

2012–2013

Venturing Standard Operating Procedures



VENTURING

Standard Operating Procedures

THE MISSION

The mission of the national Venturing cabinet and the region and area Venturing officers' associations is to promote and support the Venturing program, utilizing a standard organizational structure that enables local councils to grow membership by advancing leadership opportunities through communication, program, and administration.

Changes for 2012–2013

After the edits of 2011, a few issues arose that required additional clarification or more instruction. After a review by the National Venturing Youth Cabinet, several changes have been made to help improve the way that Venturing is administered per the Venturing Standard Operating Procedures.

The changes are:

- ◆ The definition of *merit* has been clarified.
- ◆ Giving the opportunity for equal representation within the selection panel.

The new wording will be:

- ◆ Merit
 - ◆ The Key 3 of each tier may choose to eliminate candidates for the presidency of their tier if they deem that the pool of candidates is too large to effectively conduct the selection process. The Key 3 shall select a process to determine who the most qualified and competitive candidates are based upon the job description within this SOP and present those candidates to the complete selection panel. If practical, each eliminated candidate should receive a personal interview, but this is not required. The preferred pool size is four, but the Key 3 may choose to present a different size pool of no fewer than two.
- ◆ Equal Representation
 - ◆ If a member of a presidency selection panel is for any reason unable to participate in the selection process, then the volunteer and professional advisors of the represented lower tier may appoint another Venturer from that tier to serve as a replacement selection panelist.

Venturing Standard Operating Procedures

A frequently asked questions document has been published to help clarify any outstanding questions within the Venturing Standard Operating Procedures. This document is available at www.scouting.org/venturing.

It is recommended that you read through the entire Venturing Standard Operating Procedures to gain a clear understanding of its contents.

Venturing Leadership Beyond the Crew

This document contains the prescribed organizational schemes for the administration of a Venturing leadership structure for the National Council of the Boy Scouts of America at the national, region, and area tiers. It also provides recommended models for local councils to adopt. This document provides a minimal set of practices; leadership at all tiers may expand upon this standard operating procedure by creating more specific guidelines.

Leadership for Venturing at the national tier of the Boy Scouts of America consists of a national Venturing cabinet composed of a national Venturing president, national Venturing vice president, and region Venturing presidents, supported by a national Venturing advisor, national Venturing associate advisor, and national staff advisor and region Venturing advisors and staff advisors. The national Venturing cabinet reports to the national Youth Development Committee.

Leadership for Venturing at the region and area tiers shall consist of a Venturing officers' association (VOA) composed of required and optional youth and adult positions described within this document. Each VOA shall report to the Youth Development committee at its tier.

This document contains:

- ◆ Methods to select youth officers and appoint adult advisors to VOAs
- ◆ A timetable for the selection and appointment of officers and advisors
- ◆ Position descriptions
- ◆ Model organizational charts for a standard VOA
- ◆ A short glossary for reference and clarification of terms

Youth Officer Selections

Applications for youth officer positions are available at www.scouting.org/venturing, and all applicants will require the prior approval of their crew Advisor and local council Scout executive.

Venturing Standard Operating Procedures

The term of office for all national, region, and area youth officers will be June 1 to May 31 each year. It is also recommended that all councils adopt the same term for their Venturing officers' association.

Region VOA presidents and the national Venturing president shall have a single term limit.

All applicants for every youth office must be under age 21 throughout the duration of the term for any office held.

If an applicant is not selected for a position, the application may be passed down to the next tier if the candidate so desires. Each youth not selected for an office should be offered the opportunity to be considered for the next tier down. If the candidate accepts the opportunity, the application should be promptly transferred to the selection panel of that office for consideration.

If no applicant for an office exists at the time of selection, the volunteer advisor and staff advisor for that office may extend the current officer's term.

All youth officer positions shall have an adult advisor to provide support to the youth throughout their term.

A Venturer may hold only one area, region, or national position during their term. It is recommended that a Venturer serve in no more than one crew, district, or council position while holding an area, region, or national position.

Selection Process: National Venturing President

- ◆ The national Venturing president is to be selected by March 15.
- ◆ Current and past region Venturing presidents and national and region Sea Scout boatswains, current and past national Venturing vice presidents, current and past region Venturing vice presidents, and area Venturing presidents will be eligible to submit an application.
- ◆ If selected, the applicant must attend the national Venturing cabinet orientation during the BSA National Annual Meeting (typically near the end of May).

Steps in the Selection Process: National Venturing President

Venturing Standard Operating Procedures

- ◆ Eligible applicants may submit an application for consideration by February 1.
- ◆ The national Key 3 of each tier may choose to eliminate candidates for the presidency of their tier if they deem that the pool of candidates is too large to effectively conduct the selection process. The Key 3 shall select a process to determine who the most qualified and competitive candidates are based upon the job description within this SOP and present those candidates to the complete selection panel. If practical, each eliminated candidate should receive a personal interview, but this is not required. The preferred pool size is four, but the Key 3 may choose to present a different size pool of no less than two.
- ◆ The national Venturing volunteer advisor and staff advisors, the national Venturing president, the national Venturing vice president, and any region Venturing presidents or vice presidents who are not candidates will form a panel to interview and select a new national Venturing president among the qualified applicants.
- ◆ If a member of a presidency selection panel is for any reason unable to participate in the selection process, then the volunteer and professional advisors of the represented lower tier may appoint another Venturer from that tier to serve as replacement selection panelist.
- ◆ The interview process will occur via video or phone conference.
- ◆ The new national Venturing president will be notified and announced prior to the National Annual Meeting. The focus during the National Annual Meeting will be on completing the transition and orienting the incoming national Venturing cabinet. The formal swearing-in ceremony will occur during the BSA National Annual Meeting.

