



Troop 93
Leadership Position Description

Travel Coordinator

GENERAL INFORMATION

Type: Appointed by Scoutmaster

Reports to: Scoutmaster

Description: In charge of Troop travels.

Comments: Travel Coordinator assure all tour permits, reservations and other travel arrangements as necessary are completed correctly and on time. Coordinates transportation of troop (drivers) as necessary.

QUALIFICATIONS

Experience: No prior experience necessary.

PERFORMANCE REQUIREMENTS

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential

- **Attendance:** You are expected to attend Troop meetings and Committee meetings as necessary. Attending troops outings is desired.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly at troop meetings and other formal events.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

The Travel coordinator assure all troop travels are properly conducted

Duties include:

- Submitting applicable BSA tour permits
- Assure appropriate reservations are made as necessary.
- Assures that appropriate vehicles and drivers are available for each trip, prior to the trip. Assure all drivers are qualified.
- Assure all non-BSA permits as necessary are acquired.