



VENTURING – SOPs

**National Venturing Officers' Association (NVOA)
Standard Operating Procedures (SOP)
Amended: February 18th, 2020**

THE MISSION

The mission of the National Venturing Officers' Association is to promote and support the Venturing program, utilizing a standard organizational structure that enables local councils to grow membership and advance leadership opportunities through communication, program, and administration.

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

**The Aims of Scouting are:
Character, Citizenship,
Personal Fitness and Leadership**

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Venturing Leadership Beyond the Crew

Purpose: This document contains the prescribed organizational structure for the administration of a Venturing leadership for the National Council of the Boy Scouts of America at the district, council, area, region and national tiers.

Please note: The model for councils is *suggested*, and councils may need to modify them based on their own needs. This document provides a minimal set of operating practices; leadership at all tiers *may expand upon this Standard Operating Procedure* by creating more specific guidelines but *may not create policies or procedures that conflict with them*.

National Tier Organization: The National Venturing Officers' Association reports to the National Venturing Committee. National VOA structure consists of the National VOA President, National VOA Vice President, and Region VOA Presidents, supported by the National Venturing Advisor, National Venturing Director, and Region Venturing Advisors and staff advisors. *(Please see the National Org Chart on the following page.)*

Region / Area / Council VOA's: Leadership for VOA at the region and area and council tiers consists of a Venturing Officers' Association (VOA) composed of required and optional youth and adult positions described within this document. Each VOA reports to the Venturing committee at its tier; if a Venturing committee is not active at their tier they report to the program committee at that tier. *(Please see the VOA Org Chart on the following page.)*

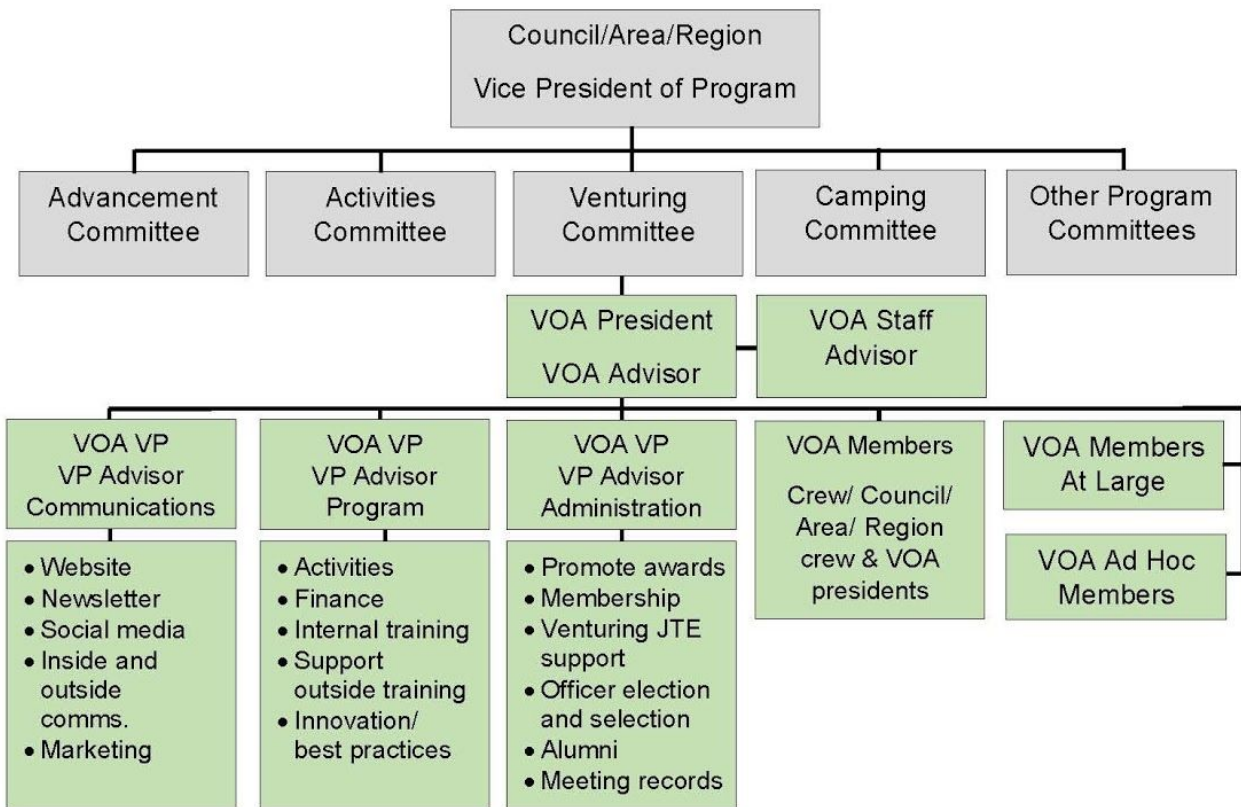
This document contains:

