



Venturing Officers' Association – SOPs

National Venturing Officers' Association (NVOA)
Standard Operating Procedures (SOP) Amended:
October 9, 2022

**Council VOA Standard Operating Procedures can be found on [scouting.org/venturing](https://www.scouting.org/venturing)*

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 administering the Venturing leadership of the Boy Scouts of America for all National Service Territories and the National Venturing Cabinet.

National Tier Organization: The National Venturing Cabinet reports to the National Venturing Committee. The National Venturing Cabinet structure consists of the National VOA President, National VOA Vice Presidents of Administration, Program, Communication, and two Territory Support Vice Presidents (who hail and represent the eastern and western National Service Territories), which are supported by the National Venturing Advisor, National Professional Director, and National Venturing Associate Advisors. All Territory VOA Presidents reside as members of the National Venturing Cabinet. *(Please see the National organization chart on the following page.) The National VOA consists of the National VOA President, all National VOA Vice Presidents, and appropriate advisors.*

National Service Territory: Leadership for a Territory VOA consists of a Venturing Officers' Association (VOA) composed of required and optional youth and adult positions described within this document. Each Territory VOA reports to the National Venturing Officers' Association (NVOA) and serves as a Venturing subject matter expert for the National Service Territory Program Lead. *(Please see the VOA organization chart on the following page and glossary at the bottom of the document.)*

This document contains:

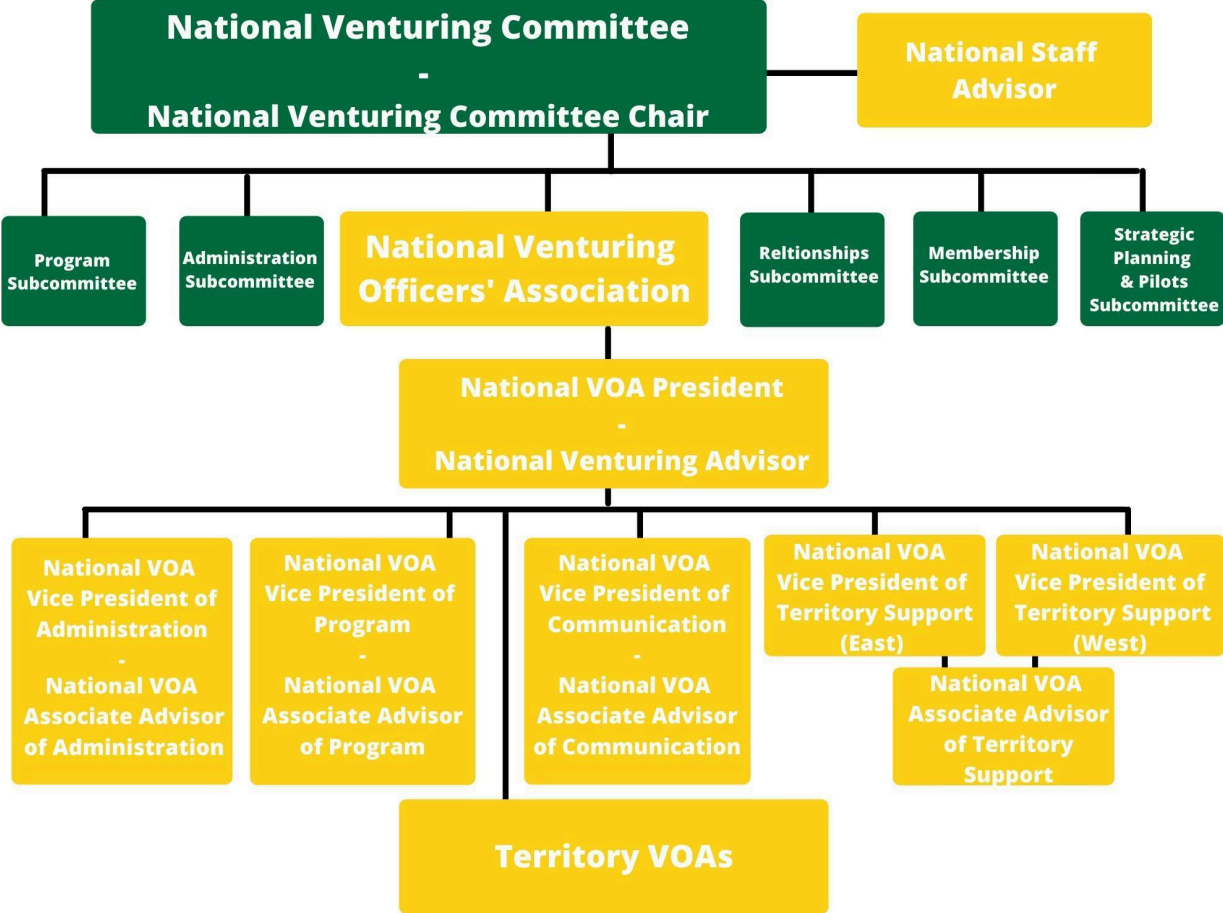
- ☒ Methods to select youth officers and appoint adult advisors to VOAs
- ☒ A timetable for the selection and appointment of officers and advisors
- ☒ Position descriptions
- ☒ Model organizational charts for a standard VOA
- ☒ A short glossary for reference and clarification of terms

