



# Central Region Area 3 Venturing Officers Association Operating Procedures



Effective July 1, 2011

Created by Christina Vogt

2011-12 Central Region Area 3 Venturing President

In consultation with Dan Carriveau, 2011-12 National Venturing President

Dustin Readenour, 2011-12 Central Region Venturing President

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## Article I: Authority to Organize

The Venturing Officers Association is granted the authority to organize and operate under the supervision and administrative authority of the Area 3 Director of Central Region, Boy Scouts of America, and to continue to operate and exist as long as the Area 3 Director, under his/her sole discretion, finds such operation and existence to be in the best interest of Scouting.

## Article II: Mission Statement

The mission of the Central Region Area 3 Venturing Officers Association is to promote and support the Venturing program, utilizing a standard organizational structure that enables local councils to grow membership by advancing leadership opportunities through communication, program, and administration.

## Article III: Purpose and Responsibilities

1. Organize, promote, and give leadership to all Area 3 Venturing activities, events, and trainings.
2. Participate in and provide opportunities for service.
3. Promote Venturing camping opportunities.
4. Provide recognition of youth, adults, and councils through implementation and promotion of awards and recognition programs.
5. Provide avenues of communication among Area and Council leadership.
6. Act as a resource for Council, District and Unit Venturing programs.
7. Support local councils in developing their Venturing program and establishing council Venturing Officers' Associations.

## Article IV: Membership

1. The membership of the Area 3 Venturing Officers Association consists of the Area 3 Venturing President, Area 3 Venturing Vice President of Administration, Area 3 Venturing Vice President of Program, Area 3 Venturing Vice President of Communication, Subsidiary Venturing Officers Association Members, and all Council Venturing Officers Association Presidents. Advisors and professional advisors for each of these positions serve as ex-officio members.

## Article V: Selection Process of Area 3 Venturing Officers Association Officers and Advisors

1. Central Region Area 3 Venturing President
  - a. The Area 3 Venturing President is to be selected by April 15.
  - b. Current or past crew Presidents and above (crew Presidents, district or council Venturing Officers' Association (herein referred as VOA), Area VOA Vice Presidents) are eligible to submit an application.

- c. Eligible applicants may submit an application for consideration by March 1.
  - d. The Area 3 Director, the Area 3 Venturing Advisor, and the current Area 3 Venturing President will review all applications to identify qualified applicants.
  - e. The Central Region Venturing President, the Area 3 Venturing Advisor, the Area 3 Venturing Associate Advisor of Administration, the Area 3 Venturing President, and any Area 3 Venturing Vice Presidents and Council VOA Presidents who are not candidates will form a selection panel to interview and select by majority vote a new Area 3 Venturing President from the qualified applicants.
  - f. The interview process may be determined by the Area 3 VOA leadership and may include remote conferencing.
2. Central Region Area 3 Venturing Vice Presidents
    - a. All Area 3 Venturing Vice Presidents shall be appointed by the selected Area 3 Venturing President-elect.
    - b. The Area 3 Venturing President may appoint any additional positions as needed in consultation with the Area 3 Venturing Advisor.
  3. Central Region Area 3 Subsidiary Venturing Officers Association Members
    - a. All Area 3 Subsidiary Venturing Officers Association Members shall be by appointment by the selected Area 3 Venturing President (in consultation with the Area 3 Venturing Advisor) with the exception of the Area 3 Boatswain who shall be selected by the Central Region Area 3 Sea Scout Taskforce.
  4. Advisor Appointments
    - a. The Area 3 Venturing Advisor shall be appointed by the Area 3 Director with the approval of the candidate's Council Scout Executive and serve at the appointer's pleasure.
    - b. Associate and other subsidiary Venturing Advisors shall be appointed by the Area 3 Venturing Advisor, be approved by the Area 3 Director and the candidate's local Council Scout Executive, and serve at the appointer's pleasure.

**Article VI: Removal of Officers**

1. Any youth or adult may resign from office.
2. Any appointed youth or adult may be removed from office at any time by the appointer.
3. The Area 3 Venturing President may be removed from office by agreement of the Area 3 Venturing Advisor and Area 3 Director.
4. Area 3 Venturing President vacancies shall be filled through appointment by the Area 3 Venturing Advisor and Area 3 Director, for the remainder of the term of office.
5. For all removals, the remover should consult with their leadership before taking action.
6. Council Scout Executives should be notified if any member of their Council is removed from office.
7. The removal and replacement of Area 3 Venturing President should be undertaken rarely and only for just cause. Volunteer Advisors should consult with their own leadership and the President's leadership prior to taking this action.

**Article VII: Job Descriptions**

1. Area 3 Venturing President – The Venturing President is selected by a prescribed process to serve for a specific term of office (June 1 to May 31). The Area 3 Venturing President:
  - a. Reports to the Area 3 Venturing Committee and serves as a member of that committee.

