

Venturing Transition Document

TERM

Council VOA VP of Program

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 Council 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.

- 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.



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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.

Program Records

*Use this to best keep track of any notable Council/Unit level events that may have been attended by CVOA Officers/Council Venturers or simply stood out. This is a great tool for advertising purposes and for inspiration moving forward.

Council or Crew Event	Who Attended	Notes



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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. 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?

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](#)
- [Annual Program Planning](#)



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