- 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

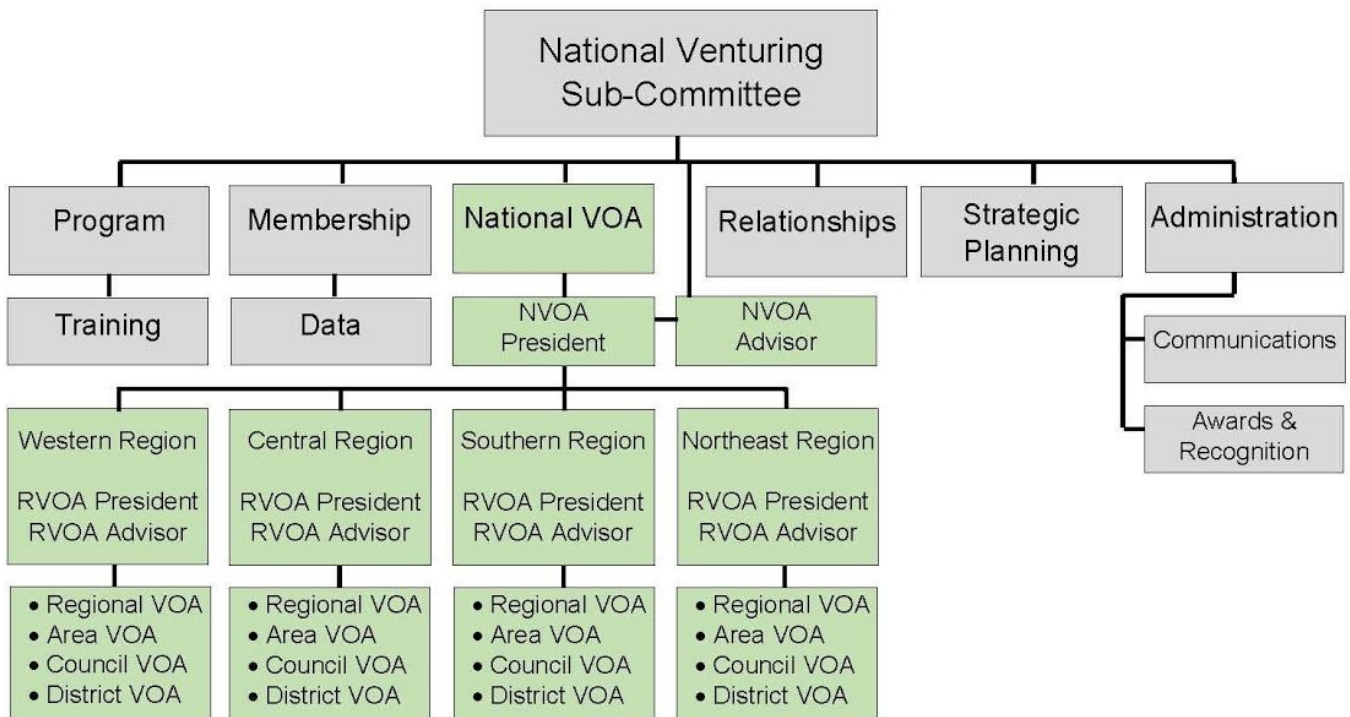
Please reference the *VOA Administration Guide* (BSA No. 512-131) for additional guidance on VOA governance at the council and district level.