Please reference the *VOA Administration Guide* (BSA No. 512-131), or the *Council Venturing Standard Operating Procedures* for additional guidance on VOA governance at the council and district level.

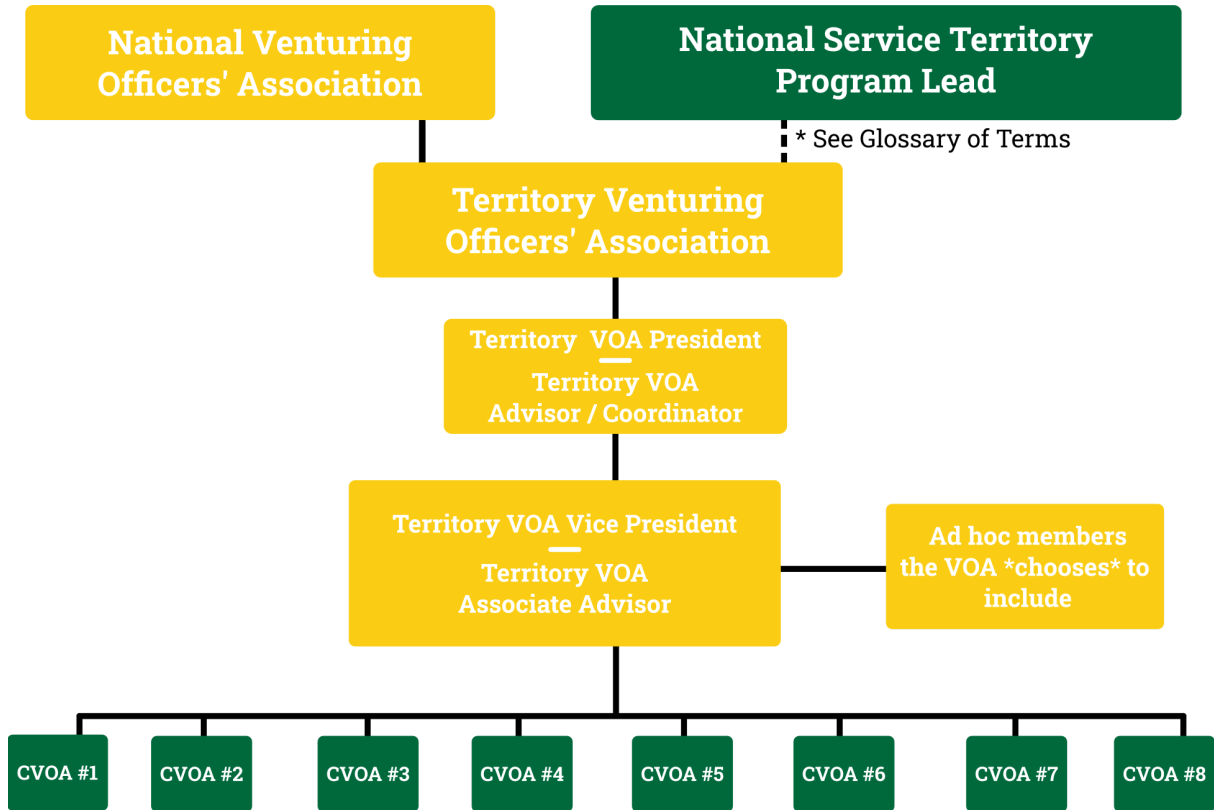
Venturing Service Model



National Venturing Org. Chart



Territory Venturing Org. Chart



Duties of the National VOA

- ☒ Encourage and assist with the organization and support of VOAs.
- ☒ Maintain consistent contact with VOAs. Assess the strengths, weaknesses, and future plans of each VOA, and provide direct support.
- ☒ Fulfill the mission statement of the Boy Scouts of America and the Aims and Methods of all our programs throughout your term as a National VOA Officer.
- ☒ Ensure the National VOA contact sheet is up-to-date with all necessary information and Council key three information (or representatives).
- ☒ Maintain a positive image of the Venturing program. You are always an ambassador for the Venturing program.
- ☒ Conduct or attend monthly National VOA or National Venturing Cabinet meetings as needed. Encourage networking and support of all events.
- ☒ Provide training or orientation to VOA members that will provide each of them with the knowledge and resources to be effective.
- ☒ Strive to fulfill the Venturing Officers' Association mission statement.
- ☒ Understand the commitment to travel across the country supporting VOAs and Councils as requested at in-person and virtual events.
- ☒ Uphold the National VOA Officer Code of Conduct that is developed and approved by your peers during the officer orientation.
- ☒ Provide input on Venturing-related topics to the National Venturing Committee. This responsibility only applies to members of the National VOA, not the National Venturing Cabinet.
- ☒ Assist or act on any other duties, as requested by the National Venturing Committee. This responsibility only applies to members of the National VOA, not the National Venturing Cabinet.

Duties of the Territory VOA

- ☒ Understand the strengths, weaknesses, and future plans of each council's Venturing program within the National Service Territory and focus resources on helping each improve.
- ☒ Encourage at least one youth representative from each council to be a member of the Territory VOA. For councils without an active VOA, the council Scout Executive or Program Director should appoint a youth representative to represent the council on the Territory VOA.
- ☒ Provide training or orientation to Council VOA officers that will provide them with the knowledge and resources to be effective.
- ☒ Territory VOAs may neither host nor organize their own programming at a Territory level. They are empowered however, to support council level program.