Selection Process: Region VOA President

- ◆ Region VOA presidents are to be selected by April 1.
- ◆ Current or past crew presidents and above (e.g., area Venturing officers' association president, council VOA vice president) are eligible to submit an application.
- ◆ If selected, applicants must attend the national Venturing cabinet orientation during the BSA National Annual Meeting (typically the end of May).

Steps in the Selection Process: Region VOA President

- ◆ Eligible applicants may submit an application by February 15.

Venturing Standard Operating Procedures

- ◆ The region Key 3 of each tier may choose to eliminate candidates for the presidency of their tier if they deem that the pool of candidates is too large to effectively conduct the selection process. The Key 3 shall select a process to determine who the most qualified and competitive candidates are based upon the position description within this SOP and present those candidates to the complete selection panel. If practical, each eliminated candidate should receive a personal interview, but this is not required. The preferred pool size is four, but the Key 3 may choose to present a different size pool of no less than two.
- ◆ The current national Venturing president or their designee, the region Venturing volunteer advisor, the region VOA president, and any area VOA presidents and region or area vice presidents who are not candidates will form a panel to interview and select a new region VOA president from the qualified applicants.
- ◆ If a member of a presidency selection panel is for any reason unable to participate in the selection process, then the volunteer and professional advisors of the represented lower tier may appoint another Venturer from that tier to serve as replacement selection panelist.
- ◆ The interview process will occur via video or phone conference.
- ◆ The new region VOA presidents will be notified and announced prior to the National Annual Meeting, where members of the national Venturing cabinet will be formally sworn in.

Selection Process: Area VOA President

- ◆ Area VOA presidents are to be selected by April 15.
- ◆ Current or past crew presidents and above (e.g., district VOA president, area VOA vice president) are eligible to submit an application.

Steps in the Selection Process: Area VOA President

- ◆ Eligible applicants may submit an application for consideration by March 1.
- ◆ The area Key 3 of each tier may choose to eliminate candidates for the presidency of their tier if they deem that the pool of candidates is too large to effectively conduct the selection process. The Key 3 shall select a process to determine who the most qualified and competitive candidates are based upon the position description within this SOP and present those candidates to the complete selection panel. If practical, each eliminated candidate should receive a personal interview, but this is

Venturing Standard Operating Procedures

not required. The preferred pool size is four, but the Key 3 may choose to present a different size pool of no less than two.

- ◆ The region VOA president or their designee, the area Venturing volunteer advisor, the area VOA president, and any area VOA vice presidents and council VOA presidents who are not candidates will form a selection panel to interview and select a new area Venturing president from the qualified applicants.
- ◆ If a member of a presidency selection panel is for any reason unable to participate in the selection process, then the volunteer and professional advisors of the represented lower tier may appoint another Venturer from that tier to serve as replacement selection panelist.
- ◆ The interview process may be determined by the area VOA leadership and may include remote conferencing.

Recommended Selection Process: Council VOA President

- ◆ Council Venturing presidents are to be selected by April 30.
- ◆ Current and past crew officers and above are eligible to submit an application.

Steps in the Selection Process: Council VOA President

- ◆ Eligible applicants may submit an application by March 15.
- ◆ The council Key 3 of each tier may choose to eliminate candidates for the presidency of their tier if they deem that the pool of candidates is too large to effectively conduct the selection process. The Key 3 shall select a process to determine who the most qualified and competitive candidates are based upon the position description within this SOP and present those candidates to the complete selection panel. If practical, each eliminated candidate should receive a personal interview, but this is not required. The preferred pool size is four, but the Key 3 may choose to present a different size pool of no less than two.
- ◆ The council Venturing volunteer advisor, the area VOA president or their designee, the current council VOA president, and any council VOA vice presidents and crew presidents who are not candidates will form a selection committee to interview and select a new council VOA president from the qualified applicants.
- ◆ If a member of a presidency selection panel is for any reason unable to participate in the selection process, then the volunteer and professional

Venturing Standard Operating Procedures

advisors of the represented lower tier may appoint another Venturer from that tier to serve as replacement selection panelist.

