

Central Region Area 4 Venturing Operating Procedures BSA

Managed by: Area 4 VP of Administration, JV Hooks

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The purpose of the Central Region Area 4 Operating Procedures is to provide guidance and clarification for Area 4 Venturing organization and responsibilities. This document is a supplement to the Central Region Venturing Operating Procedures and the National Venturing Standard Operating Procedures.

Article I: Authority to Organize

The Central Region Area 4 Venturing Officers Association (hereafter named the Area 4 VOA) is granted the authority to organize, meet, and operate under the supervision and administrative authority of the Director of Area 4, (also known as Area 4 Director). The Area 4 VOA will continue to operate and exist as long as the Area 4 Director, under his/her discretion, finds its operation and existence to be necessary and in the best interest of Venturing.

Article II: Mission Statement

The mission of the national Venturing cabinet and the region and area Venturing officer's associations 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. Support local councils in developing their Venturing program and establishing council VOA's.
2. Organize, promote, and give leadership to all Area 4 Venturing activities, events and trainings.
3. Participate in and provide opportunities for service.
4. Promote Venturing camp opportunities.
5. Promote the accomplishment of the Council Standards of Venturing Excellence (CSVE) to the Councils of Area 4.
6. Provide ways of communication among Area 4 VOA and Council VOA leadership.
7. Recognizes the youth, adults, and councils through implementation and promotion of awards and recognition programs.
8. Act as a resource for Council, District, and Unit level Venturing programs.
9. Area 4 VOA shall have an Area VOA leadership meeting/conference call, the first Sunday of every month. Unless voted on and changed by majority vote.

Article IV: VOA Members

The Central Region Area 4 Venturing Officers Association shall consist of the following members

1. **Venturing President**
2. **Venturing Vice President of Administration**
3. **Venturing Vice President of Program**
4. **Venturing Vice President of Communication**
5. **Sea Scouting Boatswain**
6. **Venturing President Emeritus (if applicable)**
7. **Subsidiary Venturing Officers Association Members**
8. **Ad Hoc Venturing Officers Association Members**
9. **All Council Venturing Officers Association Presidents**

Advisors and Professional Advisors for each of the positions serve as ex-officio members.

Article V: Officer and Advisor Job Descriptions

1. **Area 4 Venturing President** – The elected Venturing President for the Area is to serve a specific term of office (June 1st – May 31st). The Area 4 Venturing President
 - a. Is part of the Key 3 with the Area 4 Venturing Advisor and Area 4 Venturing Director.
 - b. Leads the Area 4 VOA (C4VOA) and works with the Vice Presidents, the Area 4 Council Venturing Presidents and other members of the C4VOA..
 - c. He/She reports to the Central Region VOA and is a member of the Central Region VOA.
 - d. Appoints and supervises Area 4 Venturing Vice Presidents and any additional Venturing Officers' Association youth positions.
 - e. Holds all Area 4 Venturing Vice Presidents accountable to their job descriptions listed in these Operating Procedures.

- f. Motivates and coordinates the Area 4 Vice Presidents and any other appointed VOA members in assigned tasks and conducting meetings with them as needed.
 - g. Manage and supervises all events and activities at the area level.
 - h. Helps train and mentor Council Venturing Presidents.
 - i. Plans and leads regular meetings of the Area 4 VOA.
 - j. Writes articles for the Central Region Venturing Newsletter and the Area 4 Venturing Newsletter as needed.
 - k. Assists the Area 4 Venturing Advisor with the selection of the subsidiary Advisors.
 - l. Keep track of all goals for the Area 4 VOA and provides regular progress reports to the Central Region VOA and adult committees.
 - m. Leads the youth officer selections for the Area 4 VOA.
2. **Area 4 Venturing Vice President of Administration** – the Area 4 Venturing Vice President of Administration is appointed by the Venturing President – elected for the concurrent term as the other officers. The Area 4 Venturing Vice President of Administration:
- a. Works closely with the Area 4 Venturing Associate Advisor of Administration.
 - b. Reports to the Central Region Venturing Administration Committee and is a member of that committee.
 - c. In consultation with the Venturing President, appoints and supervises subsidiary youth positions needed to perform the administrative functions of the Area 4 VOA.
 - d. Develops and implements strategies to increase the Venturing membership within the Area 4 territory.
 - e. Pursues positive relationships with representatives of the BSA chartered organizations.
 - f. Develop and maintains knowledge of customs, traditions, and relevant facts about BSA chartered organizations.
 - g. Promotes and manages the selection and presentation of the Venturing Leadership Award and other appropriate Venturing Awards at the Area level.
 - h. Maintains records of recognitions, membership, officer selections, and Area 4 VOA leadership alumni.
 - i. Keeps contact with the Area 4 VOA alumni for possible mentors or advisors if roles need to be filled.
 - j. Writes articles for the Central Region Venturing Newsletter and the Area 4 Venturing Newsletter as needed.
 - k. Maintains rosters of the Area 4 VOA members and frequently involved persons.
 - l. Takes minutes at the Area 4 VOA meetings.
 - m. Performs any duties as assigned by the Area 4 Venturing President.
3. **Area 4 Venturing Vice President of Program** – the Area 4 Venturing Vice President of Program is appointed by the Venturing President – elected for the concurrent term as the other officers. The Area 4 Venturing Vice President:
- a. Works closely with the Area 4 Venturing Associate Advisor of Program.
 - b. In consultation with the Area 4 Venturing President, appoints and supervises subsidiary youth positions needed to perform the program functions of the Area 4 VOA.