- b. Works with the Area 3 Venturing Advisor and Area 3 Director and the Area 3 Venturing Officers Association and with Venturing Presidents at the tiers above and below them.
  - c. Appoints and supervises Area 3 Venturing Vice Presidents and additional optional Venturing Officers Association youth positions.
  - d. Represents the Area 3 Venturing Officers Association to Scouting leadership.
  - e. Motivates and coordinates the three Area 3 Venturing Vice Presidents and any other appointed Venturing Officers Association members in assigned tasks and conducting meetings with them as needed.
  - f. Helps train and mentor Presidents in lower tiers.
  - g. Plans and leads regular meetings of the Area 3 Venturing Officers Association.
  - h. Assists the Area 3 Venturing Advisor with selection of subsidiary Advisors.
  - i. Tracks all goals for the Area 3 Venturing Officers Association and provides regular progress reports to the Central Region Venturing Officers Association and adult committees.
  - j. Plans and organizes youth officer selections for the Area 3 Venturing Officers Association.
2. Area 3 Venturing Vice President of Administration – The Area 3 Venturing Vice President of Administration is appointed by the Venturing President-elect (for a term concurrent with that of the President), and serves at the Area 3 Venturing President's pleasure. The Area 3 Venturing Vice President of Administration:
- a. Works with the Area 3 Venturing Associate Advisor of Administration.
  - b. In consultation with the Venturing President, appoints and supervises subsidiary youth positions needed to perform the administrative functions of the Area 3 Venturing Officers Association.
  - c. Develops and implements strategies to increase Venturing membership within the territory of the Area 3 Venturing Officers Association.
  - d. Actively pursues positive relationships with representatives of BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the Area 3 Venturing Officers Association and Venturing.
  - e. Develops and maintains knowledge of customs, traditions, and relevant facts about BSA chartered organizations, religious groups, businesses, community organizations, and other groups also of interest to the Area 3 Venturing Officers Association and Venturing.
  - f. Promotes and facilitates the selection and presentation of the Venturing Leadership Award and other appropriate Venturing awards at the Area level.
  - g. Maintains records of recognitions, membership, officer selections, and Area 3 Venturing Officers Association leadership alumni.
  - h. Keeps contact with Area 3 Venturing Officers Association alumni for possible future mentor or advisor roles when needed.
  - i. Takes minutes at Area 3 Venturing Officers Association meetings.
  - j. Performs any other duties as assigned by the Area 3 Venturing President.
3. Area 3 Venturing Vice President of Program – The Area 3 Venturing Vice President of Program is appointed by the Venturing President-elect (for a term concurrent with that of the President) and serves at the President's pleasure. The Area 3 Venturing Vice President of Program:
- a. In consultation with the Venturing President, appoints and supervises subsidiary youth positions needed to perform the program functions of the Area 3 Venturing Officers Association.
  - b. Works with the Area 3 Venturing Associate Advisor for Program.

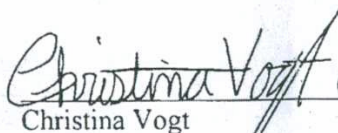
- c. Supervises activity chairs and the planning of activities (conferences, outings, summits, and other events).
  - d. Facilitates internal training events of the Area 3 Venturing Officers Association.
  - e. Promotes external training events and maintains a knowledge base of all training opportunities available for youth and adult members in Venturing.
  - f. Coordinates and implements innovative ideas for development.
  - g. Performs any other duties as assigned by the Venturing President.
4. Area 3 Venturing Vice President of Communication – The Area 3 Venturing Vice President of Communication is appointed by the Venturing President-elect (for a term concurrent with that of the President) and serves at the Venturing President's pleasure. The Area 3 Venturing Vice President of Communication:
- a. In consultation with the Venturing President, appoints and supervises subsidiary youth positions needed to perform the communication functions of the Area 3 Venturing Officers Association.
  - b. Works with the Area 3 Venturing Associate Advisor of Communication.
  - c. Actively studies and remains aware of the best way to communicate to Venturers on the Area 3 Venturing Officers Association and in its jurisdiction, understanding that several methods of delivery must be utilized for maximum effectiveness.
  - d. Ensures that the Area 3 Venturing Officers Association's web presence is being maintained, updated, and scaled appropriately for effective publication of information and collection of feedback.
  - e. Helps to edit and publish the bi-monthly Area 3 Venturing Update, including helping to submit articles of noteworthy events and other items of interest to Venturers.
  - f. Submits articles about the Area 3 Venturing Officers Association's activities to other Scouting media (e.g., council or region newsletter and websites).
  - g. Actively pursues opportunities to increase Area 3 Venturing Officers Association exposure by submitting articles, comments, photos, and upcoming event announcements, and reports to external publications such as local newspapers and other appropriate venues.
  - h. Maintains groups, pages, blogs, calendars, message boards, etc., on the most relevant social media and social networking sites.
  - i. 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.
  - j. Maintains rosters of the Area 3 Venturing Officers Association 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 Area 3 Venturing Officers Association as needed and appropriate.
  - k. Develops, updates, maintains, and makes readily available marketing strategies, solutions, and materials.
  - l. Actively pursues contact information for people, groups, and businesses of interest to the Area 3 Venturing Officers Association.
  - m. Performs any other duties as assigned by the Venturing President.
5. Subsidiary Area 3 Venturing Officers Association Member – The subsidiary Area 3 Venturing Officers Association member is appointed by the Venturing President and serves at the President's pleasure. The subsidiary Area 3 Venturing Officers Association member:
- a. Reports to an Area 3 Venturing Vice President or the Area 3 Venturing President.