Standard Region/Area/Council VOA Org. Chart



National Venturing Org. Chart



Duties of the District / Council VOA

- **Act as a model VOA** for VOAs at a lower tier and/or crew presidents. Act as a source of advice and information to crews.
- **Council/ District VOA membership** - Encourage all crew presidents from each crew to be a member of the council VOA. For councils without an active VOA, the council Scout Executive should appoint a youth representative and adult advisor to represent the council on the Area VOA.
- **Council Event inclusion** - Any Council Venturing event (program/activity or training-based) shall be defined as an activity put on by that VOA that is open to either all councils and Venturing crews or specific leadership groups within the District/ Council
- **Council/ District Event frequency** - As a recommendation, host two events per year, one being program/activity-based (e.g., council fun event, etc.), the other training- oriented (e.g., council Venturing trainings, etc.).
- **Council Tier Events** - Event should be planned with the aid of tier VOAs to bring about awareness of other leadership opportunities, teach and/or provide connections and resources for training, and have a fun and engaging program.
- **Encourage and assist with the organizing and support of VOAs.** The goal is 100% VOA's and officer positions filled.
- **Ensure the national VOA contact sheet is up-to-date** with the council VOA advisor, staff advisor, and president (or representative). For more information contact your area or regional VOA.
- **Maintain a positive image of the Venturing program.** You are always an ambassador for the Venturing program.
- **Maintain contact each month with each crew within your council**, assessing the strengths, weaknesses and future plans of each crew, and provide direct support to improving them. Additionally, keeping in contact with your Area VOA, especially to gain support and advice from officers that may have been in the same position previously.
- **Meeting Frequency** – Conduct monthly Venturing Officers' Association meetings or conference calls as needed. Encourage networking and support of all events.
- **Provide input on Venturing-related topics** to the district or council program committee.
- **Conduct an orientation for your officers** to aid in the transition into the position
- **Strive to fulfill the mission statement** within the Standard Operating Procedures.
- The tier VOA president **may** serve as a youth member of their tier's executive board. This varies by council.
- Understand the strengths, weaknesses, and future plans of each VOA in your tier and focus resources on helping them improve.

Duties of the Area / Region / National VOA

- **Act as a model VOA.**
- **Area VOA membership** - Encourage at least one youth representative from each council to be a member of the Area VOA. For councils without an active VOA, the council Scout Executive should appoint a youth representative to represent the council on the Area VOA.
- **Area/Regional Event inclusion** - Any Area/Regional Venturing event (program/activity or training-based) shall be defined as an activity put on by that VOA that is open to either all councils and Venturing crews or specific leadership groups within the Area/Region.
- **Area/Region Event frequency** - 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.).
- **Area/Regional Tier Events** - Event should be planned with the aid of tier VOAs to bring about awareness of other leadership opportunities, teach and/or provide connections and resources for training, and have a fun and engaging program. *Area and Regional events should not compete with council Venturing events.*
- **Encourage and assist with the organizing and support of VOAs.** *The goal is 100% VOA's and officer positions filled.*
- **Ensure the national VOA contact sheet is up-to-date** with region, area, and council VOA Advisor, staff advisor, and president (or representative).
- **Maintain a positive image of the Venturing program.** You are always an ambassador for the Venturing program.
- **Maintain contact each month with each VOA within your tier**, assessing the strengths, weaknesses and future plans of each VOA, and provide direct support.
- **Meeting Frequency** – Conduct monthly Venturing Officers' Association meetings or conference calls as needed. Encourage networking and support of all events.
- **National VOA** - Any other duties, as requested by the National Venturing Committee or regional operations department.
- **Provide input on Venturing-related topics** to their tier's respective Venturing committee.
- **Provide training or orientation to VOA officers** that will provide each them with the knowledge and resources to be effective.
- **Region VOA Presidents** serve as a member of the National Venturing Officers' Association.
- **Strive to fulfill the mission statement** within the Standard Operating Procedures.
- **The tier VOA President may serve** as a youth member of their tier's executive board. This varies by tier.
- **Understand the strengths, weaknesses, and future plans of each VOA** in your tier and focus resources on helping them improve.

VOA Board Duties (Fiduciary Duty)

As a Venturing Officers' Association officer, you may have a role where you are involved as a member of your local district, council, area, region or national board. These boards are the governing or advisory bodies of Scouting at that level, and you may have access to information that is sensitive or private. If you are part of a board at any level, you have a duty – called a “Fiduciary Duty” – as a participant of that board.

The primary fiduciary duties are applicable to a youth board member:

Duty of Care: This duty stands for the principle that directors, officers and members of the Corporation (BSA) in making all decisions in their capacities as corporate fiduciaries, must act in the same manner as a reasonably prudent person in their position would. The duty of care requires you to make business decisions after taking all available information into account, and then act in a judicious manner that promotes the Company's (BSA) best interests.

Duty of Loyalty: This duty means you may not use your position to further your own private interests, and you must act in the best interests of the Company (the BSA). You must avoid any conflict of interest and keep confidential (and not use) information you come across.