- ☒ Assist councils with the organization and support of Council VOAs or other council Venturing programs.
- ☒ Report regularly to the National VOA Vice President of Administration with up-to-date contact information of Territory VOA officers and council Venturing Key 3s.
- ☒ Maintain a positive image of the Venturing program. You are always an ambassador for the Venturing program.
- ☒ Maintain regular contact with each council, assessing the strengths, weaknesses, and future plans of each VOA or Venturing program, and provide direct support to achieve their goals.
- ☒ Conduct regular Territory VOA meetings or conference calls with opportunities for councils to network with each other and provide tips or assistance on common issues.
- ☒ Strive to fulfill the mission statement within the National / Territory Venturing Standard Operating Procedures.

VOA Fiduciary Duties

As a Venturing Officers' Association officer, you may have a role where you are involved as a member of a board or committee. These committees are the governing or advisory bodies of Scouting at that tier, and you may have access to information that is sensitive or private. If you are part of a committee at any tier, you have a duty – called a “Fiduciary Duty” – as a participant of that committee.

The primary fiduciary duties are applicable to a Venturing participant committee 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 Fiduciary Duties, can be cause for immediate removal of a VOA officer by the National Staff Advisor or professional director.

Youth Officer Selections

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

The term of office for all National and National Service Territory VOA officers is June 1 to May 31.

The National VOA President and all National VOA Vice Presidents shall have a single term limit, but they may apply for a second term for a different position within the cabinet after their first term. Territory VOA Presidents and Vice Presidents may serve up to two terms in office within the same position.

Applicants for every VOA or Cabinet officer position must be under age 21 throughout the duration of the term for any office held.

Each applicant 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/or 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 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: Territory/National VOA President, Territory/National Sea Scouts Boatswain, Section/Region/National OA chief, Territory/National VOA Vice President, Territory/National Sea Scouts Boatswain's Mate or 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 a territory/section, region, or national position (VOA, OA, Sea Scouts, etc.) at the same time. The same recommendation exists for Advisors.

