

Interest Topic: Leader Recruitment and Succession Planning

Cub Scout Roundtable			
Time Allotted	Activity	Assigned to	Content
30–40 minutes	General session for all participants	Cub Scout roundtable team and participants	<p>Leader recruitment is the responsibility of the chartered organization. However, unit leaders are probably the most valuable resource the chartered organization has to help identify new leaders. Current leaders are often very familiar with the parents of current Scouts and parents of prospective Scouts.</p> <p>Where does a unit begin? When should leader recruiting happen? Have the group discuss how to identify leaders. Share the brochure “Selecting Cub Scout Leadership” (available online; see links in the Resources section) and the Family Talent Survey Sheet (in Resources). Share best practices on how the information can be used to recruit new pack leadership.</p> <p>Share and review the position Specific new leader brochures, also available online (links in Resources). Share best practices for vetting prospective den leaders and pack leadership.</p> <p>Discuss orientation and training, and their impact on leader retention. Discuss other ways to support the leader. Who can teach him or her how to plan and conduct den meetings and how to communicate effectively with the parents?</p> <p>Discuss how a unit can recover if the wrong selection was made.</p> <p>Discuss succession planning (see Resources).</p> <p>Share your local council/district training chair information as well as how to learn about training events in your council.</p>
10 minutes	Q&A	Cub Scout roundtable team	Opportunity to answer any additional questions
5 minutes	Closing	Cub Scout roundtable commissioners	Leader appreciation ceremony (see Resources section).

Takeaway: Leader recruitment is an ongoing process for every unit. The den leader is one of the most important volunteer roles we have, since the den leader will determine the quality of the experience each Cub Scout has. Sometimes it is a challenge to find the right person for the job, to find enough people to fill the positions, and to retain them.

GENERAL SESSION

Note to presenter: Explain that every leader is a recruiter of another leader so that the pack will continue to grow and remain healthy. Give each participant a copy of “Selecting

Cub Scout Leadership” (see link in Resources), and tell them: “This BSA publication offers steps to success, lists the qualities of unit leadership, and includes ideas on selecting leaders. All of this information will be helpful to you in the process of recruiting leaders.”

Share with participants where they can find Den Leader resources: scouting.org/programs/cub-scouts.

Explain: “Once a leader has been recruited, how can we keep that leader? The process begins with orientation, then moves immediately to training (online at the Learning Center on scouting.org or check with your Council for in person training) and support. These additional BSA publications will acquaint a new leader with the job for which they have been recruited. Some units may also have positions such as “unit popcorn kernel,” “recruiting night coordinator,” and so on. For those

positions, a pack will need to create a position description or list of responsibilities to help each leader in his or her new position. Councils will have local position description for these.

Succession Planning

Change of leadership is to be expected in a Scouting unit. Often, leaders move up in the program with their child. It is extremely important that every unit have a succession plan. Succession planning is an ongoing process of systematically identifying, assessing, and developing talent to ensure the leadership continuity for all key positions in an organization.

For every unit position there should be someone preparing to take over that position at a later date. The newest members can observe and help. Experienced parents and leaders act as co-chairs and co-leaders.

Almost everyone has something to contribute, and may only be waiting for you to ask. A good place to begin is by asking a parent to help in a small way or completing a task. If they do well, they can be asked to take on a larger responsibility in the future.

Create a culture of volunteering in your unit! When you sign up new Scouts, be sure the parents understand that once their child is registered, they are encouraged to help, even if it is a small responsibility.

You can give future leaders a head start by speaking with them early about the possibility of them taking on a volunteer role with the unit. This will give them time to observe what is currently being done in that role and begin to get training.

Sample Succession Planning

What are your leadership roles? Every unit has leaders (Cubmaster and pack committee chair), assistant leaders, and key committee people such as the treasurer and coordinators for pinewood derby, the blue and gold banquet, etc. Assess the likelihood that those people may be leaving over the next year or two. Determine which den leaders will need to be replaced.

Evaluate your resources. List the adults in your pack who are not currently in a leadership role, including new parents. Try to determine their talents and abilities, and the job for which they would be best suited. Make certain that the parents of the youngest members of your unit are tapped early for small tasks that can lead to positions of greater responsibility. Vet your prospects so that you are selecting the very best person for each task.