- ◆ The interview process may be determined by the council VOA leadership and may include remote conferencing.
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Recommended Selection Process: District VOA President

- ◆ The formation of a VOA at any tier within a single council is left to the determination of the VOA leadership within that council.
 - ◆ It is advised that the number of participating representatives in a VOA be at least five but not more than 50; increase or decrease subsidiary tiers as desired.
 - ◆ The calendar for selecting council subsidiary VOA presidents should follow the selection of the next higher tier by 15 days.
 - ◆ The process for selecting district VOA presidents should follow the model for the council VOA president.
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Selection Process: Vice Presidents

- ◆ All vice presidents are to be selected by June 1.
- ◆ Any registered Venturer is eligible to submit an application.
- ◆ Each area and region shall have a vice president of administration, vice president of program, and vice president of communication, at a minimum. At the national level, there shall be one vice president.

Steps in the Selection Process: Vice Presidents

- ◆ Eligible applicants will submit an application by the date of the president's announcement at the tier for which they are applying.
- ◆ The president-elect will review all the applications.
- ◆ The president-elect can determine his or her own selection process.
- ◆ The volunteer advisor must approve of each vice president selection.
- ◆ It is recommended that the appropriate volunteer associate advisor be involved in the selection process.
- ◆ This process is recommended for councils.

VOA President Selection Process Timeline

Feb 1	Feb 15	Mar 1	Mar 15	Apr 1	Apr 15	May 1	May 15	June 1
appl. due	National President Selection			announcement				
	appl. due	Region President Selection			announcement			
		appl. due	Area President Selection			announcement		
			appl. due	Council President Selection			announcement	
				appl. due	District President Selection			announcement
								term of office begins

Subsidiary Position Appointments

All subsidiary youth positions to support the Venturing standard organization structure at every tier will be appointed by the Venturing youth president at that tier with the approval of that president’s volunteer advisor and the applicant’s crew Advisor and council Scout executive. Subsidiary youth positions serve at the appointer’s pleasure.

Example: Region structure

- ◆ The region VOA president appoints the region VOA vice president of communication, vice president of program, and vice president of administration.
- ◆ The region Venturing volunteer advisor acquires related approvals from the region vice president’s home crew Advisor and council Scout executive.
- ◆ The region Venturing vice president will identify individual candidates to fill the functions under their leadership, such as a webmaster, recording secretary, or activity chair.
- ◆ The region Venturing volunteer advisor acquires related approvals from the individual candidate’s home crew Advisor and council Scout executive.
- ◆ The region VOA president appoints youths to serve in any subsidiary position on the region VOA.

Venturing Volunteer Advisor and Staff Advisor Appointments

- ◆ The Venturing volunteer advisor shall be appointed by the top volunteer officer at each tier (e.g., region president, district chair) with the approval of the candidate's council Scout executive and serve at the appointer's pleasure.
- ◆ The Venturing staff advisor shall be appointed by the Scout executive at each tier (e.g., area director, council Scout executive) and serve at the appointer's pleasure.
- ◆ Associate and other subsidiary Venturing volunteer advisors shall be appointed by the top Venturing volunteer advisor at that tier, be approved by the Venturing staff advisor at that tier and the candidate's local council Scout executive, and serve at the appointer's pleasure.

Removal From Office

On rare occasions, it may be necessary to remove a VOA member from a position.

- ◆ Any youth or adult may resign from office.
- ◆ Any appointed youth or adult may be removed from office at any time by the appointer.
- ◆ Due to the short time frame of the Venturing youth officers, if the officer has not been significantly completing duties or has exhibited behavior inconsistent with the Venturing Oath and Venturing Code and the Scout Oath and Scout Law, the officer may be removed from office by agreement of the Venturing volunteer and staff advisors.
- ◆ Venturing presidential vacancies shall be filled through appointment by the Venturing volunteer and staff advisors, with the consent of their leadership (the person to whom each of them reports), for the remainder of the term of office. Other VOA vacancies shall be appointed by the current Venturing president with approval by the volunteer advisor.
- ◆ For all removals, the remover should consult with the appropriate leadership before taking action.
- ◆ Council Scout executives should be notified if any member of their council is removed from office.

Venturing Standard Operating Procedures

- ◆ The removal and replacement of Venturing presidents should be undertaken rarely and only for just cause. Volunteer advisors should consult with their own leadership and the president's leadership prior to taking this action.

Duties of Area, Regional, and National Establishments

National Venturing Youth Cabinet

The duties of the National Venturing Youth Cabinet shall be:

- ◆ Maintain a positive image of the Venturing program, nationally.
- ◆ Strive to fulfill the mission statement within the Standard Operating Procedures.
- ◆ Provide direct support to each region in better developing their VOA and improving Venturing within each region.
- ◆ Provide training or orientation to the newly selected regional Venturing presidents that will prepare them for their year as a regional Venturing president.
- ◆ Provide input on Venturing-related topics to the national office and Youth Development Team.
- ◆ Understand the strengths, weaknesses, and future plans of each region VOA and focus resources on helping them improve.
- ◆ Maintain at least monthly contact with each region VOA.
- ◆ Conduct at least monthly National Venturing Youth Cabinet meetings or conference calls.
- ◆ Any other duties, as requested by the national office or Youth Development Team.