- c. Works with the Area 4 Venturing President, appoints and supervises subsidiary activity chairs needed to execute the activities of the Area 4 VOA.
 - d. Facilitates internal training events of the Area 4 VOA.
 - e. Promotes training events and maintains knowledge of all trainings available for youth and adult members in Venturing.
 - f. Write articles for the Central Region Venturing Newsletter and the Area 4 Venturing Newsletter when needed.
 - g. Coordinates and implements innovative ideas for development.
 - h. Performs any other duties as assigned by the Area 4 Venturing President.
4. **Area 4 Venturing Vice President of Communication**: the Area 4 Venturing Vice President of Communication is appointed by the Venturing President – elected for the concurrent term as the other officers. The Area 4 Venturing Vice President of Communication:
- a. Works with the Area 4 Venturing Associate Advisor of Communication.
 - b. In consultation with the Area 4 Venturing President, appoints and supervises subsidiary youth positions needed to perform the communication functions of the Area 4 VOA.
 - c. Actively studies and remains aware of the best ways to communicate to Venturers on the Area 4 VOA and within its territory.
 - d. Ensures that the Area 4 VOA web presence is being maintained and up to date for effective publication of information and collection of feedback.
 - e. Establishes the Area 4 monthly newsletter as well as writing articles for the newsletter as needed.
 - f. Submits articles about the Area 4 VOA activities to other Scouting media.
 - g. Actively pursue opportunities to increase Area 4 VOA exposure by submitting articles, comments, photos, and upcoming event announcements, and reports to external publications such as local newspapers and other appropriate venues.
 - h. Maintain groups, pages, blogs, calendars, message boards, etc., on the most relevant social media and social networking sites.
 - i. Develop and maintain the tools to communicate with all relevant parties, using a variety of methods such as telephone, text-message, e-mail, and postal mail as appropriate.
 - j. Develop updates, maintains, and makes readily available marketing strategies, solutions, and materials.
 - k. Pursues contact information for people, groups, and businesses of interest to the Area 4 VOA.
 - l. Performs any other duties as assigned by the Area 4 Venturing President.
5. **Area 4 Sea Scouting Boatswain**
- a. The Central Region Area 4 Boatswain is a standing Subsidiary Area 4 VOA member.
 - b. The Area 4 Boatswain reports to the Area 4 Sea Scout Commodore.
 - c. The Area 4 Boatswain will also work with the Area 4 Venturing President to make sure the relationship between Venturing and Sea Scouting is unique.
6. **Area 4 Venturing President Emeritus** (if applicable) – the Area 4 Venturing President Emeritus is a Presidential alumni of the Area 4 VOA, who is still under 21 years of age. He/she works to

assist with the continued success of the Area 4 VOA leadership, under the direction of the Area 4 Venturing President currently in office.