Duty of Confidentiality: You shall not disclose, directly or indirectly, confidential or proprietary information of the BSA or its employees or use such information for personal gain. Such information should be shared with others only on a need-to-know basis. Even after you have completed your term, you may not subsequently disclose, directly or indirectly, confidential or proprietary information acquired during your time on the board or use such information for personal gain.

Violation of Board Duties (also called Fiduciary Duties), can be cause for immediate removal of a VOA officer by the staff advisor, Scout Executive or professional director for that VOA tier.

Youth Officer Selections

Applications for youth officer positions are available at venturing.org, and all applicants require the prior approval of their crew advisor and local Scout Executive.

The term of office for all national, region, and area youth officers is June 1 to May 31.

Regional VOA Presidents and the National VOA President shall have a single term limit.

Applicants for every VOA officer position 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 must be passed down to the next tier if the candidate so requests. 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 advisor and staff advisor for that office may extend the current officer's term unless they do not meet the age requirements.

All VOA officer positions shall have an Adult Advisor to provide support to them throughout their term. A Venturer may only hold one of the following positions (VOA, OA, Sea Scouts) at a time during their term: area/region/national VOA president, area/region/national Sea Scouts boatswain, section/region/national OA chief, region/national VOA vice president, region/national Sea Scouts boatswain's mate, national OA vice chief. It is recommended that a Venturer serve in no more than one crew, district/chapter, or council/lodge position while holding an area/section, region, or national position (VOA, OA, Sea Scouts, etc.) at the same time. The same recommendation exists for Adult Advisors.

Please note: The model for councils is *suggested*, and councils may need to modify them based on their own needs. This document provides a minimal set of operating practices; leadership at all tiers *may expand upon this Standard Operating Procedure* by creating more specific guidelines but *may not create policies or procedures that conflict with them*.

Application and Selection deadlines

VOA Abbreviations	NVOA = National Venturing Officers' Association RVOA = Regional Venturing Officers' Association AVOA = Area Venturing Officers' Association CVOA = Council Venturing Officers' Association VOA = Universal Venturing Officers' Association reference
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	VOA Officer	Application deadline	Selection deadline	Eligibility
P r e s i d e n t	National VOA President	Last day in February	March 31	<i>Current or past:</i> NVOA VP RVOA officer AVOA President
	Region VOA President	March 15	April 15	<i>Current or past:</i> RVOA VP AVOA President AVOA VP CVOA President
	Area VOA President	April 1	May 1	<i>Current or past:</i> AVOA VP Any VOA President Any crew President
	Council VOA President	April 15	May 15	<i>Current or past:</i> CVOA VP District VOA officer Any crew officer
V P	National VOA Vice-President	Set by NVOA President-Elect	May 1	<i>Current or past:</i> RVOA officer AVOA President
	Region VOA Vice-President	Set by RVOA President-Elect	May 1	<i>Current or past:</i> RVOA VP AVOA officer CVOA President
	Area VOA Vice-President	Set by AVOA President-Elect	June 1	<i>Current or past:</i> AVOA VP CVOA officer DVOA officer Any crew President
	Council VOA Vice-President	Set by CVOA President-Elect	June 1	Any registered Venturer

VOA President (district, council, area, region, national)

1. **Application.** Eligible applicants must apply using the appropriate application before the deadline. (There is a standard President/Vice-President application for area, regional and national positions; councils and districts may use the suggested template or one of their own design.)
2. **Pool selection.** The current VOA President, VOA Advisor and staff advisor or professional director of each tier may choose to eliminate candidates for the presidency if they deem that the pool of candidates is too large to effectively conduct the selection process or they do not meet the position criteria. They will select a process to determine the most qualified and competitive candidates based upon the job description within the VOA SOP and present those candidates to the selection panel. If practical, each candidate should receive a personal interview, but this is not required. The preferred pool size is three to four, but a different pool size may also be selected.
3. **Selection chair.** The current VOA President (or the advisor's youth-designee) shall serve as unbiased chair of the selection panel. The chair may only vote in a tie-breaking situation.
4. **Selection panel.** In addition to the chair, the selection panel will consist of the tier's VOA Vice-Presidents, and any VOA Presidents from the next tier below who are not candidates for the position being selected. *For the National VOA President selection, one additional panelist from each region who is a former or current officer in that region may be selected by the Region VOA Advisor.* In the case of a panel spot not being filled because the president at that tier is a candidate, the VOA Advisor for that tier will appoint another youth from that VOA's service area to serve on the selection panel. Additional selection members include the tier's VOA Advisor and staff advisor or professional director. *Voting panelists may not be directly related to the candidates.*

In absence of a functioning district or council VOA selection panel the council Key 3 appoints the VOA President. In absence of a functioning Area VOA selection panel the Area Key 3 appoints the AVOA President. In absence of a functioning Regional VOA the Regional Key 3 appoints the RVOA President. In absence of a functioning National VOA the Venturing Key 3 or Chief Scout Executive appoints the NVOA President.

