

# TIPS FOR SELECTING REGIONAL AND AREA OFFICERS

## ***Important Dates to Remember:***

- National Venturing President selected by March 15th
- Region Venturing President selected by April 1st
- Area Venturing President selected by April 15th
- All Vice Presidents selected by June 1st

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## **Selection Standards from the Standard Operating Procedures**

The National Venturing Cabinet has been working over the last few years to create the Standard Operating Procedures for Venturing. The national cabinet has worked together with the National BSA Office to create the best method for selecting Venturing officers beyond the councils in a consistent manner across the entire country. This selection tip kit includes the requirements for selecting different level officers directly from the Standard Operating Procedures. It also includes suggestions for what steps the selection committees need to make within their time allotted throughout the entire selection process for their levels. These steps have been expanded into email templates that are offered as suggestions for emails needed to be sent to selection committee members and position applicants.

If you still have questions about how to conduct parts of the Venturing officers selections, the last page of this packet lists the email addresses for several youth and adults that have been through both sides of this process before. Each of them are willing to answer any questions that may arise, or to talk you through any concerns before you conduct parts of the process.

## **Current Standard Operating Procedures**

The current version of the Standard Operating Procedures designed by the National Venturing Cabinet can be found at:

<http://www.scouting.org/filestore/venturing/pdf/venturingstandardoperatingprocedures.pdf>

There is also a set of frequently asked questions for the standard Operating Procedures available at:

[http://www.scouting.org/filestore/venturing/pdf/SOP\\_FAQ.pdf](http://www.scouting.org/filestore/venturing/pdf/SOP_FAQ.pdf)

# Regional Venturing President Applicants

## Pre-Requisites

Current or past Crew Presidents and above are eligible to submit an application.

Position Examples: Crew President, District or Council Venturing Officer, Area Venturing Officer, and Regional Venturing Vice Presidents.

If selected, the applicant must attend the National Venturing Cabinet Orientation.

## Selection Process Steps

- Eligible applicants may submit an application by February 15th.
- The region Key 3 of each tier may choose to eliminate candidates for the presidency of their tier if they deem that the pool of candidates is too large to effectively conduct the selection process. The Key 3 shall select a process to determine who the most qualified and competitive candidates are based upon the position description within this SOP and present those candidates to the complete selection panel. If practical, each eliminated candidate should receive a personal interview, but this is not required. The preferred pool size is four, but the Key 3 may choose to present a different size pool of no less than two.
- The current National Venturing President or his/her designee, the Region Venturing Volunteer Advisor, the Region VOA President, and any Area VOA Presidents and Region or Area Vice Presidents who are not candidates will form a panel to interview and select a new Region VOA President from the qualified applicants.
- If a member of a presidency selection panel is for any reason unable to participate in the selection process, then the volunteer and professional advisors of the represented lower tier may appoint another Venturer from that tier to serve as a replacement selection panelist.
- The interview process will occur via video or phone conference.
- The new Region VOA Presidents will be notified and announced prior to the National Annual Meeting, where members of the National Venturing Cabinet will be formally sworn in.

*“Being able to represent my fellow Venturers as the Central Region Venturing President will be something I will never forget. I was able to learn skills that I will use my entire life.”*

*~Dustin Readenour , 2011-2012 Central Region Venturing President*

# Area Venturing President Applicants

## Pre-Requisites

Current or past Crew Presidents and above are eligible to submit an application.

Position Examples: Crew President, District or Council Venturing Officer, Area Venturing Officer, and Regional Venturing Vice Presidents.

If selected, the applicant is highly encouraged to attend the Regional VOA Orientation.

