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