Regional Venturing Officers' Associations

The duties of the Regional Venturing Officers' Associations shall be:

- ◆ Maintain a positive image of the Venturing program within the region.
- ◆ Strive to fulfill the mission statement within the Standard Operating Procedures.
- ◆ Act as an example VOA for area VOAs within their region.
- ◆ Provide direct support to each area in better developing their VOA and improving Venturing within each area.
- ◆ Provide training or orientation to help develop the newly selected regional and area VOA youth officers that will provide each area with the knowledge and resources to effectively work with their councils.
- ◆ Understand the strengths, weaknesses, and future plans of each area VOA and focus resources on helping them improve.
- ◆ Maintain at least monthly contact with each area VOA.

Venturing Standard Operating Procedures

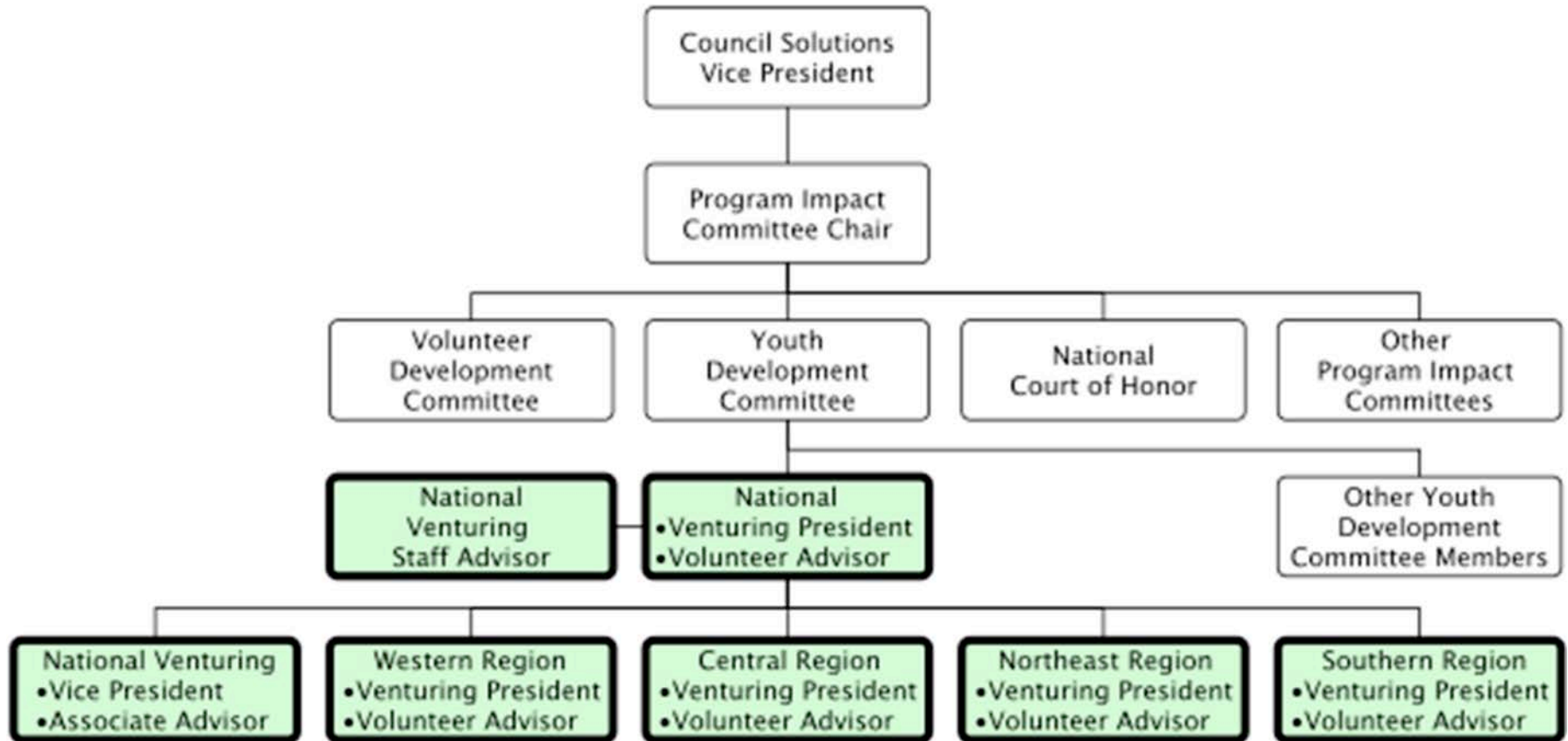
- ◆ Encourage networking among each area within the region.
- ◆ Conduct at least quarterly VOA meetings or conference calls.
- ◆ The VOA president serves as a member of the National Venturing Youth Cabinet.

