

Venturing Transition Document

TERM:

Council VOA President

From:	
To:	

Contact Information of Outgoing Officer

Phone Number	
Email	
Other	

Position Description

*This generally outlines your position based on the Standards of Operating Procedures and what is expected you will accomplish during your term. Feel free to add anything you feel is missing

The VOA President is selected by a prescribed process to serve for a specific term of office

- 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.
- Motivates and coordinates the VOA 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 VOA President may serve as a youth member of the council executive board; this may vary by council.



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Intra-Team Relationships

*These are any relationships you have cultivated with Venturing youth and advisors who are part of your close administrative team such as Presidents, Vice Presidents, Advisors, Associate Advisors, and/or task force members. Add as many boxes as necessary.

Name	_____
Position	_____
Contact Information	Cell: _____ Email: _____ Other: _____
How did you navigate this relationship?	

Name	_____
Position	_____
Contact Information	Cell: _____ Email: _____ Other: _____
How did you navigate this relationship?	

Name	_____
Position	_____
Contact Information	Cell: _____ Email: _____ Other: _____
How did you navigate this relationship?	



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Inter-Venturing Relationships

*These are any relationships you may have cultivated with other Venturing members outside of your close administrative team that have proved to be helpful in successfully carrying out your position's requirements. Add as many boxes as necessary.

Name	_____
Position	_____
Contact Information	Cell: _____ Email: _____ Other: _____
How did you navigate this relationship?	

Name	_____
Position	_____
Contact Information	Cell: _____ Email: _____ Other: _____
How did you navigate this relationship?	

Name	_____
Position	_____
Contact Information	Cell: _____ Email: _____ Other: _____
How did you navigate this relationship?	



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Initial Goals for Term:

*This is your space to share what goals you set out for yourself at the beginning of your term and how you were able to achieve them, if achieved, any roadblocks you ran into, recommendations you would give to the next person if they share similar goals. This would be a great place to discuss passion projects you set out on!

Initial Goal	Results/Feedback

Continuation of Projects:

*This is the best place to outline any ongoing projects that require a continuation of efforts into the next term. Include key details, upcoming steps, and contacts if applicable.

Health of Crews

*Use this to best characterize the health of each Crew to address how we can best support them. Things to consider include their communication with the council VOA, activity at CVOA meetings, and/or membership growth.

Crew:	Contact and Contact Information:	State:	Notes:

CSVE Progress

*This is the place to reflect on your performance on the CSVE and any advice you would recommend moving forward.

Category:	Why did you receive said score? Did you try to improve moving forward? If so, how?	Recommendations:

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General Time Commitment:

*Expect the following meetings and/or events:

Event	Time Commitment

Suggested Timelines

*These timelines may prove to be helpful in breaking down big and daunting tasks into smaller “bite-sized” chunks that may ease your ability to achieve your goals in a manner that best fits your busy schedule.

Task	Steps



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Key Dates

*Keep an eye out for these important dates within your term such as elections, training weekends, events, recognition events, CSVE submission windows. These are simply suggestions, add as many key dates as necessary.

Key Date	Task

Identifying and Incorporating Diverse Talent

*In order to ensure that we are securing the future of our program and its leaders, we must work toward incorporating youth from across all levels of our program into a variety of initiatives and efforts. Feel free to add any new ways you have found to incorporate new youth leaders such as taskforces or other positions of responsibility.

Position/ Responsibility	Outcome/Feedback



Term Takeaways

*This is the place to discuss the biggest things you wish you would have known coming into the position, how you would do things differently, what you most learned, etc. Feel free to add to this list.

1. What could be improved moving forward? How?

2. What have you learned?

3. What do you wish you knew before taking this position?

4. How did you deal with conflict? Was it successful?

5. Biggest Dos and Donts?

6. How did you run your meetings? Any advice?

7. How did you keep groupchats and other forms of communication engaging?



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8. Any advice for growth in membership?

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General Tips and Advice

*This is the place for any additional tips or advice.

Any general advice/tips/recommendations?

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Resources

*feel free to add as needed

- [Standards of Operating Procedures](#)
- [Council Venturing Standards of Operating Procedures](#)
- [Looking to Start a VOA](#)
- [Council Standards of Venturing Excellence](#)
- [Venturing Officer's Association](#)
- Account names and passwords:



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