



*2014-15 Heart of America Council Venturing Officer's Association Vice-President of Administration*

*Position Description*

*Objective:* To provide leadership to the members of the Heart of America Council Venturing Officer's Association (VOA) through adherence to the program and policies of the council. He/She regularly reports to the VOA President on the progress of his/her duties. He/She works with the VOA Vice-President of Administration Adviser to ensure the proper implementation of all VOA operations by the youth leaders and members of Venturing in the Heart of America Council.

*Responsibilities:*

- 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.
- 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 also 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.
- Attend all appropriate meetings/trainings of council, area, region, and national functions as possible.
- Actively promote attendance by other Venturers at council, area, region and national events.
- Follow all proper financial practices including budgeting within all areas of responsibility.
- Promotes the correct wearing of the Scout uniform by personal example.
- Conduct himself/herself at all times according to the highest standards of the Venturing Oath and Code.

*Key Dates:*

May 21 – VOA Leadership Transition Meeting  
July 11-13 – VOA Float Trip  
August 9 – VOA Triathlon  
October 31 – November 2 – VOA Haunted Trails  
January 24 – VOA Winter Event  
February – Area Venturing Leadership Conference  
March 1 – Venturing Leadership Award Nominations Due  
March 1 – 2015-16 HOAC VOA Nominations Due  
April 24 – VOA Banquet

VOA Meetings in 2013-14 were held on the second Monday of each month. In May, we have not held a meeting; rather we have held a transition meeting for the old officers to meet with the new officers and pass information along for the coming year. During the summer months (June & July), those meetings were suspended or rescheduled as needed. The second Monday date was not a good date, for other interested parties and many of the officers and adviser alike. I would recommend setting the VOA Meetings for a mid-week day (Tuesday, Wednesday, or Thursday) in the second half of the month. Most other council committees hold their meetings at this time and I would recommend we select one of those dates for the 2014-15 year. We should make those our standing dates for the future so that anyone who does take a leadership role in the VOA knows what the expectation is for those meetings. It will also provide our Crews some consistency should they want to get involved in the VOA more actively.

The Key 3 of the VOA (President, Advisor, Staff Advisor) would also meet one week prior to the VOA Meetings to review the agenda and other topics for the next week's meeting and long-term VOA business.

Area Events should be attended to the best of your ability as those event dates become available.

Additional items will be scheduled as deemed necessary by a member of the VOA Key 3, Scout Executive or by individuals related to the functioning roles of the VOA President. These items will be added as information becomes available.

*VOA Adviser:*

TBD

*Staff Adviser:*

Cortland Bolles

Heart of America Council, B.S.A.

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