

SELECTING QUALITY LEADERS

FOR SCOUTS BSA



Scouting  America.

Message to Chartered Organizations

Your organization has joined with Scouting America to deliver a program of character development, citizenship training, leadership, and mental and physical fitness to the young men and women of your community. Critical to the success of your Scouting program is the selection of quality leaders who represent the values of Scouting America and your organization. The chartered organization has the responsibility for the selection of these individuals.

You will find the following information in this brochure:

- A selection and recruiting process that has proven to be successful for many years
- A sample presentation for the recruitment of new leaders
- The traits of a successful Scout leader
- Position description for a new Scoutmaster

The Process

Scoutmasters and assistant Scoutmasters must be identified and recruited by the chartered organization when a new troop is organized or when there is a leadership change in an existing Scout troop. The chartered organization may seek advice from the local council about the process.



1 Chartered Organization Briefing

The head of the chartered organization or the chartered organization representative meets with the representative of the local council to discuss the process of selecting and recruiting quality leaders. This Scouting professional can provide best practices. It is important at this time for the chartered organization to understand its responsibility for operating a unit, and particularly its responsibility for selecting and recruiting new leaders.

Action. In forming a new unit, the organization head appoints a selection committee of knowledgeable and influential people to select the very best individual to serve as a leader. Existing units should already have a unit committee in place to assist with this process.

2 List and Appraise Prospects

It is preferred that the head of the chartered organization chair the meeting of the leadership selection team. If not, the chartered organization representative should do so.

1. Develop a prospect list. Have on hand a membership roll of the chartered organization and the names of the parents of troop members or prospective members. Ask each person to suggest additional names. Enter the names in the spaces provided under "Guide for Selecting a Leader" on the back of this folder.
2. Rate each prospect by placing a check mark in the appropriate box ("Yes," "No," or "Don't Know") for each quality of leadership. Don't omit people assumed to be "too busy." That decision belongs to the candidate.
3. If there are several "Don't Knows" for any prospect, it is imperative that some discreet inquiry be made.
4. In the overall evaluation, rank the prospects in order of preference as soon as all information is obtained.
5. Secure approval from the organization head to contact the preferred candidates. You want to make sure you are recruiting the best candidate to represent the chartering organization.
6. Appoint three people to call on the first prospect. At least one member of the team must be from the chartered organization.

3 Make an Appointment With the Prospect

The selection committee member who knows and has the respect of the No. 1 prospect should make the appointment with the prospect.

Action. The appointment usually can be made on the phone. **Do not try to recruit the prospect over the phone.** Your objective at this point is to set a time and date to meet, preferably at the prospect's home. You will want to involve any person the prospect needs to discuss an important decision with at this meeting, since it will affect the prospect's time at home. If the prospect questions the purpose of the meeting, frankly state that it is to discuss the chartering organization's involvement with the mentoring of youth in the community. Confirm the date and time with the other members who will be making the visit.

4 Meet With the Prospect

The committee members making the visit should gather at a convenient place and arrive at the meeting location to make the ask as a group.

Action. Ask the prospect to serve in the desired position, subject to approval of the membership application. If for some reason the prospect is unable to accept the position, you should repeat the process with the No. 2 prospect (who now becomes No. 1).



5 Welcome the New Leader

Every step should be taken to ensure that the new leader is recognized for accepting this important position.

Action. Once the prospect has accepted the position and has been approved as a leader, the head of the chartered organization should personally welcome the new leader. An announcement should be placed in the local newspaper and the chartered organization's publication, if applicable. A formal induction ceremony should take place as soon as possible at a meeting of the chartered organization.



6 Training

As soon as the new leader agrees to serve and completes the adult application, the district training team supports the new leader, who should establish a my.scouting account and take Safeguarding Youth Training and specific training for the position recruited for.

Action. The new leader should familiarize themselves with Scouting.org and begin viewing online roundtable videos to supplement specific training for new position.



Sample Presentation

OPENING COMMENTS

(After introductions) (*Name*), you must be wondering why all of us are here. (Response) It's as I told you over the phone. We are here to talk to you about something very important, and we believe you are the best candidate for the task. As you may know, our (*type of organization*) (*has been/is in the process of organizing*) a Scouts BSA troop.

Short History (Knowledgeable Person)

(This is a good time to describe what has happened with the troop organization up to this point or with a short history of the current troop. If this is a replacement for a Scoutmaster, then comments related to that person's departure would be appropriate.)



