

Sea Scout Adult Leader Responsibilities

Skipper



Skipper

The Skipper is the key adult leader of the Sea Scout ship.

This is not a position where the leader is an authoritative figure issuing orders, but rather is the kind of person who serves as an advisor, a friend, and a counselor to Sea Scouts. The Skipper gives direction to the ship program while carrying out the most important duty—advising and coaching the youth officers as they plan, organize, and conduct the activities of the ship.

To be Skipper, an individual must be at least 21 years old, a citizen or permanent resident of the United States, and approved by the ship's chartered organization and the Boy Scouts of America. The individual must accept the BSA Declaration of Religious Principle and be of high moral character. All adult positions in Sea Scouts may be held by men or women.

By vigorously conducting the affairs of the ship, Sea Scouts will respect the Skipper's leadership and will follow the example set. The Skipper's most significant efforts are behind the scenes. Yet, the Skipper must be a leader. On the quarterdeck, the Skipper must coach and give leadership to the youth officers as they, in turn, conduct the program of the ship.

As the leader of the elected and appointed youth officers, the Skipper makes sure that the ship's activities are planned and run successfully. The Skipper must ask a lot of questions, do plenty of reminding, and remain in constant touch with the youth officers and activities chairs. The Skipper must work closely with the boatswain.

While keeping a finger on the pulse of the ship, a Skipper cannot be expected to do and know everything. A Skipper has to earn a living and devote time to his or her family. The ship's committee should help carry out the program. They should count on the Skipper for help in recruiting people who have skills and equipment that will help the ship program.

Though the members may seldom think of it, the Skipper has the final responsibility of approving or disapproving whatever is on the program.

The Skipper:

- Is familiar with the jobs of all youth officers, activity chairs, ship committee members, and consultants, and knows the duties, authority, and methods by which they carry out their jobs.
- Assists with the election of youth officers according to the procedures outlined in the ship's bylaws, and helps install youth officers.
- Coaches youth officers and committee chairs as soon as possible after they are chosen. This means quarterdeck training and personal conferences as needed.
- Is alert at both quarterdeck and ship meetings to assist elected leaders and to make comments about anything that is good for the ship.
- Delegates regular and special assignments to the mates according to their abilities and interests.

The Skipper attends all quarterdeck meetings, ship meetings, and activities, and most of the gatherings of the ship. These include the monthly quarterdeck meetings, ship meetings, and activities. If attendance is not possible, arrangements should be made to have a mate or a ship committee member prepared and present to carry out the Skipper's normal functions.

The Skipper gives direct leadership to ship program planning, and works closely with the boatswain to plan quarterdeck meeting agendas, helps the boatswain prepare to handle these meetings, reviews plans made by the quarterdeck for each month's activities, and helps formulate general plans for the next month's activities. The Skipper also recommends consultants for approval by the ship committee, and sees that these consultants are recruited and given orientation concerning Sea Scouts and their relation to it. The Skipper keeps the ship program in line at all times with the policies and standards of the chartered organization and of the Boy Scouts of America.

The Skipper attends ship committee meetings and:

- Reports the ship's plans, progress, and needs—generally based on the results of discussion from the quarterdeck meetings.
- Reports to the ship membership the recommendations and suggestions of the ship committee. The youth officers and members of the ship, as well as the ship committee, depend upon the effectiveness of the Skipper.

The Skipper keeps informed about the latest program content and methods of Sea Scouts, facilities and places of interest that can provide new activities and superactivities, what is happening in the local council, leader training courses and program conferences in the district or council, and makes information about training opportunities available to the ship members, and other helpful publications and resources.

The Skipper shows a personal interest in all members, and personally welcomes each new ship member and receives them into the ship by means of the admission ceremony, meets with the new member's parents and encourages them to support their Scout's participation in the activities of the ship and their advancement in Sea Scouts. The Skipper considers the parents of a new member as prospective ship committee members or adult leaders, as well as consultants. Nearly all parents have skills that make them helpful as consultants for ship activities. Parents quite often are a source of facilities and equipment.

The Skipper should be available for counseling for each member of the ship. Finding out about each Sea Scout's interests, abilities, and other personal characteristics helps the Skipper become more understanding and effective when working with ship members.