Application and Selection deadlines

VOA Abbreviations	NVOA = National Venturing Officers' Association TVOA = Territory Venturing Officers' Association CVOA = Council Venturing Officers' Association DVOA = District Venturing Officers' Association VOA = Universal Venturing Officers' Association reference
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	VOA Officer	Application deadline	Election 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 Vice President TVOA President
	Territory VOA President	March 15	May 1	<i>Current or past:</i> TVOA Vice President CVOA President CVOA Vice President Any crew President
	Council VOA President	April 15*	May 15*	<i>Current or past:</i> CVOA Vice President DVOA Officer Any Crew Officer
V i c e P r e s i d e n t	National VOA Vice President(s)	Last day in February	May 1	<i>Current or past:</i> NVOA Vice President TVOA President TVOA Vice President
	Territory VOA Vice President	March 15	June 1	<i>Current or past:</i> TVOA Vice President CVOA Officer DVOA Officer Any crew President
	Council VOA Vice President	April 15*	June 1	Any registered Venturer

*Suggested

National VOA President Selection

1. **Application.** Eligible applicants must apply using the appropriate application before the deadline. (There is a standard President/Vice President application for national positions; councils and districts may use the suggested template or one of their own design.)
2. **Pool selection.** The current National VOA President, National Venturing Advisor and professional director 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 this document and present those candidates to the selection panel. The preferred pool size is three to four, but a different pool size may also be selected.
3. **Selection chair.** The current National 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 any National VOA Vice Presidents, and any Territory VOA Presidents who are not candidates for NVOA President or NVOA Vice President. In the case of a panel spot not being filled because the president at that tier is a candidate, the Territory Advisor/Coordinator (from whatever Territory the applicant is from) will appoint another youth from that VOA's service Territory to serve on the selection panel. All territories will be invited to send a representative, but a minimum of 12 territories will constitute a quorum. Additional selection members include the National VOA Advisor and professional director. The maximum number of voting panelists will not exceed twenty three (23). *Voting panelists may not be directly related to the candidates.*

In absence of a functioning National VOA, the Venturing Key 3 or Chief Scout Executive/CEO may appoint the National VOA 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 National Venturing Vice Presidents do not require a replacement.
6. **Silent observers.** The current NVOA President shall be an observer to ensure the process was within SOP guidelines. National VOA Associate Advisors and other guests of the NVOA may attend the call as silent observers. The Selection Chair may appoint a silent scribe to take notes. Silent Observers may attend the call, but must remain silent at all times and do not get a vote.
7. **Interview venue.** The interview process will occur via video or phone conference.
8. **Interview questions:** Sample questions will be provided to candidates prior to the interview so they may prepare for them.

9. **Selection criteria.** The selection will be composed of a discussion and a voting period. Each candidate will be discussed one at a time after all have been interviewed. During the discussion it will be appropriate to compare the merits of one candidate to another when panelists are speaking. Each NVOA Vice President will be allotted one to two (1-2) minutes to speak about each candidate. They may speak less, but no more. After each Vice President's allotted time, other panelists may respond for up to one minute (they may speak less, but no more) - it is particularly encouraged of a panelist to do so if they have worked with the candidate before. Any panelist may secede their speaking time. The discussion process will continue for each candidate. At the end of the discussion of the last panelist, the voting process will commence. The voting process will be conducted via a survey, where each candidate will be listed and each panelist will rate the candidates one to five (1-5) on various categories which will be pre-decided and created by the unbiased selection chair. The survey will be created by the unbiased selection chair and approved by the National VOA Advisor before the date of the selection.
10. **Announcement.** The new 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.

Territory VOA President

1. **Application.** Eligible applicants must apply using the appropriate application before the deadline. (There is a standard President/Vice President application for Territory VOA positions.)
2. **Pool selection.** The current Territory VOA President and Territory VOA Advisor/Coordinator 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 National / Territory VOA SOPs and present those candidates to the selection panel. The preferred pool size is three to four, but a different pool size may also be selected.
3. **Selection chair.** The current Territory VOA President (or the Advisor/Coordinator'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 Territory VOA Vice President, and a recommended 40% of all councils represented by people who are not candidates for the position being selected. Council VOA Presidents (or a representative) who are not candidates for the position being selected should be invited to participate in the selection panel. The Territory VOA Advisor is also a member of the panel. *Voting panelists may not be directly related to the candidates.*