5. **Selection panel replacements.** If any of these individuals are running for president or for any reason are unable to participate in the selection process, the volunteer advisor of the appropriate tier will appoint a replacement. The tier VOA VP's do not require a replacement.
6. **Silent observers.** The VOA President one tier above, or their designee, shall be an observer to ensure the process was within SOP guidelines. Other VOA Advisors may attend the call as silent observers. Other guests of the VOA may

attend the call as well, as silent observers. The Selection Chair may appoint a silent scribe to take notes.

7. **Interview venue.** The interview process may occur via video or phone conference (as is used for Region and National VOA selection processes), or in a way that works best for your district/council/area.
8. **Interview questions:** Sample questions will be provided to candidates prior to the interview so they may prepare for them.
9. **Voting criteria.** A $\frac{3}{5}$ majority vote is required for a candidate to be selected. If a $\frac{3}{5}$ majority cannot be met after 3 rounds of voting between two candidates, a simple majority requirement will take into effect. It is recommended that voting is completed in the form of a secret ballot. Electronic ballots are accepted.
10. **Announcement.** The new VOA President-Elect will be notified and announced immediately. Candidates who were not selected will be informed and will be offered the opportunity to have their application considered for the next tier down.

Selection Process: VOA Vice Presidents

Each area and region shall have a Vice President of Administration, Vice President of Program, and Vice President of Communication; the same structure is suggested for councils but may be adjusted for local needs. At the national level there shall only be one Vice President. All other VOA youth positions (i.e. training, event chair, etc.) are committee or task force members, not Vice Presidents. See section on “VOA Committee Position Appointments”.

Please note, selection of the Vice President for above tier may take place prior to the selection of the President of the lower tier. For example, the National VOA Vice President may be selected prior to the Regional VOA President selection; this allows candidates to be considered for multiple positions instead of being eliminated from consideration.

1. **Application.** Eligible applicants must apply using the appropriate application before the deadline set by the date of the President-Elect for that tier. (There is a standard president/vice-president application for area, regional and national positions; councils and districts may use the suggested template or one of their own design).
2. **Pool selection.** The President-Elect will review all the applications and then, with help from their advisor, select a pool of candidates.

3. **Selection process.** The President-Elect can determine their own selection process. It is recommended that the appropriate Associate Advisor be involved in the selection process in an advisory capacity.
4. **Final approval.** The VOA Advisor and staff advisor or professional director must approve of each Vice President selection, and the president-elect must not promise any position prior to the agreement of all parties.
5. **Announcement.** The new VOA Vice President-Elect will be notified and announced immediately. Candidates who were not selected will be informed and will be offered the opportunity to have their application considered for the next tier down.

VOA Committee Position Appointments

All youth positions to support the VOA standard organization structure at every tier will be appointed by the VOA President at that tier with the approval of that president's advisors and the applicant's crew advisor and professional staff advisor or director. VOA youth positions serve at the appointer's pleasure. Adults are appointed by the advisor and with the approval of the appropriate professional advisor or director and the Scout Executive of the person's council.

Example: Region structure

The Region VOA President appoints the Region VOA Vice President of Communication, Vice President of Program, and Vice President of Administration.

Each 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 Advisor acquires related approvals from the individual candidate's home crew advisor and council Scout Executive prior to a candidate being considered official. All of this should be done without notifying the candidate so there will not be any hurt feelings if the person is denied.

The Region VOA President appoints youth to serve in any position on the Region VOA.

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.

Due to the short time frame of the Venturing youth officers' term, if the officer has not been meeting the minimum requirements of their position, the Officer Removal Process may be initiated by agreement of the Venturing Advisor and Staff Advisor. Notification of the Removal Process must be sent immediately to the tier's executive board.

