Vice President of Activities

* Fills out tour plans
  + Required for any event outside of the boundary of gulf ridge council
  + Tour plans must be filled out in their entirety
  + Must be turned in no later than 2 weeks prior to an event
  + The PDF document can be found on the website at
    - crew000.weebly.com
    - Database tab
    - Important documents
* Attends round table
  + Round table is the district wide meeting for events and activities
  + Round table is held across from the 123 scout house in winter haven
  + Round table occurs the first Thursday of every month.
  + Round table begins at 7:00pm and ends at approximately 9:00pm
  + Please pick up flyers for upcoming crew training and events.
* 2nd in command
  + You are in charge when the president isn’t there.
  + I have school on Friday nights so I won’t be at very many of the meetings but will still fulfill my other roles and responsibilities
  + I will leave detailed meeting plans for you to follow
* Monitors advancement
  + Use the crew database to monitor the crew’s advancement.
  + Put dates in each of the boxes as the requirements are completed
  + You can find the database in the e-mail I sent you to windows live SkyDrive.
  + Use merit badge.org to get the most up to date requirements.
* Blogs bi weekly
  + Use the link to the weebly account in order to blog on your appropriate page.
  + Make sure and update your picture and personal info too.
* Manages "event registration" page
  + Use the website tools to keep the events registration page up to date.
    - Click on the events list and modify the contents.
  + Use this when filling out your tour permits
  + Encourage the crew to use it!
  + I can forward form data to your personal e-mail.

Vice President of Administration

* Manages Treasurer and Secretary
  + Keep them in line!
* Manages database
  + The database can be found on the link I send you to windows live SkyDrive.
  + Make sure the database is in good working condition.
  + Check it over to make sure anyone hasn’t messed it up lately.
* Collect crew paperwork
  + Self-Exclamatory
  + Keep a record of everything collected
  + Start hammering people for medical forms and create some sort of generic permission slip for crew events.
* 3rd in command
  + You may be in charge if Kenny doesn’t show up
* Blogs bi weekly
  + Use the link to the weebly account in order to blog on your appropriate page.
  + Make sure and update your picture and personal info too.
* Manages website data
  + Check the website for spelling and grammar as well as monitor the blogs and guest book comments and whatnot.
  + I can forward form data to your personal e-mail.

Secretary

* Takes notes at meetings
  + Keep accurate notes of who attended the meetings and what went on.
* Takes in and counts votes
  + Self-exclamatory
  + Need to learn how to use the website to obtain votes.
* Creates newsletters
  + Create newsletters with upcoming events.
  + I will attach a few examples.
* Post minutes on website
  + Post meeting notes on website

Treasurer

* Collects dues
  + Self-Exclamatory
  + We don’t have any right now
* Manages crew finances
  + Use crew database on windows live SkyDrive
  + Input finance info on the finance page
* Inputs into excel
  + Self-exclamatory