In the absence of a functioning Territory VOA selection panel, the Territory VOA Advisor/Coordinator, in conjunction with the National Venturing Advisor, may appoint the Territory VOA 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 Territory VOA Advisor will appoint a replacement. The Territory VOA Vice President does not require a replacement.
6. **Silent observers.** The National Venturing President, or their designee, shall be an observer to ensure the process is within SOP guidelines. Other VOA Advisors or other guests of the Territory VOA may attend the call as silent observers. The Selection Chair may appoint a silent scribe to take notes. Silent Observers may attend the call, but must remain silent at all times and do not get a vote.
7. **Interview venue.** The interview process may occur via video or phone conference, or in a way that works best for the Territory VOA.
8. **Interview questions:** Sample questions will be provided to candidates prior to the interview so they may prepare for them.
9. **Voting criteria.** If a $\frac{2}{3}$ 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 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 Territory VOA Vice President.

Selection Process: National VOA Vice Presidents

The National VOA will have a Vice President of Administration, Vice President of Program, Vice President of Communication, and two Vice Presidents of Territory Support (which represent eastern and western territories of the country).

Please note, selection of the National VOA Vice Presidents will take place prior to the selection of a Territory VOA President; 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 (there is a standard president/vice president application).
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 the National 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 Vice Presidents-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 applicable Territory VOA President and/or Vice President selection.

Selection Process: Territory VOA Vice Presidents

Each Territory VOA shall have one Vice President. All other VOA officer positions (i.e., training, event chair, etc.) are ad hoc members.

1. **Application.** Eligible applicants must apply using the appropriate application before the deadline. (There is a standard president/vice president application for National VOA and Territory VOA positions).
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 with guidance from their advisor.
4. **Final approval.** The Territory VOA Advisor/Coordinator must approve of the Vice President selection, and the President-Elect must not promise the position prior to the agreement of all parties.
5. **Announcement.** The new Territory VOA Vice President-Elect will be notified and announced immediately. Candidates who were not selected will be informed and may be offered the opportunity to have their application considered for the next tier down.

Removal from Office

On rare occasions, it may be necessary to remove a VOA or cabinet member from a position. Any officer or advisor may resign from office.

Due to the short time frame of the Venturing 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/Coordinator and National Staff Advisor. Notification of the removal process must be sent immediately to the National Venturing Officers' Association or the National Venturing Committee.

Advisors should consult with the officer leadership prior to taking this action. Any member of the VOA or cabinet may request the removal process of an officer to take place; however, only the VOA Advisor/Coordinator and/or National 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/Coordinator and/or National 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/cabinet 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 or cabinet leadership (Venturing President, Venturing Advisor/Coordinator, and relevant Venturing Associate Advisors). At least three violations of this responsibility qualify 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 Venturing Advisor/Coordinator and/or National Staff Advisor believe an officer has displayed behavior that is detrimental to the team, they may initiate the removal process.

The officer removal process consists of two stages: probation and removal.

Stage #1 - Probation: The Venturing Advisor/Coordinator and/or National Staff Advisor have submitted documentation to a representative to the NVOA or the National Venturing Committee. While on 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 participants in officer 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 Venturing President and Venturing Advisor/Coordinator 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 Venturing President and Venturing Advisor/Coordinator 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 Venturing President and Venturing Advisor/Coordinator at the officer's 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 Venturing President and Venturing Advisor/Coordinator at the officer's 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 Venturing Advisor/Coordinator and/or National Staff Advisor of the officer's tier. Orally report their intention to improve behavior to the Venturing President and the Venturing Advisor/Coordinator.

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 or if the officer cannot be connected for at least two months, the removal phase may begin.

In order to remove an officer during the removal phase, the Venturing Advisor/Coordinator and National Venturing staff Advisor must agree to the removal of the officer in writing.

Note: Violation of VOA Fiduciary Duties, can be cause for immediate removal of a Venturing officer by the Advisor/Coordinator, Scout executive, or professional director for that Venturing 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, Venturing President of the officer's tier, and the National VOA or National Venturing Committee. If a three-fifths (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.

Venturing Presidential vacancies shall be filled through appointment by the Venturing Advisor/Coordinator and/or 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 vacancies shall be appointed by the current Venturing President with approval by the Venturing Advisor/Coordinator.