7. **Subsidiary Area 4 Venturing Officers Association Members** – the subsidiary Area 4 VOA member(s) is/are appointed by the Area 4 Venturing President and serve under the direction of the Area 4 Venturing President and the Vice Presidents. The Subsidiary Area 4 VOA member.
 - a. Reports to one of the Area 4 Venturing Vice President and the Area 4 Venturing President.
 - b. Completes duties assigned by the Area 4 Venturing Vice President to accomplish the objectives of the Area 4 VOA.
8. **Ad Hoc Area 4 Venturing Officers Association Members** –
 - a. A position profile will be established by the Area 4 Venturing President and approved by the Area 4 Advisor for any appointed Ad Hoc (temporary) positions.
9. **Area 4 Venturing Advisor** – the Area 4 Venturing Advisor is appointed by the Area 4 Director and serves under the Director’s direction.
 - a. Reports to the Central Region Venturing Adult Committee and serves as a member of that committee.
 - b. Along with the Area 4 Director and Area 4 Venturing President, appoints and supervises Area 4 Venturing Associate Advisors and subsidiary Advisors to work with any youth appointed by the Area 4 Venturing President.
 - c. Works with the Area 4 Venturing President and Area 4 Venturing Associate Advisors, and coordinates with Advisors at the tiers above (Central Region) and below (Council) him or her.
 - d. Serves as a mentor and advocate for the Area 4 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.
10. **Area 4 Director** – the Area 4 Director is a professional Scouter appointed by the Central Region Director and serves under the Central Region Directors direction.
 - a. Serves as a member of the Area 4 Venturing Committee.
 - b. Ensures that the policies and interests of the BSA are maintained.
 - c. Approves all adult appointments of the Area 4 VOA.
11. **Area 4 Venturing Associate Advisors** – the Area 4 Venturing Associate Advisor is appointed by the Area 4 Venturing Advisor and serves under that Advisor’s direction.
 - a. Supervises any subsidiary adults appointed by the Area 4 Venturing Advisor.
 - b. Serves as a mentor for the youth members they advise.
 - c. Supports the Area 4 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.
12. **Subsidiary Volunteer Advisor** – the Subsidiary Volunteer Advisor is appointed by the Area 4 Venturing Advisor and serves under that Advisor’s direction.
 - a. Reports to the Area 4 Venturing Advisor.
 - b. Supports youth subsidiary Area 4 VOA to accomplish assigned tasks.
13. **Central Region Area 4 Sea Scout Commodore**

- a. The Area 4 Commodore is a standing Subsidiary Venturing Committee Member.
- b. Reports to the Central Region Sea Scouting Commodore.
- c. The Area 4 Commodore will work with the Area 4 Venturing Advisor to ensure a successful and mutually beneficial relationship between Sea Scouting and Venturing.

Article VI: Area Level Officer and Advisor Selection Process

1) Central Region Area 4 Venturing President

- a) The Area 4 Venturing President is to be selected and announced on April 15th.
- b) Current or past Crew Presidents, District or Council VOA and Area Vice Presidents are eligible to submit an application.
- c) Eligible applicants may submit an application for consideration by March 1st.
- d) The Area 4 Director, the Area 4 Venturing Advisor and the current Area 4 Venturing President will review all applications to identify all qualified applicants.
- e) The Central Region Venturing President, the Central Region Venturing President-Elect, the Area 4 Venturing Advisor, the Area 4 Venturing Associate Advisor of Administration, the Area 4 Venturing President, and any current Area 4 Venturing Vice Presidents who are not candidates will form a selection panel to interview and select, by majority vote, a new Area 4 Venturing President from the qualified applicants.
- f) The interview process may be determined by the Area 4 VOA leadership and may include remote conferencing.

2) Central Region Area 4 Vice President

- a) All Area 4 Venturing Vice Presidents shall be appointed by the Area 4 Venturing President-elect.
- b) The Area 4 Venturing President may appoint any additional positions as needed in consultation with the Area 4 Venturing Advisor.

3) Central Region Area 4 Subsidiary Venturing Officers Association Members

- a) All Area 4 Subsidiary VOA Members shall be appointed by the current Area 4 President with approval from the Area 4 Venturing Advisor.

4) Central Region Area 4 Boatswain

- a) The Area 4 Boatswain will be chosen by Central Region Area 4 Sea Scouting Commodore.

5) Advisor appointments

- a) The Area 4 Venturing Advisor shall be appointed by the Area 4 Director with the approval of the candidates Council Scout Executive and serve at the Area 4 Directors pleasure.
- b) Associate and other subsidiary Venturing Advisors shall be appointed by the Area 4 Venturing Advisor, be approved by the Area 4 Director and the candidate's local Council Scout Executive, and serve at the Area 4 Venturing Advisor's pleasure.

Article VII: Insignia

- I. Insignia for the Area VOA includes the Area VOA insignia #618558 which may be worn by the officers and advisors of the Area 4 VOA and by the Council Venturing Presidents and their Advisors.

- II. Area Officers will wear Area Venturing President (#614963), Area Venturing Vice President (#614949) or Area VOA Member patch (#614948). Area Advisors will wear the Area Advisor (#614947) or the Area Venturing Committee (#18056) patch as appropriate.
- III. Reference for this section is on the central region website at http://www.crventuring.org/Resources/Venturing_Uniforming/
- IV. Presentation of insignia is normally at the Central Region Conference in June or at a suitable event thereafter. The Council Venturing Presidents and their Advisor may be installed into the Area VOA and awarded their insignia by the Area Venturing President as may be arranged.

