

Troop 713				
Position	Job Description	Name 2019-2020	Email Address	Phone number
Chartered Organization Representative	Is a member of the chartered organization. Serves as head of "Scouting department" in the organization. Secures a troop committee chair and encourages training. Maintains a close liaison with the troop committee chair. Help recruits other adult members. Serves as liaison between the troop and the chartered organization. Assists with unit rechartering. Encourages service to the organization. Is an active and involved member of the district committee. Attends troop committee meetings at least quarterly.	Nadim Islam	nadimislam10@gmail.com	281-755-3243
Troop Committee Chair	Organize the committee to see that all functions are delegated, coordinated, and completed. Maintain a close relationship with the chartered organization representative and the Scoutmaster. Interpret national and local policies to the troop. Prepare troop committee meeting agendas. Call, preside over, and promote attendance at the monthly troop committee meetings and any special meetings that may be called. Ensure troop representation at monthly roundtables. Secure top-notch, trained leadership for camp leadership. Arrange for charter review and recharter annually including Quality Unit application. Plan the charter presentation with the unit commissioner and charter organization representative.	Tamer Mansour	tmansour5@gmail.com	832-425-6182
Troop Committee Secretary	Keep minutes of meetings and publish committee meeting notices. Prepare parent/leader information and make available to support the program. At each committee meeting, report the minutes of the previous meetings. Help maintain the troop website, specifically with adult/leader information. Report to the troop committee at each meeting.	Tamer Mansour	tmansour5@gmail.com	832-425-6182
Troop Treasurer	Handle all troop funds. Pay bills on recommendation of the Scoutmaster and the authorization of the troop committee. Maintain checking and savings accounts. Supervise money-earning projects in coordination with fund raising coordinator. Insure proper authorization is secured prior to the onset of money-earning projects. Supervise the camp savings plan. Lead in the preparation of the annual troop budget. Lead the Friends of Scouting campaign. Ensure membership application for NESA is submitted to the National Boy Scout Office after verification of a Scout obtaining his Eagle Scout award. Prepare the final checks to support the annual rechartering process. Report to the troop committee at each meeting the status of the troop's finances.	Omar Bustami	o_bustami@hotmail.com	832-544-1400
Advancement Chair	Encourage Scouts to advance in rank. Work with the troop scribe to maintain all Scout advancement records. Arrange troop boards of review as needed to support the advancement of the Scouts. Arrange quarterly troop courts of honor. Coordinate the program, awards, and ceremonies with the Scoutmaster and troop committee. Coordinate with the troop merit badge coordinator the troop and district list of merit badge counselors. Submit reports promptly after boards of review to the council service center to insure timely maintenance of council records. Purchase and maintain stock of awards and recognitions needed to support the troop advancement program. Work with the Life-to-Eagle Coordinator to insure Life Scout records are in order to support their advancement to Eagle Scout. Report to the troop committee monthly.	Ibrahim Salah	iksaleh@gmail.com	832-992-1172
Merit Badge Coordinator	Develop and maintain a current list of qualified leaders to serve as merit badge counselors for the troop. Insure that proper registration paperwork is submitted to the district and council offices. Provide the advancement chair and the Scoutmaster a list of counselors to use when working with the Scouts. Work with the troop librarian to maintain an adequate supply of required and the most frequently used Merit Badge books are available to the troop. Work with the Scoutmaster, patrol leaders council, and troop committee to coordinate at least one merit badge program to be offered monthly. Report to the troop committee monthly.	Ibrahim Salah / Hannan / Hina Sidiq	iksaleh@gmail.com	
Life-to-Eagle Scout Coordinator	Meet on a-as-needed basis with Eagle Scout candidates prior to them initiating their Eagle Scout project. This meeting should serve as an idea gathering/planning session to start the Scout working on his project. Publicize and encourage attendance by all Life Scouts to the district Life-to-EagleConference. Review with Eagle Scout candidates their proposal for their project prior to them meeting with the troop committee and the district Eagle Scout board representative. Help Life Scouts plan their merit badge advancement to accomplish that portion of their advancement on time. Review the Eagle Scout candidate's final package including his application and project write-up prior to submission to the board of review. Prepare and request letters of recommendation for each Eagle Scout candidate. Work with Eagle Scout candidate, Scoutmaster and the Scout's family to plan and organize the Eagle Court of Honor. Work with the committee chair to ensure letters of recognition are requested and the treasurer to insure the application for NESA membership is made. Report to the troop committee at each meeting.	Riad Khan		
Awards Chair	Coordinate the purchase of all awards, certificates and recognitions with the advancement chair. Coordinate with the Scoutmaster and the troop committee chair the program for the quarterly troop court of honor. Prepare and duplicate program handout for courts of honor. Coordinate with Eagle Scout candidates the program for their ceremony. Report to the troop committee at each meeting.	Ibrahim Salah	iksaleh@gmail.com	832-992-1172