Approach the prospects. Once you have confirmed an established leader's intent to depart at some future date, invite your prospects to consider the first steps toward taking over. If you plan ahead, the new leader could shadow the current leader for several months, receiving on-the-job training in the position.

Set a final date for the transition. If the parent of a second-year Webelos Scout is moving with their child to a troop, their position (as blue and gold banquet coordinator, for example) will likely open up sometime in late winter or spring. Agree with all parties on a transition date. Don't forget to have all your new leaders complete Youth Protection Training and ask them to complete basic training for the position.

RESOURCES

Selecting Cub Scout Leadership

Have a copy of this four-page publication to give each Roundtable participant:

<https://filestore.scouting.org/filestore/pdf/13-500.pdf>

Family Talent Survey Sheet

Have all parents in the unit complete the Family Talent Survey Sheet shown on the next page. Explain why this document can be very helpful to a den leader and to pack leadership. The document is available for downloading at: <http://www.cubmaster.org/ParentTalentSurvey-Cubs0701.pdf>

New Leader Orientation

Information contained in the BSA publications listed below will acquaint new leaders with the job for which they have been recruited:

- All Cub Den Leaders: www.scouting.org/programs/cub-scouts/den-meeting-resources/
- Cubmaster Resources: www.scouting.org/programs/cub-scouts/pack-meeting-resources/
- Pack Committee Resources: www.scouting.org/programs/cub-scouts/pack-committee-resources/

Closing: Leader Appreciation Ceremony

Materials: Four candles

The Cub Scout roundtable commissioner says the following:

Scouting is made up of many things, people, and ideas.

Tonight we are going to take a few minutes to reflect on some of the more pertinent aspects of Scouting.

(Lights the first candle.) First, Scouting is a program. As depicted by our first candle, it is a program dedicated to

the development of character, citizenship, and the mental and physical fitness of our youth.

(Lights the second candle.) Second, Scouting is for the youth of our community. Young people who are learning expect to gain recognition by advancement. But, most of all, they expect to have fun with others their own age.

(Lights the third candle.) Third, Scouting is for the parents of our Scouts. Without parents taking an interest in the activities of their children, taking them to meetings, and fulfilling their part of the Scouting program, we could not have Scouts.

Lights the fourth candle.) Leaders, I light this candle for you, for you have been a faithful leader to us and we want you to know that your work, dedication, and tireless effort are greatly appreciated. Without your leadership and the leadership of ALL Cub Scout leaders, the first three candles—program, youth, and parents—would be meaningless. Thank you!

Training

Once a leader has been recruited and has received some orientation, the best way to help them become successful is training. Training is conducted by local district training volunteers. Using the nationally approved materials ensures our leaders are trained across the country using the same information.

It's important to know and understand what training is needed for the various positions.

EVERY leader must have Youth Protection Training. Other training requirements will be based on the program level of the volunteer (Cub Scout, Scouts BSA, Venturing & Sea Scouts) and the position of the volunteer (den leader, committee member, Cubmaster, etc.)

Cub Scout Adult Leader Requirements by Position

Cubmaster (CM) and Assistant Cubmaster (CA)

Y01 Youth Protection Training

C40: Cubmaster and Assistant Position-Specific Training, OR

Online: Cubmaster Position-Specific Training
Cubmaster – Before the First Meeting
Cubmaster – First 30 Days

Pack Committee Chairman (CC) and Pack Committee Member (MC)

Y01 Youth Protection Training

C60 Pack Committee Challenge, OR

Online: Pack Committee Position-Specific Training
Pack Committee – Before the First Meeting
Pack Committee – First 30 Days

Cub Scout Den Leaders,

Y01 Youth Protection Training

C42 Cub Scout Den Leader and Assistant Position-Specific Training, OR

Online: Den Leader Position-Specific Training
Den Leader – Before the First Meeting
Den Leader – First 30 Days

Chartered Organization Representative (CR)

Y01 Youth Protection Training

D72 Training the Chartered Organization Representative

Adult leaders in units are considered trained—and are eligible to wear the official “trained” emblem—once they

- Have completed Youth Protection Training and the training courses outlined above, OR
- Have completed Youth Protection Training and a previous basic training course when it was current.

Note to Presenter: If time permits and internet access is available, present a quick tutorial on the online modules from the e-learning portal at my.Scouting.org