- b. Completes duties as assigned by the Area 3 Venturing Vice President to accomplish the objectives of the Area 3 Venturing Officers Association.
  - c. The Central Region Area 3 Boatswain is a standing subsidiary Area 3 Venturing Officers Association member. They shall report to the Central Region Area 3 Taskforce Commodore and work with the Central Region Area 3 Venturing President.
6. Ad Hoc Area 3 Venturing Officers Association Members
- a. A position profile will be established by the Area 3 Venturing President and approved by the Area 3 Advisor for any appointed ad hoc (temporary) positions.
7. Area 3 Venturing Advisor – The Area 3 Venturing Advisor is appointed by the Area 3 Director and serves at the appointer's pleasure. The Area 3 Venturing Advisor:
- a. Reports to the Central Region Venturing Adult Committee and serves as a member of that committee.
  - b. In consultation with the Area 3 Director appoints and supervises Area 3 Venturing Associate Advisors and subsidiary Advisors to work with any youth appointed by the Area 3 Venturing President.
  - c. Works with the Area 3 Venturing President and Area 3 Venturing Associate Advisors, and coordinates with Advisors at the tiers above and below him or her.
  - d. Serves as a mentor and advocate for the Area 3 Venturing President.
  - e. Ensures fiscal, programmatic, and risk management issues are properly addressed.
  - f. Is familiar with the operations of any relevant Scouting organizations in their territory.
8. Area 3 Director – The Area 3 Director is a professional Scouter appointed by the Regional Director and serves at the appointer's pleasure. The Area 3 Director:
- a. Serves as a member of the Area 3 Venturing Committee.
  - b. Ensures that the policies and interests of the BSA are maintained.
  - c. Approves all adult appointments of the Area 3 Venturing Officers Association.
9. Area 3 Venturing Associate Advisors – The Area 3 Venturing Associate Advisor is appointed by the Area 3 Venturing Advisor and serves at that Advisor's pleasure. The Area 3 Venturing Associate Advisors:
- a. Supervises any subsidiary adults appointed by the Area 3 Venturing Advisor.
  - b. Serves as a mentor and advocate for the youth members they advise.
  - c. Supports the Area 3 Venturing Advisor in ensuring that fiscal, programmatic, and risk management issues are properly addressed.
  - d. Provides expertise and/or training to specific youth officers to help them accomplish assigned tasks.
10. Subsidiary Volunteer Advisor – The Subsidiary Volunteer Advisor is appointed by the Area 3 Venturing Advisor and serves at that Advisor's pleasure. The Subsidiary Volunteer Advisor:
- a. Reports to an Area 3 Venturing Associate Advisor or the Area 3 Venturing Advisor.
  - b. Supports youth subsidiary Area 3 Venturing Officers Association members to accomplish assigned tasks.
  - c. The Central Region Area 3 Taskforce Commodore is a standing subsidiary Area 3 Venturing Committee member. They shall report to the Central Region Sea Scouting Commodore and work with the Area 3 Venturing Advisor.

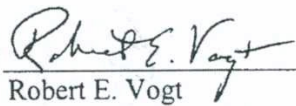
**Article VIII: Amendments to Operating Procedures**

1. These operating procedures shall be subject to amendment at any Area 3 Venturing Officers Association meeting.
2. Amendments must be submitted to the Area 3 Venturing Officers Association officers in writing at least two weeks before the Area 3 Venturing Officers Association meeting for review.
3. Amendments are presented at the Area 3 Venturing Officers Association meeting and are approved by a simple majority of officers present at the meeting.
4. Amendments must then be submitted to the Area 3 Director for final approval in consultation with the Area 3 Venturing Advisor.

The Central Region Area 3 Venturing Operating Procedures shall become effective on July 1, 2011. They are approved and adopted by:

  
Christina Vogt  
Area 3 Venturing President

Date

  
Robert E. Vogt  
Area 3 Venturing Advisor

Date

  
Fred Wallace  
Area 3 Director

Date