Area Venturing Officers' Associations

The duties of the Area Venturing Officers' Associations shall be:

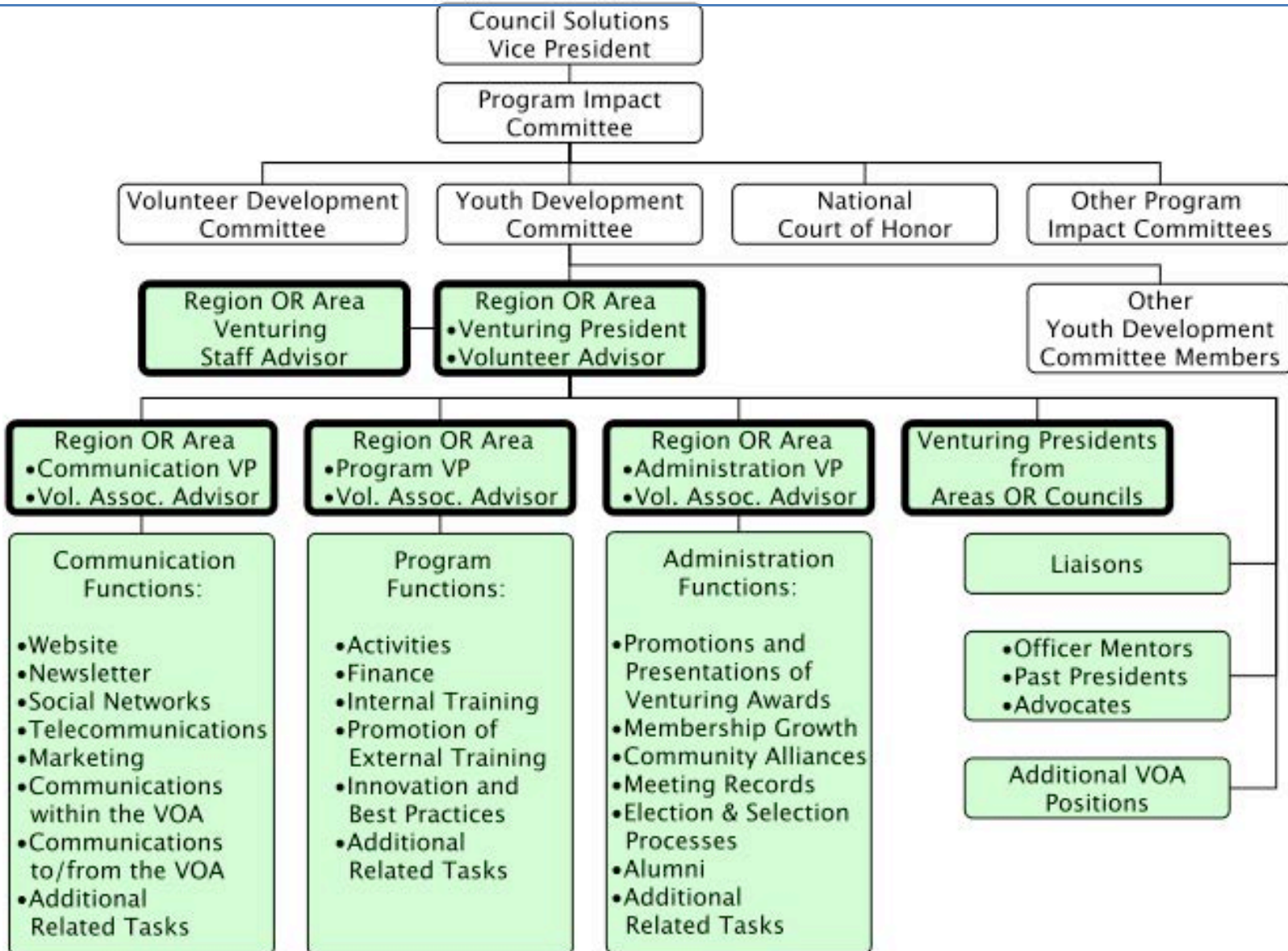
- ◆ Maintain a positive image of the Venturing program within the area.
- ◆ Strive to fulfill the mission statement within the Standard Operating Procedures.
- ◆ Act as an example VOA for council VOAs within their area.
- ◆ Provide direct support to each council in better developing their VOA and improving Venturing within each council.
- ◆ As a recommendation, host two events per year, one being program/activity-based (e.g., area assemblages, etc.), the other training-oriented (e.g., area Venturing conference, etc.).
- ◆ Any area Venturing event (program/activity or training-based) shall be defined
as an activity put on by that area's VOA that is open to either all councils and Venturing crews or specific leadership groups within the area. An area event should be planned with the aid of council Venturing leadership to bring about awareness of higher leadership opportunities, teach and/or provide connections and resources for training, and have a fun and engaging program. It must be remembered that the purpose of the area level is to provide support and resources for the local councils and local Venturing crews. Area events must not compete with council Venturing events.
- ◆ Encourage and assist with the organizing of council VOAs and consistent improvement of their Venturing program.
- ◆ Understand the strengths, weaknesses, and future plans of each council VOA, and focus resources on helping them improve.
- ◆ Maintain at least monthly contact with each council VOA.
- ◆ Encourage networking among each council within the area.
- ◆ Conduct at least quarterly VOA meetings or conference calls.
- ◆ Encourage at least one youth representative from each council to be a member of the area VOA.
- ◆ The VOA president serves as a member of the regional VOA.