Advisors should consult with the VOA leadership prior to taking this action. Any member of the VOA may request the removal process of a VOA officer to take place; however, only the VOA Advisor and Staff Advisor have the authority to conduct the removal process.

Officers may be removed from office for not meeting the following minimum responsibilities of their position. An officer may be subject to the Officer Removal Process if they violate one or more of these minimum responsibilities. The VOA Advisor and Staff Advisor must show documented proof that the officer has violated one or more of these minimum responsibilities to conduct the removal process.

1. **Attendance:** By the end of the first trimester of the term, must attend at least 75% of meetings, including both VOA meetings/conference calls and all other meetings/conference calls for which the officer's attendance has been requested
2. **Progress Towards Goals:** Meet expected deadlines, and effectively communicate delays to the VOA leadership (VOA President, VOA Advisor, and relevant VOA Associate Advisors). At least three violations of this responsibility qualifies as grounds for initiating the Officer Removal Process.
3. **Positive Representation of Venturing:** Engage in behavior that is professional, respectful, and lawful at all times.
4. **Extraneous Circumstances:** Not all concerning situations may be foreseen. Therefore, if the VOA Advisor and Staff Advisor believe an officer has displayed behavior that is detrimental to the VOA, they may initiate the removal process.

The Officer Removal Process consists of two stages: Probation and Removal.

Stage #1 - Probation: the VOA Advisor and Staff Advisor have submitted documentation to a representative to the officer's tier's executive board and the VOA Advisor of the tier directly above that shows that an officer has violated the minimum responsibilities of their position. While in Probation, the officer must complete the following:

1. Attend all meetings/conference calls while on Probation.

2. In order to ensure that the Officer Removal Process is a learning experience for all youth in VOA positions, officers must complete a series of personal growth exercises based on the nature of their Violation. All tasks within the Violation category must be completed within one month of the beginning of the probation period.
 - a. Violation #1 - Attendance
 - i. Have a meeting with the VOA President and VOA Advisor at the officer's tier and the tier directly above to discuss time management and ways to improve meeting attendance.
 - ii. Write a report dictating ways in which the officer will improve their time management skills and meeting attendance in the future.
 - b. Violation #2 - Progress Towards Goals
 - i. Have a meeting with the VOA President and VOA Advisor at the officer's tier and the tier directly above to discuss time management, goal setting, and how missing deadlines impacts the team. Discuss ways to improve meeting deadlines.
 - ii. Write a report dictating ways in which the officer will improve their goal setting and time management skills, and how they will work to meet deadlines in the future.
 - c. Violation #3 - Positive Representation of Venturing
 - i. Have a meeting with the VOA President and VOA Advisor at the officers tier and the tier directly above to discuss ways in which inappropriate behavior impacts the VOA and Venturing. If necessary, discuss ways in which the officer can make amends for any harm caused by the negative behavior.
 - ii. Write a report dictating ways in which the officer will present themselves in a positive and professional manner in the future. If necessary, include ways in which the officer will make amends for any harm caused by the negative behavior.
 - d. Violation #4 - Extraneous Circumstances
 - i. Have a meeting with the VOA President and VOA Advisor at the officers tier and the tier directly above to discuss ways in which the detrimental behavior impacts the VOA and Venturing. If necessary, discuss ways in which the officer can make amends for any harm caused by the negative behavior.
 - ii. Write a report dictating ways in which the officer will present themselves in a positive and professional manner in the future. If necessary, include ways in which the officer will make amends for any harm caused by the negative behavior.
2. Submit the written report from Step 2 to the VOA Advisor and Staff Advisor of the officer's tier.

3. Orally report their intention to improve behavior to the VOA President and the VOA Advisor.

If the individual in Probation completes the above requirements within one month of the beginning of the probation period, they will be relieved of Probation status, and the Officer Removal Process is complete.

Stage #2 - Removal: if an individual neglects to meet the Probation requirements within one month of the beginning of the Probation period, the Removal phase begins.

In order to remove an officer during the Removal phase, the VOA Advisor and VOA Staff Advisor must jointly agree to the removal of the officer in writing.

Note: Violation of Board Duties (also called Fiduciary Duties), can be cause for immediate removal of a VOA officer by the staff advisor, Scout Executive or professional director for that VOA tier, without the need for the full Officer Removal Process.