Troop Dinner Coordinator	Organize the annual troop dinner in March for Scouts, parents, families, and guests. Insure the menu, decorations and set-up is coordinated for the March dinner. Coordinate refreshments for courts of honor and other special functions.	Sr. Madiha / Razan / Naeen	madihabamin@hotmail.com	
Fund Raiser Coordinator	Identify appropriate fund raising activities with the support of the troop committee and the patrol leaders council that meet the needs of the troop. Secure the necessary approvals to proceed with the project. Develop and organize the various steps of the project and publish to those involved. Publicize to the troop and the community the specifics of the money-earning project. Report to the troop committee at each meeting.	Naser Elkhaliili	elkhalilmd@gmail.com	
Week Long Camps Coordinator	Research NCAC and other council camps in preparation for going to summer camp. Present information on camp(s) to be considered for selection in summer camp planning to the patrol leaders council and the troop committee. Once camp is selected, prepare publicity sheet for families containing: dates, name and address of camp, cost and payment schedule, date for camping meeting. Obtain and distribute medical and other camp forms. Work with the troop committee chair in recruiting and preparing adult leadership for camp. Organize transportation based on needs. Develop with treasurer a record keeping process for summer camp payments. Report to the troop committee at each meeting.	Tamer Mansour Nadim Islam Salman Khan Uddin Mohsen Omar		

Chaplain	<p>Provide a spiritual tone for troop meetings and activities. Give guidance to the chaplain aide. Promote regular participation of each member in the activities of the religious organization of his choice. Visit homes of Scouts in time of sickness or need. Give spiritual counseling service when needed or requested. Encourage Boy Scouts to earn their appropriate religious emblems. Coordinate with local places of worship and Scouts training in their religious training program. Report to the troop committee at each meeting.</p>	Abrrar / Ahmed	khaziabrar@gmail.com	
Adult Award and Training Coordinator	<p>Ensure troop leaders and committee members have opportunities for training. Maintain an up-to-date inventory of the unit's training status and future needs Scouters may need. Maintain an up-to-date inventory of the unit's awards Scouters have earned, are working towards, and are eligible to receive. Work with the district training team to schedule Fats Start training for all new leaders. Be responsible for BSA Youth Protection training within the troop. Encourage semi-annual junior leader training within the troop and at the council and national levels. Report to the troop committee at each meeting.</p>	Madiha	madihabamin@hotmail.com	
Transportation Coordinator	<p>Organizes and maintains the troop transportation roster containing a current list of qualified adult drivers, vehicle and insurance information, number of seats with seat belts, phone number. Organize transportation for troop equipment and personnel for all Scout functions. Coordinate the completion of the Local or National Tour Permit for all outings.</p>	Doaa Abdelrahman	Doaa1400@gmail.com	
Webelos-to-Scout Transition Coordinator	<p>Work with area Webelos Dens and Cub Packs to keep them informed of the Troop's activities. Organize joint activities between the troop and Webelos dens. Coordinate recruiting activities of Webelos for the troop. Work with the Scoutmaster and Scouts to encourage Webelos to become Scouts with Troop 187. Recruit competent Scouts to serve at Den Chiefs for Webelos and Cub Scout dens. Organize troop representation at Webelos crossover ceremonies.</p>	Ahmed Kaseb	akaseb99@gmail.com	248-943-4473
Scoutmaster	<p>Participate in all available training available. Work with and through the Assistant Scoutmasters and the troop committee to give the best Scouting program to the boys. Help boys to grow and mature by encouraging them to learn for themselves, through the methods of Scouting to achieve the aims of Scouting. Meet regularly with the patrol leaders' council for training and coordination in planning troop activities. Attend all troop meetings or, when necessary, arrange for a qualified adult substitute. Attend troop committee meetings. Attend roundtables and training sessions. Take part in annual roll call and uniform inspection, charter review, and charter presentation. Conduct Scoutmaster Conferences for advancement and as needed. Participate in council and district activities. Make it possible for all Scouts to experience at least 10 days and nights of camping each year. Build a strong program by using proven methods presented in Scouting literature and training. Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America. Supervise troop leadership and Order of the Arrow elections. Provide a systematic recruiting plan for new members and see that they are promptly</p>	Amr Ahmed	amr.ahmed@gmail.com	202-340-5822
Assistant Scoutmaster - Equipment and Facilities	<p>Participate in all available training available. Help boys to grow and mature by encouraging them to learn for themselves, through the methods of Scouting to achieve the aims of Scouting. Attend troop meetings. Attend troop committee meetings. Build a strong program by using proven methods presented in Scouting literature and training. Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America. Work with the troop quartermaster and the patrol quartermasters to maintain the troop's equipment. Work with the troop quartermaster to maintain records of troop equipment. Make recommendations to the troop committee on equipment replacement needs. Train and develop the Instructors' Corp for the troop.</p>	Mohamed Kaseb / Naeem		