Mate

A mate must be at least 21 years old and have a keen interest in Sea Scouts. As a person of ability and character matching that of the Skipper, the mate has very important assignments, in addition to being ready to take over when the Skipper is absent.

When the ship has more than one mate, they may be designated as first, second, and third mates, etc., by the ship committee upon the recommendation of the Skipper. Where there is more than one mate, each should have certain assigned responsibilities, yet each should be prepared to handle any of the suggestions listed here as the duties of the mate.

The mate advises and helps the boatswain's mate with ceremonies, and is familiar with the duties of the boatswain's mate that are related to Sea Scout ceremonies, and helps the boatswain's mate plan and conduct the admission ceremony for all new members as soon as possible after they join.

The mate advises and helps the boatswain's mate recruit new members, and does everything possible to help recruit new members throughout the year. No one thing is more important to an exciting and meaningful program in a Sea Scout ship than an effective recruiting program.

The Mate



The mate assists the Skipper as directed.

A good mate who accepts and carries out assignments will be of great help to the Skipper. The Skipper's job is such that it must be shared, and cooperation from the mate is essential.

Assignments that the Skipper may wish to share with a mate may include consulting Sea Scouts' parents, orienting consultants, directing boat repair, helping activity committees, or taking over district responsibilities.

A mate should expect to attend all leader training courses and program conferences that are available.

The mate assumes the Skipper's duties if the Skipper must be absent.

Working closely with the Skipper and keeping well-informed about what the ship is doing ensures that a mate can take over in the Skipper's absence without confusion or interference of the ship program.

The Chartered Organization

A local Boy Scouts of America council grants an annual charter to community organizations—businesses, industries, unions, schools, churches, and other civic groups—to operate packs, troops, teams, crews, and ships. The chartered organization agrees to secure adult leaders, program support, and meeting locations. All adult leaders must be approved by the chartered organization. The head of the chartered organization appoints a chartered organization representative to supervise its Scouting units. He or she is responsible for recruiting the ship committee and other adult leaders. The chartered organization representative is a voting member of the BSA local council and may serve on the ship committee as chair.

The Ship Committee

The ship committee represents the organization that sponsors the ship and is responsible to that organization for what happens in the unit. In order to carry out its duties, the committee should meet monthly. For the most part, the committee depends on the Skipper for information concerning ship plans, progress, and needs. Working through the Skipper, the committee assists the ship members in carrying out their activities.

The ship committee selects and recruits the Skipper and mates.

In the organization of a new ship, or when it is necessary to make a replacement, the committee is responsible for appointing the Skipper and mates.

The committee chair takes into consideration the suggestions of both ship members and prospective ship members in selecting the Skipper and mates. The Skipper should be asked to help select prospective mates since they will be working closely them.

The committee makes every effort to encourage leaders to take all training available in the district and council. Elected leader training should be conducted as early as possible.

The ship committee provides facilities for the ship meeting place and activities. Every Sea Scout ship should have sufficient meeting room space that may include a suitable landship.

The Ship Committee



Whenever additional facilities are needed for boat storage, boat repair, or for special activities, the ship committee should assist in making satisfactory arrangements. Where facilities require the payment of a rental fee, the committee should help provide the necessary funds.

The ship committee helps obtain supplies and equipment.

One of the best ways to help a Sea Scout ship is to take part in securing the equipment necessary for an attractive landship. In addition to program equipment, sufficient storage space in the form of storage boxes, chests, or cabinets is essential.

Probably the most desirable type of equipment in Sea Scouts is floating equipment. Here the committee, with the help of the sponsoring organization and the youth officers and members, tries to secure or build small boats or canoes, or secure a larger boat that will satisfy the needs of the ship.

The ship committee supervises and audits ship funds and property.

The ship committee is responsible for all ship funds and property. The committee chair appoints a member of their committee to work closely with the purser. At its monthly meeting, the committee should review and approve the ship budget, which is drawn up by the ship's youth officers at the beginning of each program year.

The ship committee conducts an annual program capability inventory.

Each February, or more frequently if desired, the ship committee should conduct a program capability inventory (PCI) to help search for and identify program support for the ship program. The inventory also serves as an excellent method of securing lists of qualified people who can serve as consultants. This inventory can be done in several different ways. The most common method is to survey the ship committee, leadership, parents, and other adults directly related to your ship. A simple listing is made with information related to each person's skills, plus any special equipment or contacts they may have.

