



Sam Houston Area Council Venturing Officers' Association

Council VOA President & Vice President Nomination Form

Please submit the form below by August 1st

The following Venturer is seeking a nomination to be considered for the position(s) of council Venturing president and/or vice president. For more information about these positions and the minimum qualifications, please refer to the Venturing Standard Operating Procedures available at: venturing.org.

This is a multi-part application that includes a written statement of qualifications that the nominee is expected to discuss with parents, and their Crew Advisor prior to being approved for consideration.

Officially nominates the following Venturer:

Name _____

Home address _____

City _____ State _____ Zip _____

Home phone _____ Mobile No. _____

Email _____

Age on August 1st _____ Date of Birth _____

Parent's name _____

Parent's phone _____ Parent's email _____

Currently registered in Crew No. _____ District: _____

Chartered organization _____

The nominee should attach a biography of no more than 200 words to this application stating personal qualifications for the position(s) for which he or she is applying. Additionally, please attach a head-and-shoulders photo of the nominee wearing their Venturing uniform for publicity purposes.

Nominee Name: _____

The nominee's biography should include:

1. Experience as Crew officer, VOA officer, or other Venturing youth officer
2. Venturing/Scouting positions, awards, and experiences
3. Non-Scouting awards, recognitions, and scholarships
4. Leadership positions in school, clubs, sports, and other entities
5. A statement on present school status and college or career plans
6. A statement on why you want to serve and what you hope to accomplish in the position(s) you are seeking

Nominee's agreement:

I am interested, able, and willing to serve as (may select more than 1):

President

Vice President of Administration

Vice President of Program

Vice President of Communication

I, the nominee, hereby certify that I meet the qualifications for the above-nominated position(s). I understand that while I may apply for multiple positions, if selected, I can serve in only one position per year. I hereby agree to the terms outlined for the position(s) in the Venturing Standard Operating Procedures.

Nominee's signature _____ Date _____

Parent(s) approval _____ Date _____

Crew Advisor's approval* _____ Date _____

The complete submission package must be received by the deadline listed and should be emailed to the Venturing Officer Association (VOA) Staff Advisor. Email address is available at venturing.shac.org/contacts.

*The Crew Advisor has read and approves of positions that the applicant is applying for and understands the responsibilities that the applicant is willing to take on beyond the unit level.

VOA Position Descriptions

President

- Works with Advisors and Staff Advisors of their own VOA and Venturing Presidents at the tiers above and below them.
- Appoints and supervises Vice Presidents, VOA liaisons, and additional optional VOA youth positions.
- Leads the youth officer selection process and interviews.
- Represents the VOA to Scouting leadership at the same tier.
- Motivates and coordinates the Vice President(s) and any other appointed VOA members in assigned tasks and conducts meetings with them as needed.
- Helps train and mentor presidents in lower tiers.
- Plans and leads regular meetings of the VOA.
- Assists VOA members with the selection of subsidiary youth members.
- Tracks all goals for the VOA and provides regular progress reports to the appropriate committees.

Vice President of Program

- In consultation with the president, appoints and supervises subsidiary 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 President.

Vice President of Communications

- In consultation with the President, appoints and supervises subsidiary youth positions needed to perform the communication functions of the VOA.
- Actively studies and remains aware of the best way to communicate to Venturers on the VOA and in its jurisdiction, understanding that several methods of delivery must be utilized for maximum effectiveness.
- Ensures that the VOA web presence is being maintained, updated, and scaled appropriately for effective publication of information and collection of feedback.
- Periodically publishes a newsletter of past, current, and future events, including articles of noteworthy events and other items of interest to Venturers.
- Maintains groups, pages, blogs, calendars, message boards, etc., on the most relevant social media and social networking sites.

- Submits articles about VOA activities to other Scouting media (e.g., Council or Region newsletter and websites).
- Actively pursues opportunities to increase VOA exposure by submitting articles, comments, photos, and upcoming event announcements, and reports to external publications such as local newspapers and other appropriate venues.
- Develops and maintains the tools to communicate with all relevant parties using a variety of methods such as telephone, text message, email, and postal mail as appropriate.
- Maintains rosters of VOA members and frequently involved persons, including as many forms of readily available communication paths as possible, and identifies preferred methods, making it available to the VOA as needed and appropriate.
- Develops, updates, maintains, and makes readily available marketing strategies, solutions, and materials.
- Actively pursues contact information for people, groups, and businesses of interest to the VOA.
- Performs any other duties as assigned by the President

Vice President of Administration

- In consultation with the President, appoints and supervises subsidiary youth positions needed to perform the administrative functions of the VOA.
- Develops and implements strategies to increase Venturing membership within the territory of the VOA.
- Actively pursues positive relationships with representatives of BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the VOA and Venturing.
- Develops and maintains knowledge of customs, traditions, and relevant facts about BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the VOA and Venturing.
- Promotes and organizes the youth officer selection application processes (at the same tier). They can also assist the President in communicating with the selection committee, organizing the call, etc.
- Promotes and facilitates the selection and presentation of the Venturing Leadership Award and other appropriate Venturing awards at the same tier.
- Maintains records of recognitions, membership, officer selections, and VOA leadership alumni.
- Takes minutes at VOA meetings.
- Performs any other duties as assigned by the President.