National Venturing Cabinet Organization Chart



Shaded = Venturing cabinet members, youth (voting), and adults (advisory)

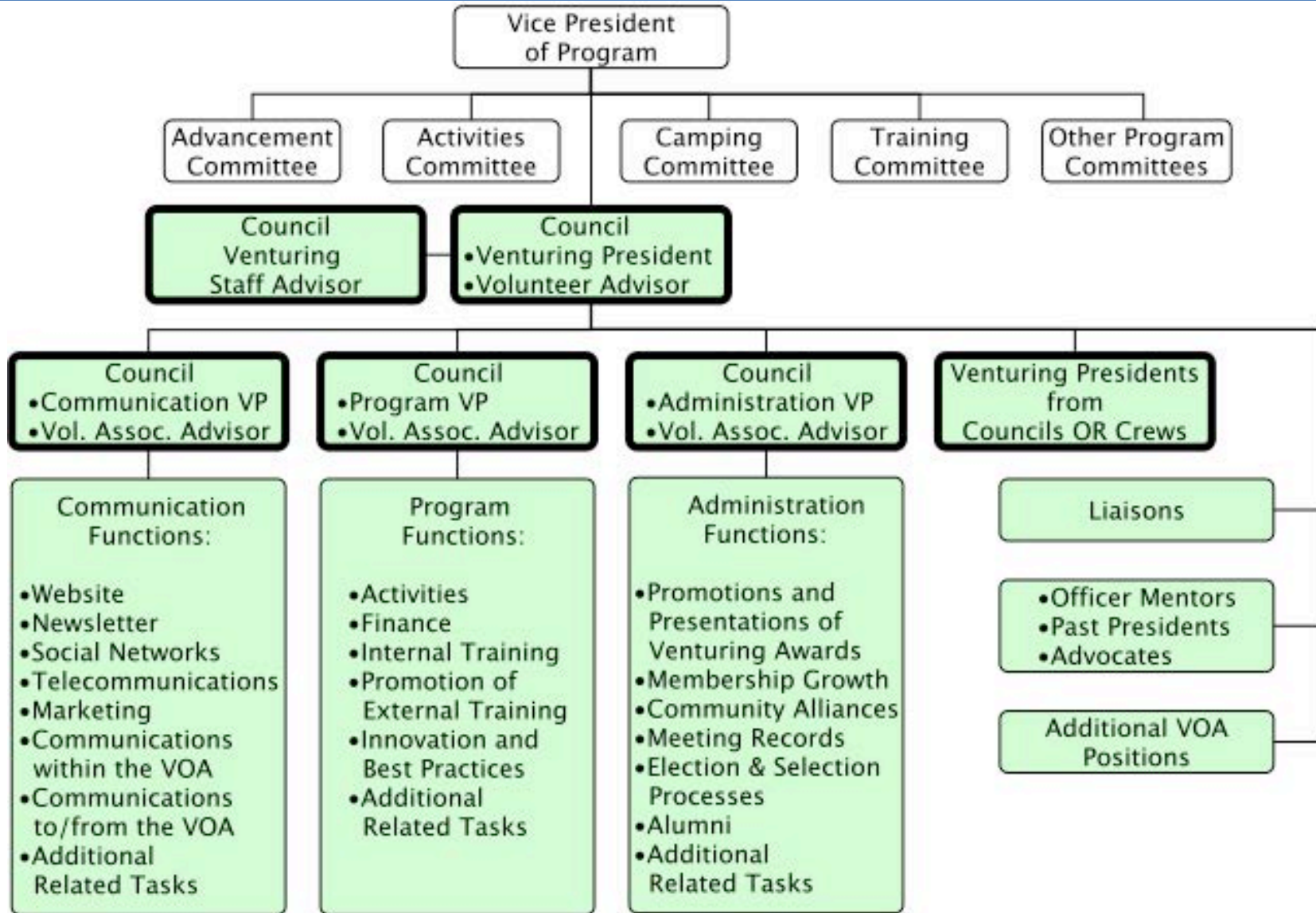
Standard VOA Organization Chart for Regions and Areas



Venturing Standard Operating Procedures

Shaded = VOA members Bold border = required positions

Recommended Standard VOA Organization Chart for Councils



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Shaded = VOA members Bold border = required positions

(If a council has established a Youth Development committee, the VOA should report to the Youth Development chair.)

VOA Position Profiles

President

The president is selected by a prescribed process to serve for a specific term of office (June 1 to May 31). The president:

- ◆ Reports to the Youth Development committee chair (see the organization chart if a Youth Development committee has not yet been established) and serves as a member of that committee.
- ◆ Works with volunteer advisors and staff advisors of their own VOA and with Venturing presidents at the tiers above and below them.
- ◆ Appoints and supervises vice presidents, VOA liaisons, and additional optional VOA youth positions.
- ◆ Leads the youth officer selection process and interviews.
- ◆ Represents the VOA to Scouting leadership at the same tier.
- ◆ Motivates and coordinates the three vice presidents and any other appointed VOA members in assigned tasks and conducts meetings with them as needed.
- ◆ Helps train and mentor presidents in lower tiers.
- ◆ Plans and leads regular meetings of the VOA.
- ◆ Assists VOA members with the selection of subsidiary youth members.
- ◆ Assists the volunteer advisor with selection of subsidiary advisors.
- ◆ Tracks all goals for the VOA and provides regular progress reports to the Youth Development committee.