Assistant Scoutmaster - High Adventure	<p>Participate in all available training available. Help boys to grow and mature by encouraging them to learn for themselves, through the methods of Scouting to achieve the aims of Scouting. Meet regularly with the patrol leaders' council for training and coordination in planning troop high adventure activities. Attend troop meetings. Attend troop committee meetings. Participate in council and district activities. Research and present high adventure program ideas and present them to the patrol leaders' council and senior Scouts. Build a strong program by using proven methods presented in Scouting literature and training. Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America.</p>	Naser Elkhaili	elkhailimd@gmail.com	
Assistant Scoutmaster - Outdoor Program	<p>Participate in all available training available. Help boys to grow and mature by encouraging them to learn for themselves, through the methods of Scouting to achieve the aims of Scouting. Meet regularly with the patrol leaders' council for training and coordination in planning troop activities. Attend troop meetings. or Attend troop committee meetings. Participate in council and district activities. Make it possible for all Scouts to experience at least 10 days and nights of camping each year. Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America. Coordinate the planning and organizing of troop outings with Scoutmaster, Assistant Scoutmasters, patrol leaders' council. Maintain Camping Log and apply for National Camping Award in coordination with advancement chair.</p>	Mohamed Elwassemly	mohamed_elwassimy@yahoo.com	832-385-9517
Assistant Scoutmaster - Program	<p>Participate in all available training available. Work with and through the Assistant Scoutmasters and the troop committee to give the best Scouting program to the boys. Help boys to grow and mature by encouraging them to learn for themselves, through the methods of Scouting to achieve the aims of Scouting. Meet regularly with the patrol leaders' council for training and coordination in planning troop meetings and activities. Coach patrol leaders' council into a balance program filled with fun, activities, leadership development, and advancement. Attend troop meetings. Attend troop committee meetings. Attend roundtables and training sessions. Participate in council and district activities. Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America.</p>			

Assistant Scoutmaster - New Scout Patrol	<p>Participate in all available training available.</p> <p>Help boys to grow and mature by encouraging them to learn for themselves, through the methods of Scouting to achieve the aims of Scouting.</p> <p>Meet weekly with new Scout patrols to help them transition from Webelos or no Scouting experience to the troop operation.</p> <p>Attend troop meetings.</p> <p>Attend troop committee meetings.</p> <p>Participate in council and district activities.</p> <p>Make it possible for all Scouts to experience at least 10 days and nights of camping each year.</p> <p>Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America.</p> <p>Support the recruitment of new Scouts to be members of the patrol.</p> <p>Communicate regularly with parents of new Scouts to keep them aware of the transition their son is going through in becoming a Scout.</p>	Aziz / Saleh		
First Aid Medical Coordinator	<p>Collect and maintain medical forms for all Scouts and adult leaders that are active in Scouting activities.</p> <p>Provide outing leaders with medicals for those Scouts attending that activity.</p> <p>Insure troop first aid kit is stocked and organized.</p> <p>Maintain the troop medical log.</p>	Sr. Samia	sami_arauf@yahoo.com	
Troop Website Coordinator	<p>Overall maintainance of troop web site. Training of other Troop Leaders in how to send troop emails, use event calendering, and enable online registration system.</p> <p>Training and oversight of youth Webmaster, whose role is maintenance of Troop's Facebook Page.</p>	Tamer Mansour Nadim Islam Naser Elkhaliili		
New Scout Parent Coordinator	<p>Serve as an envoy between the troop and the parents of new / visiting Scouts.</p> <p>Alert Scoutmaster to new or visiting Scouts to ensure they are properly welcomed into the program.</p> <p>Prepare new members packages and provide them to parents of new / visiting Scouts.</p> <p>Support the recruitment process for new members.</p>	Naueen	naueensafdar@yahoo.com	
Health and Safety Officer	<p>should be familiar with the BSA Health and Safety Guide#33415B, and use this as a guide to the safe operation of the troop.</p> <p>Perform Program hazard analysis mainly for program areas within camps or high-adventure bases.</p> <p>Perform Safety checklists for events or campouts. Checklists provide a body of knowledge for running Scouting activities safely.</p>			
New Scout Parent Coordinator and rechartering	<p>Serve as an envoy between the troop and the parents of new / visiting Scouts.</p> <p>Alert Scoutmaster to new or visiting Scouts to ensure they are properly welcomed into the program.</p> <p>Prepare new members packages and provide them to parents of new / visiting Scouts.</p> <p>Support the recruitment process for new members.</p>	Sr. Naoreen	naoreen.shafi@gmail.com	
Assistant Scoutmaster		Aziz / Saleh Mohamed Elwassemly / Rafik B Syed Hasham Uddin / Masood Ali Naser Elkhaliili / Sayed El-Sadeq		