Why We Are Here (Key Person)

Now, (*prospect name*), that brings us to why we are here. A group of knowledgeable people met recently to determine who would be the best person to lead the youth in our troop. We went through a very detailed process that involved making a list of everyone we thought qualified based on some very strict Scouting America standards. We then rated them as to who we thought would be the best for the youth in our troop. Your name rose to the top of the list. (Pause for acceptance of that fact.)

Describe the Role of the Scoutmaster (Scouting America Representative)

(The position description found in this brochure might be helpful if the prospect has questions about duties.)

Note: You might encounter objections at this point, so be prepared with the answers.

Well, (*prospect's name*), you have heard our story, and we hope we have answered your questions. You are our No. 1 prospect. This group, the members of the troop committee, and the membership of the chartered organization promise you our support if you will assume this important position.

(Wait for answer. This is very important. The prospect will accept the position or present objections to accepting. If this person accepts, move on to the next step in the process, which is the completion of an adult application. If this person objects, then we must answer the objections and close the presentation again. This might occur several times before you receive a final response.)

Types of Objections Likely to Be Encountered and Responses

Why me? I am sure there are many more qualified people!

That's not true. We looked at a lot of people, but your name came up at the top of our list.

I don't have enough time.

We've found that our most successful Scoutmasters are very busy people, but they have made time for Scouting and youth.

I don't have the knowledge or experience to be a Scoutmaster.

Scouting America has been in existence for more than 100 years. We have excellent training programs that will give you all the knowledge you need to be successful. On a regular basis, we will also check on your progress and offer a helping hand as needed.



That's an awful lot of work for one person.

That's correct. The troop committee is responsible for the administrative functions of the troop—such things as equipment, finances, and transportation. Assistant Scoutmasters can help you with the mentoring and working with the youth. It has to be a real group effort.

Scoutmaster

Position Description:

The Scoutmaster is responsible for training and guiding youth leaders in the operation of the troop, and for managing, training, and supporting his or her assistant Scoutmasters in their role.

Scoutmaster Duties

- Complete position-specific training, including Introduction to Outdoor Leader Skills.
- Ensure that the troop program achieves the aims of Scouting by using the methods of Scouting.
- Train and guide youth leaders.
- Work closely with the senior patrol leader and attend patrol leaders' council meetings.
- Coordinate the work of assistant Scoutmasters.
- Work closely with the troop committee and make reports at troop committee meetings.
- Ensure that Scouts have the chance to participate in at least 10 days and nights of camping each year.
- Ensure that Scouts have the chance to advance to First Class rank in a year and one rank per year after that.
- Conduct or delegate Scoutmaster conferences.
- Ensure that Scouting America policies are followed.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.



Guide for Selecting a Leader

All Scout leaders must be 21 years of age or older, except assistant Scoutmasters, who must be 18 or older and of good moral character. Men and women may serve in any position. All registered adult Scouters shall subscribe to the declaration of religious principle and meet the requirements as prescribed on the official registration forms.

List the names of prospects in the spaces below. Place a check mark in the appropriate box ("Yes," "No," or "Don't Know") for each leadership quality. Include any special qualifications your organization may require. In the overall evaluation, rank the prospects in order of preference as soon as all information is obtained. Successful leaders have been found to have many of the following characteristics.

Qualities of Unit Leadership

- 1** Accepts the ideals and principles of Scouting America and its chartered organization.
- 2** Sets an example as a role model through appearance and consistent ethical behavior (fairness, honesty, trust, respect for others).
- 3** Has the ability to delegate tasks that permit use of adult and youth resources.
- 4** Advocates and enjoys seeing youth development and growth.
- 5** Appreciates the outdoors and enjoys the natural environment.
- 6** Has some experience in group activity leadership in club, lodge, or religious organizations.
- 7** Wins the confidence of parents, youth, and the community.
- 8** Listens and builds rapport with others in a counseling role.
- 9** Is willing to invest a definite amount of time for training and unit leadership.
- 10** Is an active member of the chartered organization or its affiliates.

		Name	Name	Name	Name
1	Yes				
	No				
	Don't Know				
2	Yes				
	No				
	Don't Know				
3	Yes				
	No				
	Don't Know				
4	Yes				
	No				
	Don't Know				
5	Yes				
	No				
	Don't Know				
6	Yes				
	No				
	Don't Know				
7	Yes				
	No				
	Don't Know				
8	Yes				
	No				
	Don't Know				
9	Yes				
	No				
	Don't Know				
10	Yes				
	No				
	Don't Know				
Overall Evaluation					