Vice President of Administration

The 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 vice president of Administration:

- ◆ Works with an associate volunteer advisor of the VOA.
- ◆ In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the administrative functions of the VOA.

Venturing Standard Operating Procedures

- ◆ Develops and implements strategies to increase Venturing membership within the territory of the VOA.
- ◆ Actively pursues positive relationships with representatives of BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the VOA and Venturing.
- ◆ Develops and maintains knowledge of customs, traditions, and relevant facts about BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the VOA and Venturing.
- ◆ Promotes and organizes the youth officer selection application processes (at the same tier). They can also assist the president in communicating with the selection committee, organizing the call, etc.
- ◆ Promotes and facilitates the selection and presentation of the Venturing Leadership Award and other appropriate Venturing awards at the same tier.
- ◆ Maintains records of recognitions, membership, officer selections, and VOA leadership alumni.
- ◆ Keeps contact with VOA alumni for possible future mentor or advisor roles when needed.
- ◆ Takes minutes at VOA meetings.
- ◆ Performs any other duties as assigned by the president.

Vice President of Program

The 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 vice president of Program:

- ◆ In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the program functions of the VOA.
- ◆ Works with an associate volunteer advisor of the VOA.
- ◆ Supervises activity chairs and the planning of activities (conferences, outings, summits, and other events).
- ◆ Facilitates internal training events of the VOA.

Venturing Standard Operating Procedures

- ◆ Promotes external training events and maintains a knowledge base of all training opportunities available for youth and adult members in Venturing.
- ◆ Manages VOA finances, if required.
- ◆ Coordinates and implements innovative ideas for development.
- ◆ Performs any other duties as assigned by the president.

Vice President of Communication

The 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 vice president of Communication:

- ◆ In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the communication functions of the VOA.
- ◆ Works with an associate volunteer Advisor of the VOA.
- ◆ Actively studies and remains aware of the best way to communicate to Venturers on the VOA and in its jurisdiction, understanding that several methods of delivery must be utilized for maximum effectiveness.
- ◆ Ensures that the VOA web presence is being maintained, updated, and scaled appropriately for effective publication of information and collection of feedback.
- ◆ Periodically publishes a newsletter of past, current, and future events, including articles of noteworthy events and other items of interest to Venturers.
- ◆ Submits articles about VOA activities to other Scouting media (e.g., council or region newsletter and websites).
- ◆ Actively pursues opportunities to increase VOA exposure by submitting articles, comments, photos, and upcoming event announcements, and reports to external publications such as local newspapers and other appropriate venues.
- ◆ Maintains groups, pages, blogs, calendars, message boards, etc., on the most relevant social media and social networking sites.
- ◆ 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.

Venturing Standard Operating Procedures

- ◆ Maintains rosters of VOA 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 VOA as needed and appropriate.
- ◆ Develops, updates, maintains, and makes readily available marketing strategies, solutions, and materials.
- ◆ Actively pursues contact information for people, groups, and businesses of interest to the VOA.
- ◆ Performs any other duties as assigned by the president.

National Vice President

The national vice president is appointed directly by the national Venturing president

(for a term concurrent with that of the president). The national vice president:

- ◆ Serves in a support role for the national Venturing president. He or she shall help to accomplish the goals set by the national Venturing president and the national office during the term served.
- ◆ Provides assistance during the national Venturing president's term in working with each region and area, as applicable.
- ◆ Fills in during the absence of the national Venturing president at meetings or during conference calls.
- ◆ Follows the position job description received from the national Venturing president for guidance in how to best work together as a cohesive team. The position description shall be written by the national Venturing president to highlight strengths, weaknesses, and goals for the year.
- ◆ Completes any other duties, as assigned by the national Venturing president, national Venturing volunteer advisor, or national Venturing staff advisor.

Subsidiary VOA Member

The subsidiary VOA member is appointed by the president and serves at the president's pleasure. The subsidiary VOA member:

- ◆ Reports to a vice president or president.

Venturing Standard Operating Procedures

- ◆ Completes duties as assigned by the vice president to accomplish the objectives of the VOA.

Ad Hoc VOA Members

A position profile will be established by the president and approved by the commensurate tier volunteer advisor for any appointed ad hoc (temporary) positions.

Volunteer Advisor

The volunteer advisor is appointed by the top volunteer officer at each tier (e.g., district chair, area president) and serves at the appointer's pleasure. The volunteer advisor:

- ◆ Reports to the Youth Development committee chair and serves as a member of that committee.
- ◆ 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.
- ◆ Works with the president and associate volunteer advisors, and coordinates with advisors at the tiers above and below him or her.
- ◆ Serves as a mentor and advocate for the president.
- ◆ Ensures fiscal, programmatic, and risk management issues are properly addressed.
- ◆ Is familiar with the operations of any relevant Scouting organizations in their territory.

