



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

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 Communication 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:

- 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's 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 the VOA's 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.
- 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.
- 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.

10210 Holmes Rd, Kansas City, MO 64131-4212

Phone: 816.569.4955 – Cell: 913.709.4890 – Fax: 816.942.8086 – email: cortland.bolles@scouting.org