Article VIII: Removal of Officers and Advisors

1. Any youth or adult may resign from office.
2. Any appointed youth or adult may be removed from office by agreement of the Area 3 Venturing Advisor and Area 4 Director.
3. The Area 4 Venturing President vacancies shall be filled through appointment by the Area 4 Venturing Advisor and Area 4 Director, for the remainder of the term of office.
4. The Officer or Advisor performing the removal must consult with their entire leadership team before taking action before all removals.
5. If a member of the leadership team is removed, their respective Council Scout Executive must be notified as soon as time permits.
6. Removal of the Area 4 Venturing President must only be undertaken rarely and for just cause. Volunteer Advisors should consult with their own leadership and the Presidents leadership prior to taking this action.

Article IX: Area Sponsored Events

The Area 4 VOA leadership is recommended to host two events during their respective terms, one being program/activity related and the other being training-oriented.

1. Any area Venturing event shall be defined as an activity put on by the Area 4 VOA that is open to either all councils and Venturing crews or specific leadership groups within Area 4.
2. An Area 4 event should be put on with the aid of Council Venturing leadership, bring about awareness of higher leadership opportunities, reach and/or provide connections and resources for training, and have a fun and engaging program.
3. It must be remembered what the purpose of the Area level is: to provide support and resources for the local Councils and local Venturing crews.
4. The program event will be called the Area 4 "adVENTURE".

5. The training – oriented event will be called the Area 4 Venturing Training Conference and will occur every fall in the month of October.

6. Area 4 events must not compete with any Council Venturing events.

Article X: Venturing Leadership Awards

Refer to the Central Region Venturing Operating Procedure for more specific detail. In particular, Area 4 will adhere to the following schedule:

1. Promotion and publicity will begin by January 15 of each year
2. Deadline for submissions of nomination forms will be March 15 of each year
3. The selection meeting will occur on April 1
4. Awards will be ordered by April 2
5. Presentation will typically be at the Area 4 Spring Fun Event with a backup of the next Area or Regional event.

Article XI: Council Standards of Venturing Excellence

Refer to the Central Region Venturing Operating Procedures for more detail. The Area 4 VOA will adhere to the following schedule:

1. Promotion will begin no later than December 1 of each year.
2. All councils will submit the form to the Area 4 VP of Administration no later than January 30.
 - a. Councils will be recognized on the Area 4 webpage as the following levels
 - i. **Bronze – Council completes 60% of required and 50% of elective requirements.**
 - ii. **Silver – council completes 80% of required and 70% of elective requirements.**
 - iii. **Gold – council qualifies for the national award**
3. Councils who qualify for the award must submit the required form to the national office by February 15 of the year.
 - a. Recognition will be at the regional luncheon at the annual BSA meetings.

Article XII: Non-Specific Matters

Answers to non-specific matters and the questions that arise are likely found by reference to the Central Region Venturing Operating Procedures or the national Venturing Standard Operating procedures. Matters not specifically stated or that are in question should be sent directly to the Area 4 VOA leadership for clarification of the matter.

Article XIII: Communication in Area 4

Facebook: the area administers a facebook group at <https://www.facebook.com/groups/CRV.Area4/> and the Council facebook sites.

Area 4 page: the area maintains a webpage at area4.crventuring.org.

The area maintains a google site named **The adVENTURE** site on CRVenturing at <https://sites.google.com/a/crventuring.org/c4voa/>. This site consists of

- 1) Descriptive and registration pages for our events
- 2) A page of Resources for Councils including frequently asked questions
- 3) A link to a google drive associated with the area4aa-communication@crventuring.org account which will hold documents and presentations that area available to councils.

A newsletter named **The adVENTURE** is published at least quarterly.

A twitter account is managed by the Area 4 VP of Communication named [@area4venturing](https://twitter.com/area4venturing).

A google drive associated with the area4aa-communication@crventuring.org account is used for internal use and contains documents and resources.

Conference calls typically are set up using freeconferencecall.com

All officers and advisors will have email accounts assigned to them by the Central Region on crventuring.org.

Article XIV: Amendments to the Operating Procedures

These Operating Procedures shall be subject to amendment at any Area 4 VOA meeting.

Amendments must be submitted to the Area 4 VOA officers in writing at least two weeks before a given date for an Area 4 VOA meeting for review.

Amendments are presented at the Area 4 VOA meeting and are approved by a simple majority vote of the officers present at the meeting.

Amendments must then be submitted to the Area 4 Director for the final approval in consultation with the Area 4 Venturing Advisor.

The Central Region Area 4 Venturing Operating Procedures shall become effective on June 1, 2014^h.

These Operating Procedures are approved by and adopted by:

Henry Gunther, _____
2013-2014 Venturing President

Duane Zobrist, _____
Area 4 Advisor

Dale Holbrook, _____
Area 4 Director