Proper documentation of the Officer Removal Process (or of immediate removal due to Violation of Board Duties) must be provided to the officer who is being removed, VOA President of the officer's tier, the VOA President and Advisor of the tier directly above, and an executive board representative of the officer's tier. If a three-fifths ($\frac{3}{5}$) majority of these individuals agree that the Officer Removal Process was completed in a way which violates the Standard Operating Procedures, the process must be restarted and the discrepancies resolved.

The officer is considered officially removed from office two (2) business days after the documentation has been provided to all parties listed above, allowing time for all individuals to review the proceedings.

After an officer has been removed, the relevant process for filling a vacant position should begin immediately. Additionally, while their approval is not necessary for an officer's removal, Council Scout Executives should be notified if any member of their council is removed from office.

VOA Presidential vacancies shall be filled through appointment by the VOA Advisor and Staff Advisor, 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 VOA President with approval by the VOA Advisor and Staff Advisor.

Advisor, Chair and Staff Advisor Appointments

The VOA Advisor shall be appointed by the top adult volunteer at each tier (e.g.: district chair, council president, area president, region president, national Venturing committee chair) with the approval of the candidate's council Scout Executive and serves at the appointer's pleasure. Regional and national Venturing advisor positions may involve a nominating committee per region and national policies. Advisors support, but do not report to youth officers.

In cases where there is a Venturing Committee at district, council, area, and regional tiers, the same process may apply. National Venturing Chair appointment follows the national bylaws.

The Venturing staff advisor shall be appointed by the top professional at each tier (e.g., council Scout Executive, Area Director, Regional Director, Chief Scout Executive) or their designee and serves at the appointer's pleasure.

Associate and other subsidiary Venturing advisors shall be appointed by the top Venturing Advisor at that tier, be approved by the Venturing staff advisor at that tier and the candidate's local council Scout Executive and serves at the appointer's pleasure.

VOA Position Profiles

VOA President

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

The VOA President:

- Works with advisors and staff advisors of their own VOA and VOA Presidents at the tiers above and below them.
- Appoints and supervises VOA Vice Presidents, 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 Vice President(s) 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.
- Tracks all goals for the VOA and provides regular progress reports to the appropriate committees.
- The tier VOA President may serve as a youth member of their tier's executive board; this may vary by council, area and region. The tier VOA President may sit on the Venturing Committee of their tier; this may vary by council, area and region.

VOA Vice President

The VOA Vice President is appointed directly by the VOA President (for a term concurrent with that of the president).

The VOA Vice President:

- Serves in a support role for their VOA President. He or she shall help to accomplish the goals set by their VOA President and the Venturing Committee or council during the term served.
- Fills in during the absence of the VOA President at meetings or during conference calls.
- Follows the position job description received from the VOA President for guidance in how to best work together as a cohesive team.
- Completes any other duties, as assigned by the VOA President, VOA Advisor or staff advisor.

VOA Vice President of Administration

The VOA Vice President of Administration is appointed by the VOA President-Elect (for a term concurrent with that of the VOA President) and serves at the VOA President's pleasure.

The VOA Vice President of Administration:

- In consultation with the VOA President, appoints and supervises subsidiary youth positions needed to perform the administrative functions of the VOA.
- Supports strategies to increase Venturing membership within the territory of the VOA.
- Promotes and organizes the youth officer selection application processes (at the same tier). They can also assist the VOA President in communicating with the selection committee, organizing the call, etc.
- Promotes 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.
- Takes minutes at VOA meetings.
- Actively promotes council Venturing Journey to Excellence.
- Performs any other duties as assigned by the VOA President.

VOA Vice President of Program

The VOA Vice President of Program is appointed by the VOA President-Elect (for a term concurrent with that of the VOA President) and serves at the VOA President's pleasure.

The VOA Vice President of Program:

- In consultation with the president, appoints and supervises youth positions needed to perform the program functions of the VOA.
- Supervises activity chairs and the planning of activities (conferences, outings, summits, and other events).
- Facilitates internal training events of the VOA.
- Manages VOA finances, if required.
- Coordinates and implements innovative ideas for development.
- Performs any other duties as assigned by the VOA President.

VOA Vice President of Communication

The Vice President of Communication is appointed by the VOA President-Elect (for a term concurrent with that of the VOA President) and serves at the VOA President's pleasure.

The VOA Vice President of Communication:

- In consultation with the VOA President, appoints and supervises youth positions needed to perform the communication functions 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.
- Maintains groups, pages, blogs, calendars, message boards, etc., on the most relevant social media and social networking sites.
- 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.
- 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 VOA President.