## Selection Process Steps

- Eligible applicants may submit an application by March 1st.
- The Area Key 3 may choose to eliminate candidates for the presidency of their tier if they deem that the pool of candidates is too large to effectively conduct the selection process. The Key 3 shall select a process to determine who the most qualified and competitive candidates are based upon the position description within this SOP and present those candidates to the complete selection panel. If practical, each eliminated candidate should receive a personal interview, but this is not required. The preferred pool size is four, but the Key 3 may choose to present a different size pool of no less than two.
- The current Region VOA President or their designee, the Area Venturing Volunteer Advisor, the Area VOA President, and any Area VOA Vice Presidents, and Council VOA Presidents who are not candidates will form a panel to interview and select a new Area VOA President from the qualified applicants.
- If a member of a presidency selection panel is for any reason unable to participate in the selection process, then the volunteer and professional advisors of the represented lower tier may appoint another Venturer from that tier to serve as a replacement selection panelist.
- The interview process may be determined by the Area VOA leadership and may include remote conferencing.

*“ My time as Area President has taught me several life skills that I won’t be taught in any other facet of my life. I value my time as Area President and I strongly encourage every Venturer to get involved to develop as a leader and a person, much like I have.”*  
~Grayson Wolcott, 2012-2013 Central Region Area 7 Venturing President

# Venturing Vice President Applicants

## Pre-Requisites

Any registered Venturer is eligible to submit an application.

Each Area and Region shall have a Vice President of Administration, a Vice President of Program, and a Vice President of Communication, at minimum.

If selected, the applicant is highly encouraged to attend the Regional VOA Orientation.

## Selection Process Steps

- Eligible applicants will submit an application by the date of the President's announcement at the tier for which they are applying.
  - National Vice President: March 15th
  - Regional Vice Presidents: April 1st
  - Area Vice Presidents: April 15th
- The President-elect will review all the applications.
- The President-elect can determine his or her own selection process.
- The volunteer Advisor must approve of each Vice President selection.
- It is recommended that the appropriate volunteer Associate Advisor be involved in the selection process.

*"Having the opportunity to be the Central Region Vice President of Administration was a great honor. I was able to get a better understanding of the Venturing program and the tasks of the Vice President of Administration. I really enjoyed being able to get to know other youth from around the region who have the same passion as myself."*

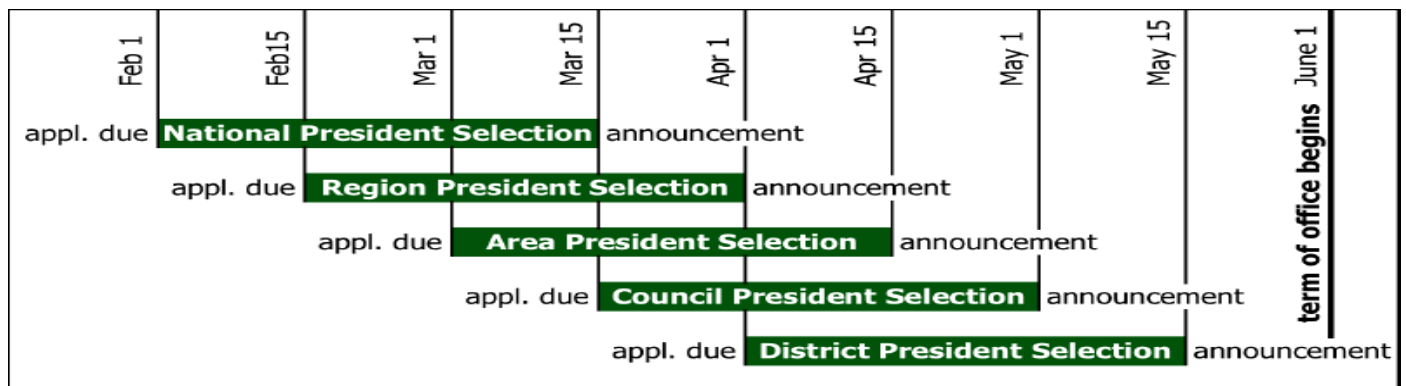
*~Christina Vogt, 2012-2013 Central Region Venturing Vice President of Administration*

## Suggested Selection Process Timeline

To help you with the selection process we have created a basic backdating calendar and checklist of when items need to be completed to run a smooth and successful selection process.