Officer Position Profiles

National VOA President

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

The National VOA President:

- ☒ Works with the National Venturing Advisor, the National Professional Director, and all Associate Advisors of the National Venturing Cabinet.
- ☒ Appoints and supervises National VOA Vice Presidents, and additional optional youth positions.
- ☒ Leads the youth officer selection process and interviews.
- ☒ Represents Venturing to all Scouting leadership throughout the nation.
- ☒ Motivates and coordinates the National VOA Vice Presidents and any other appointed Cabinet members in assigned tasks and conducts meetings with them as needed.
- ☒ Plans and leads regular meetings for the National Venturing Cabinet leadership team (National VOA President, all National VOA Vice Presidents, and respective Advisors).
- ☒ Plans and leads regular meetings of the entire National Venturing Cabinet, including all necessary VOA Presidents and Advisors.
- ☒ Maintains positive relationships and mentors VOA Officers.
- ☒ Assists National Venturing Cabinet members with the selection of subsidiary youth members.
- ☒ Tracks all goals for the National Venturing Cabinet and provides regular progress reports to the appropriate committees.
- ☒ Serves as the top youth representative and voting member on the National Venturing Committee.

National VOA Vice President of Administration:

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

The National VOA Vice President of Administration:

- ☒ Supports strategies to increase Venturing membership within Councils and VOAs.
- ☒ Promotes the National Venturing Cabinet officer selection application processes.
- ☒ Works with Territory VOAs to update and maintain an accurate list of all current contacts.
- ☒ Promotes the selection and presentation of the Venturing Leadership Award and other appropriate Venturing awards.
- ☒ Maintains records of recognitions, membership, officer selections, and Venturing leadership alumni.
- ☒ Takes minutes during discussions at National Venturing Cabinet meetings.
- ☒ Actively promotes and administers Council Standards of Venturing Excellence (CSVE).
- ☒ Provide tools and resources to Territory VOAs to help them perform their functions supporting VOAs, particularly in regard to communicating with Council VOAs and providing support using CSVE.
- ☒ Collaborates with Territory VOAs to support the administrative functions of Council VOAs.
- ☒ Actively promotes and administers Territory Standards of Venturing Excellence (TSVE) or another evaluation of Territory VOAs at least twice yearly and works with the National VOA Vice Presidents of Territory Support to provide feedback to Territory VOAs.
- ☒ Performs any other duties as assigned by the National VOA President.

National VOA Vice President of Program:

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

The National VOA Vice President of Program:

- ☒ Facilitates internal training events of the National Venturing Cabinet in conjunction with the incoming National VOA President, outgoing National VOA President, and outgoing National VOA Vice President of Program.
- ☒ Collaborates with Territory VOAs to improve the program and training events of Council VOAs.
- ☒ Provide detailed program guides to support each Territory VOA as they develop program to support their local Councils.
- ☒ Performs any other duties as assigned by the National VOA President.

National VOA Vice President of Communication:

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

The National VOA Vice President of Communication:

- ☒ *Assists* with the Venturing web presence, in conjunction with the National Venturing Communications Team, to ensure all outlets are maintained and updated appropriately for effective publication of information and collection of feedback.
- ☒ Periodically *provides support*, in conjunction with the National Venturing Communications Team, to the creation of a newsletter of past, current, and future events, including articles of noteworthy events and other items of interest to Venturers.
- ☒ Maintains relevant social media and social networking sites (i.e., Facebook, Instagram, and Twitter).
- ☒ 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 the roster of National Venturing Cabinet 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 Cabinet as needed and appropriate.
- ☒ Develops comprehensive marketing strategies and materials.
- ☒ Collaborates with Territory VOAs to improve the communication efforts of Council VOAs.
- ☒ Performs any other duties as assigned by the National VOA President.

National VOA Vice President of Territory Support:

The two National VOA Vice Presidents of Territory Support are appointed to the National Venturing Cabinet by the National VOA President-Elect (for a term concurrent with that of the National VOA President) and serve at the National VOA President's discretion.

The two National VOA Vice Presidents of Territory Support will be divided into two (2) zones: West (Territory VOAs #1-8) and East (Territory VOAs #9-16). Each National Venturing Vice President of Territory Support is recommended to hold their primary registration in the respective zone that they are appointed to support.