VOA Member At Large

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

The VOA Member At Large:

- Reports to a VOA Vice President or VOA President.
- Completes duties as assigned by the VOA Vice President or VOA President to accomplish the objectives of the VOA.
- This position is not a voting member of the VOA.

Ad Hoc VOA Member

A position profile will be established by the VOA President and approved by the commensurate tier VOA Advisor for any appointed ad hoc (temporary) positions. This position is not a voting member of the VOA.

VOA Advisor

The VOA Advisor is appointed by the top officer at each tier (e.g., district chair, council president, area president, regional president, national Venturing chair) and serves at the appointer's pleasure.

The VOA Advisor:

- Reports to the region or area Vice President of Program (This is not the VOA youth Vice President, but the region or area) and serves as a member of that committee. The National Advisor reports to the National Venturing Committee and is a voting member.
- In consultation with the VOA staff advisor and VOA President, appoints and supervises VOA Associate Advisors and subsidiary advisors to work with any youth appointed by the VOA President.
- Works with the VOA President and VOA Associate Advisors, and coordinates with VOA Advisors at the immediate tiers above and below them.
- Serves as a mentor and advocate for the VOA President.
- Ensures fiscal, programmatic, and risk management issues are properly addressed.
- Is familiar with the operations of any relevant Scouting organizations in their territory.
- Approves all youth appointments within their VOA.

VOA Associate Advisor

The VOA Associate Advisor is appointed by the VOA Advisor and serves at that advisor's pleasure.

The VOA Associate Advisor:

- Supervises any subsidiary adults appointed by the VOA Advisor.
- Serves as a mentor and advocate for the youth members they advise.
- Supports the 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.

VOA Staff Advisor

The staff advisor is a professional Scouter appointed by the Scout Executive/ Area Director/ Regional Director/ Chief Scout Executive or their designee at that tier and serves at the appointer's pleasure.

The staff advisor:

- Serves as a voting member of the program committee at that tier.
- Ensures that the policies and interests of the BSA are maintained.
- Approves all appointments of the VOA.

Modifying the Standard Operating Procedures

This document is created to specify the prescribed model 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 and to provide guidance to council and district VOA operations where appropriate.

The following procedure is to be followed to modify this document:

- Suggestions of changes may be submitted to the NVOA President for consideration for the next program year's SOP (NVOA program year is June 1-May 31). Email suggestions to Venturing.NationalOfficers@scouting.org or Venturing@scouting.org.
- After internal review and consulting with the National VOA President, NVOA Advisor, National Venturing Committee Chair and National Venturing Director, the proposed changes will be presented to the full National Venturing Officers' Association for approval.
- A $\frac{2}{3}$ majority vote is required. Each of the Region VOA Presidents is encouraged to consult with their Region VOA beforehand and vote on their behalf. Voting members include each of four RVOA Presidents, the NVOA President and Vice-President, NVOA Advisor, Region VOA Advisors, and National Venturing Chair (NVOA is a sub-committee of the National Venturing Committee).
- The changes will then be presented to the National Venturing Director for final approval.
- Changes will be publicly presented at or before the National Annual Meeting, to be implemented on June 1 of the next program year.

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 VOA President assumes office, they may confirm or replace ad hoc leaders.

Adult 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 VOA President) may ask the Region Program Committee Chair to appoint the Region Venturing Advisor.

District: Local councils 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.

Fiduciary Duty: Fiduciary Duty means the highest standard of care. In the case of a board responsibility, it means you put the organization and your role on that board above your own personal gain, and do not use sensitive information outside the scope of the board.

Key 3: The VOA President, VOA Advisor, and VOA 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, other youth-serving organizations, etc.), but are appointed to the VOA by the VOA leadership.

National Venturing Officers’ Association: The National Venturing Officers’ Association consists of the National VOA President, National VOA Vice President, and the four Region VOA Presidents and their supporting advisors.

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 “VOA” in their title in this document; other officers mentioned herein are always adults.

Representation: Leaders may designate a person to represent them in functions. For example, a council VOA President may ask a subsidiary to represent the council to the Area VOA or help select the Area VOA President.

Subsidiary positions: Supporting positions within the VOA’s organizational structure may be appointed by the respective youth VOA 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: crew, district, council, area, region and national. “Above” refers to tiers at the national level; “below” to tiers at the local level. It is not a statement of positional authority, but of organization. The most important tier is the unit.

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