Backdated Calendar:

- Promote the upcoming application deadline on your Facebook groups for both council and area pages (one month before application deadline, and every few days until applications are due).
- Notify applicants that their applications have been received and are being reviewed as they are sent to you.
- Notify those on selection panel that they are on selection panel (2 weeks before final interviews).
- Set date for selection interviews (at least 2 weeks before final interviews)
  - Notify selection panel member of time/date.
  - Fill any positions left vacant by selection panel members unable to attend.
- Conduct initial interviews if needed to narrow the applicant field to those getting a final interview.
- Develop a list of selection questions for the panel to use and assign questions to the selection panel members (anytime prior to final interviews).
- Notify applicants not receiving an interview (ask if they wish to step down to the next tier or apply for a Vice President position prior to final interviews).
- Notify applicants of their interview times (at least 4 days before interviews).
- Conduct final interviews (must be conducted within 15 days of receiving applications).
- Notify applicants of result (As soon as the decision is made).
- Write up a press release of the selection results (morning after the selection interviews).



# Suggested Topics for Questions to Ask During Final Interviews

There are many different questions that you can ask applicants during their interviews. It is strongly urged that you ask all applicants the same questions. However, you can also choose to ask each applicant one question specifically about their application .

- Elevator speech on Venturing
- Changes/Traditions to continue
- Top strengths, weaknesses
- Strongest leadership traits
- How has Venturing prepared him/her for his/her future
- This year's goals/accomplishments
- Balancing act between Scouting and rest of life
- Venturing Awards Program: strengths, weaknesses, changes
- Thinking on your feet vs. well thought out plans
- Why did they apply
- Traveling to events
- Ways of increasing awareness of Venturing
- VOAs: starting, helping, and maintaining
- Upcoming program changes
- Working with other Scouting programs
- Meaningful event in life/teaching point

## Things to Look For in Application

- Experience as an officer
  - Events he/she has lead, new programs he/she has created, unique experiences, etc.
- Venturing/Scouting positions, awards, and experiences.
- Non-Scouting awards, recognitions, and scholarships.
- Leadership positions in school, clubs, sports, and other entities.
- A statement on present school status and college or career plans.
- A statement on why they want to serve and what they hope to accomplish in the position(s) they are seeking.

## **Email to Send to Candidates Upon Receiving Application**

Dear (INSERT NAME),

Thank you for your interest in applying for (INSERT POSITION). We have received your application and are in the process of reviewing all applicant's information to verify qualifications and set up initial interview times. We have initial interviews to narrow down the candidate field before conducting the final interviews where we ask more in-depth questions. The interviews are conducted by phone conference, and we will be asking you a few questions about your experience and your vision for the Venturing program. We would like to set up a time for your initial interview sometime during the next few days. Do you have any conflicts on (INSERT DATE/TIME RANGE) that we need to work around while scheduling your initial interview? If so, what time works best for you as an alternative?

Once again, we want to thank you for your interest in serving the Venturing program beyond your council level. Venturing succeeds as a youth lead program because of people like you. We look forward to talking with you during the initial interview.

If you have any questions for us before your interview feel free to email us back at this email address.

Yours in Scouting,

The Area \_\_\_ Venturing Committee

## **Email to Send to Candidates Prior to Interviews**

Dear (INSERT NAME),

We have set up the times for our interviews for the (INSERT POSITION). Your time slot is listed below, along with the directions for calling into the conference call system. We suggest using a cell phone to avoid any long distance phone charges. When you dial the phone number, a voice will prompt you through entering the conference code number. Once in the call, a tone will sound letting us know you have joined the call. Please state your name upon hearing the tone.