- ☒ Communicates regularly with designated Territory VOA Presidents to offer guidance, support, and resources provided by the National VOA.
- ☒ Collaborates with Territory VOAs to understand what Council VOAs need to improve their functioning and provides regular progress reports to the National VOA.
- ☒ Motivates and coordinates the Territory VOAs in assigned tasks and conducts meetings with them as needed.
- ☒ Helps train and mentor Territory VOA members through facilitating officer training events with knowledgeable incumbent or past VOA officers.
- ☒ Works in conjunction with the National VOA President to track the goals of Territory VOAs as needed.
- ☒ Supports any consolidation, centralization, or operational projects needed to grow and support VOAs.
- ☒ Performs any other duties as assigned by the National VOA President.

Territory VOA President:

The Territory VOA President is selected by a prescribed process to serve for a specific term of office (June 1 to May 31). Each Territory VOA President is recommended to hold their primary registration in the respective Territory that they are appointed to support.

Territory VOA President:

- ☒ Works with Advisor/Coordinator of their Territory VOA and Council VOA Presidents.
- ☒ Appoints and works with a Territory VOA Vice President, and manages additional Territory VOA youth ad hoc and task force positions.
- ☒ Supports each council's Venturing program through the development of resources and hands-on guidance.
- ☒ Includes each council in Territory VOA operations.
- ☒ Leads the youth officer selection process and interviews.
- ☒ Represents the Territory VOA to the National Service Territory through the Program Lead.
- ☒ Motivates and coordinates the Vice President and any other appointed Territory VOA ad hoc and task force members in assigned tasks and conducts meetings with them as needed.
- ☒ Reports regularly to the National VOA Vice President of Territory Support with up-to-date contact information of Territory VOA officers and council Venturing Key 3s.
- ☒ Helps train and mentor Council VOA officers.
- ☒ Plans and leads regular meetings of the Territory VOA.
- ☒ Tracks all goals for the Territory VOA and provides regular progress reports to the National VOA and the National Service Territory Program Lead.
- ☒ Serves as a member-at-large of the National Venturing Cabinet.

Territory VOA Vice President:

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

Territory VOA Vice President:

- ☒ Serves primarily to support and serve councils through maintaining constant contact with and detailed notes of each council.
- ☒ Works to build personal relationships with each council.
- ☒ Creates tangible program and membership growth opportunities with each council.
- ☒ Facilitates the submission of Council Standards of Venturing Excellence (CSVE) for each council in the National Service Territory.
- ☒ Utilize Council Standards of Venturing Excellence (CSVE) scores to tailor support for each council's Venturing program.
- ☒ Serves in a support role for the Territory VOA President and works to accomplish the goals set by the Territory VOA President.
- ☒ Fills in during the absence of the Territory VOA President at meetings or during conference calls.
- ☒ Completes any other duties, as assigned by the Territory VOA President, or Territory VOA Advisor/Coordinator.

Territory VOA Ad Hoc Member:

The Territory VOA ad hoc member is appointed by the Territory VOA President and serves at the president's discretion. Ad hoc members work on an 'as-needed' or temporary basis for the VOA, and are an optional position. They are not permanent or standing members of the Territory VOA. 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.

Territory VOA Ad Hoc member:

- ☒ Reports to the Territory VOA President and Territory VOA Advisor/Coordinator regularly.
- ☒ Works to support council Venturing programs through initiatives related to their assigned focus.

Suggested focuses:

Administration

- Data Analysis
- Awards and Recognition
- Alumni

Program Relationships

- Sea Scouting
- Exploring
- Scouts, BSA
- Cub Scouts
- Order of the Arrow

Program

- Training
- Membership
- Recruitment
- Retention

Communication

- Social Media
- Newsletter

Territory VOA Positions

The Territory VOA is made up of a combination of required positions and optional positions. The Territory Venturing leadership should make a conscious effort to ensure each council is equally voiced.