Staff Advisor

The staff advisor is a professional Scouter appointed by the Scout executive at that tier and serves at the appointer's pleasure. The staff advisor:

- ◆ Serves as a member of the Youth Development committee.
- ◆ Ensures that the policies and interests of the BSA are maintained.
- ◆ Approves all adult appointments of the VOA.

Associate Volunteer Advisor

The associate volunteer advisor is appointed by the volunteer advisor and serves at that advisor's pleasure.

- ◆ Supervises any subsidiary adults appointed by the volunteer advisor.
- ◆ Serves as a mentor and advocate for the youth members they advise.
- ◆ Supports the volunteer advisor in ensuring that fiscal, programmatic, and risk management issues are properly addressed.
- ◆ Provides expertise and/or training to specific youth officers to help them accomplish assigned tasks.

Subsidiary Volunteer Advisor

The subsidiary volunteer advisor is appointed by the volunteer advisor and serves at that advisor's pleasure.

- ◆ Reports to a volunteer associate advisor or the volunteer advisor.
- ◆ Supports youth subsidiary VOA members to accomplish assigned tasks.

Glossary of Terms and Clarification

Ad hoc: Ad hoc groups and positions are formed for the purpose of completing a specific task, and the group or position dissolves at the conclusion of the task. An ad hoc position might exist for a very short time, or for a period that overlaps multiple terms of office. When a new Venturing president assumes office, they may confirm or replace ad hoc leaders.

Commensurate advisor: Each youth position has a corresponding adult Advisor to support that youth in fulfilling the required tasks.

Delegation of authority: The authority to appoint youth and adult positions lies with the officials designated within this document. However, that official may delegate the authority to appoint to a subsidiary. For example, a region president (note: not the region Venturing president) may ask the region Youth Development committee chair to appoint the region Venturing volunteer advisor.

District: Local councils of sufficient size are divided into geographical (or occasionally special-purpose administrative) territories. Frequently Venturing membership within a district may not constitute an appropriate number of participants to fulfill the functions of a VOA. Councils are free to substitute with “sector” or “service area” as desired.

Key 3: The Venturing president, Volunteer Advisor, and staff advisor form a tier.

Liaison: A youth officer who represents a special-interest group of significance to Venturing within the territory that the VOA serves. Liaisons should be drawn from existing organizations whenever possible (e.g., Sea Scout boatswains, council relationships committees, Girl Scouts of the USA, etc.), but are appointed to the VOA by the VOA leadership.

National cabinet: The national Venturing cabinet consists of the national Venturing president, national Venturing vice president, and the four region

Venturing Standard Operating Procedures

Venturing presidents. The cabinet is supported by various Advisors. The cabinet exists at the national tier only; all other structures are called VOAs.

President, chair: Occasionally, this document refers to offices that are not Venturing offices, such as the president of a region or chair of a district. Venturing officers are always youth members and generally bear the word “Venturing” in their title in this document (except in the position profiles section, when all offices refer to Venturing positions unless otherwise stated); other officers mentioned herein are always adults.

Representation: Leaders may designate a subsidiary to represent them in functions. For example, a council Venturing president may ask a subsidiary to represent the council to the area VOA or help select the area Venturing president.

Subsidiary positions: Supporting positions within the VOA’s organizational structure may be appointed by the respective youth Venturing president as needed for the specific group they are serving. Subsidiary positions can be standing (permanent) positions.

Tiers: The tiers used in this document are, in order: national, region, area, council, district, and crew. “Above” refers to tiers that appear earlier in this list, “below” to tiers that appear later.

Venture: A program within the Boy Scouts of America for older youth who are registered in a Boy Scout troop and who are part of a Venture patrol. Venture patrols are separate from the Venturing program. It is not appropriate for youth officers and advisors to use the term “Venture” when referring to the Venturing program. The terms “Venture crew” and “Venture Scout” are not the correct terms to use in the Venturing program.

Venturer: A registered youth member of a Venturing crew. The word “Venturer” should be used only as a noun referring to a youth member. Use “Venturing” when a modifier is needed. The forms: “One Venturer built a kayak.” “One member of the Venturing crew built a kayak.” Venturing is different from the Boy Scout Venture program.

Venturing: The youth adult program of the Boy Scouts of America for young men and women age 14 (or 13 and have completed the 8th grade) through 20.

Venturing Standard Operating Procedures

Venturing is both a noun and a modifier. The forms: “Venturing is a program for young adults.” “Young women and men take part in Venturing activities.” “Good Venturing Advisors are crucial to successful Venturing crews.” Venturing is different from the Boy Scout Venture program.

Venturing officers’ association (VOA): A group of youth officers on a district, council, area, or region tier that promotes membership, resource sharing, and events for Venturing in their territory.

Volunteer vs. staff: “Staff” refers to a professional Scouter employed by the Boy Scouts of America. A volunteer is someone who does not receive compensation for service to the BSA and who is a registered member of the BSA. Within this document, staff advisors are always specified; if the word “advisor” appears alone, assume that it designates the volunteer advisor. Usually “the advisor” denotes the top volunteer advisor in a group, but “an advisor” might denote the top advisor, an associate advisor, or a subsidiary advisor. “His advisor” or “her advisor” always denotes the commensurate advisor to that position.