Conference Call Time: (INSERT DATE/TIME)

Conference Call Number: (INSERT NUMBER)

Conference Code: (INSERT NUMBER)

Approximate Duration: (INSERT LENGTH OF TIME)

We look forward to hearing from you then. If you have any questions please ask.

Yours in Scouting,

The Area \_\_\_ Venturing Committee

## Email to Send to Candidates After Interviews

**Before sending this email CALL each candidate and give them the news in person. This is a follow up email, NOT the primary way of letting the candidates know the result.**

Dear (INSERT NAME),

Thank you for your interest in applying for (INSERT POSITION). The selection panel decided that the 2013-2014 (INSERT POSITION) will be (INSERT NAME). We had several very qualified applicants this year. We would like to encourage you to remain active in the Venturing program. The President-Elect will be selecting their Vice Presidents over the next few days, and will be looking for youth that would like to serve either in those positions or as a committee member for our event and training conference this year. If you are interested in serving in one of those roles please let us know.

Yours in Scouting,

The Area \_\_ Venturing Committee

## Email to Send to the President-Elect

Dear (INSERT NAME),

Congratulations on being selected as the (INSERT POSITION). We are looking forward to a great year with you. During the next few days we have several projects for you to help us complete.

1. We need to send out a press release, and an announcement of the selection results. To do this we need a bio from you that includes the following: name, position titles held in Scouting, awards earned in Scouting, current school plans, etc. This is a one paragraph type of bio. Look at the bios available on the area pages on <http://www.crventuring.org> as examples.
2. We need a photo of you in uniform sent to us for the Central Region Venturing website to go out with your press release.
3. We also need to select your Vice Presidents from the other candidates or those that applied to be Vice Presidents.
4. Check your calendar to see if you can attend the Central Region Planning Conference on (INSERT DATE) in (INSERT LOCATION). We will send you event details at a later date.

The press release will be sent to the Central Region Venturing website, posted on Facebook groups, and sent to your local Scout Council for promotion of Venturing. Once we have finished these projects then the current Area Venturing President will work with you to develop goals for your term, and to help get you prepared to take the position come June 1st.

Yours in Scouting,

The Area \_\_ Venturing Committee





*Building Tomorrow's Leaders  
Today*

[www.crventuring.org](http://www.crventuring.org)

*Now you have the tools to create an exceptional selection committee for your area of the Venturing program. Please take these suggestions and tips and use them to create the smoothest selection process possible. Remember as you work through the process, each youth member that is submitting an application should be commended for choosing to step up into leadership roles in this program. He/she is also all nervous about the interview process; The extra steps the selection committee makes can make all the difference in this process regardless of whether the candidate receives a position or if he/she needs another year to further develop as a leader before taking the step into one of these positions.*

## Resources for Questions

**Amanda Vogt**, 2008-2009 National Venturing President, 2007-2008 Central Region Venturing President: [venturingpresident@yahoo.com](mailto:venturingpresident@yahoo.com)

**Dan Carriveau**, 2011-2012 National Venturing President, 2010-2011 Central Region Venturing President: [dcarriveau91@yahoo.com](mailto:dcarriveau91@yahoo.com)

**Dustin Readenour**, 2012-2013 National Venturing President, 2011-2012 Central Region Venturing President: [readenourdustin@me.com](mailto:readenourdustin@me.com)

**Sarah Mittrucker**, 2012-2013 National Venturing Vice President, 2011-2012 Central Region Venturing VP of Administration: [S.mittrucker@gmail.com](mailto:S.mittrucker@gmail.com)

**Lizzie Wisman**, 2012-2013 Central Region Venturing President: [elizwisman@gmail.com](mailto:elizwisman@gmail.com)

**Keith Gehlhausen**, Central Region Venturing Advisor: [kegehlhausen@aol.com](mailto:kegehlhausen@aol.com)

**Ken King**, Central Region Venturing Associate Advisor of Administration: [kenneth.p.king@gmail.com](mailto:kenneth.p.king@gmail.com)