The Territory VOA must consist of the following required positions:

- Territory VOA President
- Territory VOA Vice President
- Territory VOA Advisor/Coordinator
- Council VOA President or appointed council Venturing representative
- Council VOA Advisor or appointed adult council Venturing representative

The Territory VOA may consist of the following optional positions:

- Council Venturing Committee Chair
- Council Venturing Commissioner or other Commissioner interested in Venturing
- Council VOA Staff Advisor
- Appointed Territory VOA ad hoc members

Advisor/Coordinator and Associate Advisor Appointments

The National VOA Advisor shall be appointed by the National Venturing Committee Chair and the Territory Advisors/Coordinators and National VOA Associate Advisors shall be appointed by the National VOA Advisor with the approval of the candidate's council Scout executive. The Advisor/Coordinator serves at the appointer's discretion. Advisors support, but do not report to, youth officers.

National Venturing Advisor positions may involve a nominating committee per national policies. National Venturing Chair appointment follows the national bylaws.

Associate and other subsidiary Venturing advisors shall be appointed by the top Venturing Advisor/Coordinator at that tier, be approved by the candidate's local council Scout executive and serve at the appointer's discretion.

VOA Advisor/Coordinator

The National VOA Advisor is appointed by the National Venturing Committee Chair and the Territory Advisors/Coordinators are appointed by the National VOA Advisor. They serve at the appointer's discretion.

The VOA Advisor/Coordinator:

- ☒ Reports to the Venturing Advisor of the tier above. The National Advisor reports to the National Venturing Committee and is a voting member.
- ☒ In consultation with the Venturing Professional Director (if applicable), appoints and supervises Venturing Associate Advisors and subsidiary Advisors to work with any youth appointed by the VOA President.
- ☒ Works with the VOA President and Venturing Associate Advisors, and coordinates with Venturing 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 service area.
- ☒ Approves all youth appointments within their VOA.

VOA Associate Advisor

The VOA Associate Advisor(s) is/are appointed by the VOA Advisor and serve at that advisor's discretion.

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.

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, and National Service Territory tiers.

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

- ☒ Suggestions of changes may be submitted to the National VOA President or National VOA Advisor for consideration for the next program year's SOP (National Venturing program year is June 1-May 31). Email suggestions to Venturing.NationalOfficers@scouting.org
- ☒ After internal review and consulting with the National VOA President, National Venturing Advisor, National Venturing Committee Chair and National Professional Director, the proposed changes will be presented to the full National VOA for approval.
- ☒ A $\frac{2}{3}$ majority vote is required. Voting members include National VOA President, each of the National VOA Vice Presidents, National Venturing Advisor, each of the National Venturing Associate Advisors, and National Venturing Chair (the National Venturing Cabinet is a sub-committee of the National Venturing Committee).
- ☒ The changes will then be presented to the National Professional 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/Coordinator: Each officer position has a corresponding adult Advisor to support that officer in fulfilling the required tasks. In the case of the territories this position can also be referred to as the Territory Venturing Coordinator. This terminology is used to match the titles used by other groups at the territory level.

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 a subsidiary.

District: Local councils are divided into geographical (or occasionally special-purpose administrative) areas referred to as districts. 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/committee 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 from a tier.

Liaison: A youth officer who represents a special-interest group of significance to Venturing within the National Service 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 Service Territory (NST): The National Service Territory (NST) supports councils through a collaborative network under the leadership of a Key 3 and functional leads focusing on primary aspects of council operations and delivery of the Scouting program.

National Venturing Cabinet: Composed of all National Venturing Officers' Association officers (along with their corresponding adult Advisors), and all

Territory VOA Presidents (along with their corresponding adult Advisors/Coordinators).

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

President, chair: Occasionally, this document refers to offices that are not Venturing offices, such as the President of a council or Chair of a district. Venturing officers 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 Territory VOA or help select the Territory 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.

Territory Program Lead: Leads NST efforts to help councils strengthen local program and youth retention in Scouting. This individual may refer to the Territory VOA as a group of Venturing subject matter experts accessible to the Council Program Chairs should their expertise be deemed necessary for council support purposes. The TVOA may provide updates on their work to the Program Lead. The TVOA does not report to the Program Lead; rather, they report to the NVOA.

Tiers: The tiers used in this document are, in order: crew, district, council, National Service Territory, 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 member of a Venturing crew. The word "Venturer" should be used only as a noun referring to a 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 people aged 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 people take part in Venturing activities." "Good Venturing Advisors are crucial to successful Venturing crews."

Venturing Officers' Association (VOA): A group of officers on a district, council, National Service Territory, or National tier that promotes membership, resource sharing, and events for Venturing in their service area.