District VOA Advisor and serves at that advisor's pleasure. The Subsidiary District Advisor:

- a. Reports to a District VOA Associate Advisor or the District VOA Advisor.
- b. Supports youth subsidiary Venturing Officers Association members to accomplish assigned tasks.

### **Article VIII: Amendments to Operating Procedures**

- 1. These operating procedures shall be subject to amendment at any Venturing Officers Association meeting.
- 2. Amendments must be submitted to the Venturing Officers Association officers in writing at least two weeks before the Venturing Officers Association meeting for review.
- 3. Amendments are presented at the Venturing Officers Association meeting and are approved by a simple majority of officers present at the meeting for presentation to the District Venturing Assembly.
- 4. Final approval is by simple majority of all present at the Venturing Assembly.

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Approved by President *Date*    Approved by Advisor *Date*    Approved by Scout Executive *Date*

**\*\*\*Please reference the Standard Operating Procedures, that these example operating procedures that could apply to a council and district, for more clarification or for additional information\*\*\***