

Conducting A Pack Committee Meeting

There are several ways to conduct a successful pack committee meeting.  Some committees meet in informal settings, while others have a formal agenda.

The most common method of conducting a meeting is the use of Robert’s Rules of Order.  Although it may not be necessary to implement all the formal details, the basic meeting agenda can provide a format that is familiar.

**CALL TO ORDER**

Starting a meeting on time encourages people to come on time.  During this time you may choose to have a formal opening that includes the pledge of allegiance and/or the Scout Oath and Law.

**COMMITTEE CHAIR REPORT**

The Pack Committee Chair gives a general report of how the pack is doing along with any key topics that may not be covered in other committee reports.  This is also a good time to recognize adults.

**COMMITTEE REPORTS**

* The pack committee treasurer gives a monthly status of pack finances.
* Advancement Chair,
* Pack Trainer
* Chartered organization representative
* Pop Corn/Camp Card Chair
* Friends of Scouting Chair
* Outdoor/Camping Chair
* Webmaster
* Events Coordinator
* Membership Chair
* Public Relations Chair
* Chaplin
* Pack Quartermaster
* Cubmaster
* Den Leaders, and special committees such as Pinewood Derby or Blue and Gold Banquet.

**OLD BUSINESS**

This is when items that relate to the whole pack that have been previously presented are either discussed further, decided upon, or postponed until the next committee meeting.

**NEW BUSINESS**

During this time new items that have not been formally brought to the committee are discussed.  It is common that new business items are shared with the chairman prior to the meeting so everyone attending is aware of a new agenda item.

**ADJOURN**

Bring the meeting to a formal ending means that no more decisions will be made, and people are free to leave.

**Parts of a Pack Committee Meeting**

Pack committee meetings have seven distinct parts.  These helps keep the meeting organized and structured.  Each den meeting plan in the Den Leader Guides follow these simple seven parts.

**Evaluating the Previous Month**

The Pack Committee Chair calls the meeting to order and the Cubmaster and den leaders discuss the past Pack meeting and Den Meetings to identify areas for improvement and to share successes.

**Finalizing the Current Month**

The Cubmaster, Den Leaders, and those who are organizing special events such as Pinewood Derby or Blue and Gold give reports.  Den leaders give updates on progress towards their badges of rank.  The Pack Treasurer gives a monthly report.

**Planning Ahead**

Plans for the next Pack meeting and other special events are developed and assignments made.  The Pack Committee Chair leads a discussion about any other pending topics.

**Unit Leadership Enhancement**

This is an opportunity to use a resource found in the back of the Cub Leader Book to educate members of the committee on different topics.

**Social Time / Fellowship**

Allowing a time for families to get to know each other helps build relationships and to identify hidden talents.  This should be presented as an optional activity as not everyone will be able to participate.