

Venturing Transition Document

TERM:

Council VOA VP of Administration

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 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.

- 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 council.
- Promotes and organizes the youth officer selection application processes. 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 Journey to Excellence for Council Venturing.
- Performs any other duties as assigned by the VOA President.



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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?	



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.

Awards and Recognitions Records

*Use this to best keep track of any notable awards and recognitions that may have been earned throughout your term. This is a great tool to keep a record of CVLA, Ranger Award, Trust Award, Quest Award, Summit Award recipients, etc.

Award	Recipient	Notes

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 CVLA Timelines, CVOA Application due dates, recognition events. 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](#)



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