A more complete inventory can be made by surveying members of the sponsoring organization and the immediate community, and cataloging them by interest areas. (The important thing to remember is to relate their interests to your ship program. Success is based on asking them to share with Sea Scouts what they know best—their vocations and avocations.)

The PCI becomes the program base from which the ship's officers select activities and consultant support.

The ship committee maintains liaison with the chartered organization.

The committee should make regular reports to the organization head, governing body, and membership. This should be an enthusiastic report of activities given monthly or whenever possible.

The report should reveal the accomplishments and plans of the ship. Included should be a discussion of the ways in which the ship and the chartered organization can work together in forwarding their mutual aims and objectives. The members of the institution should be invited to attend special ship meetings or activities.

The ship committee sees that the ship operates in accordance with the policies and standards of the chartered organization and the Boy Scouts of America.

The ship committee is responsible and must be assured at all times that the program and activities of the ship are conducted within the policies and standards of both the chartered organization and the Boy Scouts of America.

The ship committee is responsible for the annual rechartering process. The rechartering process, in brief, consists of a review of the ship's progress for the current year, a review of the current roster of members and adult leaders, the collection of fees, and the preparation and submission of the registration forms. It concludes with the presentation of the new charter and individual registration cards.

Rechartering begins when your council service center prepares a rechartering envelope for your ship. The envelope contains the registration and rechartering forms, and is reviewed with the head of the chartered organization by the Sea Scout executive. Together they review the past progress of the ship to determine if the program has met the purposes of the chartered organization. They also review the adult leadership.

The envelope is next delivered to the Skipper, or a person designated by the head of the organization, by a member of the council Sea Scout service team. The Skipper, with the help of the youth officers of the ship, prepares the forms as instructed and attaches the necessary fees. The Skipper and the boatswain prepare an annual report of the ship's progress for presentation at the ship's annual report and rechartering meeting.

After completing the contact with the head of the sponsoring organization, the rechartering envelope with its registration and rechartering forms is given to the ship committee chair, Skipper, or designated person. This individual follows the procedures outlined below:

- ♦ Completes the adult registration and rechartering forms as instructed.
- ♦ Sets the date and place for the annual report and rechartering meeting.
- ♦ Promotes attendance through written notice and makes personal contact with all adults who are to attend. (All adult ship leaders, the ship's boatswain, ship committee members, the Scouting coordinator, and the head of the chartered organization should be present.)
- ♦ Prepares a meeting agenda using the sample illustrated on the rechartering envelope as a guide.
- ♦ Double-checks all those with assigned presentations just before the meeting to ensure their effective participation.
- ♦ Presides at the annual report and rechartering meeting. Forwards all registration forms to the council service center immediately after the meeting.

In accordance with the desires of the chartered organization, plans should be made to present both the charter and the registration cards. Conditions and presentation procedures vary from an organized formal charter night meeting to an informal presentation at a ship meeting or activity. However, regardless of the situation, it is essential that the charter be presented by the boatswain to the head of the chartered organization, and that identification cards be given to all registered adults and members.

The Council Sea Scout Committee

If desired and where appropriate, a Sea Scout committee may be organized on the council level to be responsible for organizing and planning a healthy and progressive Sea Scout program. The chair of the Sea Scout committee is usually referred to as the council

commodore. One of the foremost duties of the commodore is to establish a favorable relationship between Sea Scouts and the entire organization.

The functions of the Sea Scout committee may be carried out through sales, training, program, service, and boat and gear teams. A chair for each team, called a council vice-commodore, is selected and trained by the council commodore, and together they make up the Sea Scout committee.

The Sea Scout committee meets regularly to consider ways and means of increasing the membership and effectiveness of the council's Sea Scout program. Skippers and ship committee chairs should call upon the vice-commodores for information and assistance as they see the need. For example, the service team should have a team member assigned to each ship to help in rechartering, securing consultants, recruiting new members, etc. The Skipper and youth officers in each ship should cooperate in turn with team members of the Sea Scout committee as they seek to reach their objective in ship organization and program support.