

**Central Region Area 7
Venturing Officers Association
Operating Procedures**

Approved: August 1, 2013

Based Upon:

Central Region Area 7 Venturing By-Laws, applied on July 1, 2009
Central Region Area 3 Venturing Operation Procedures
Central Region Venturing Operating Procedures
National Venturing Standard Operating Procedures

In Consultation with (*in alphabetical order*):

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Article I: Authority to Organize

The Central Region Area 7 Venturing Officers' Association (hereafter referred to as "the Area 7 VOA") is granted the authority to organize, meet, and operate under the supervision and administrative authority of the Area 7 Director of Central Region, Boy Scouts of America, (hereafter referred to as "Area 7 Director"). The Area 7 VOA will continue to operate and exist as long as the Area 7 Director, under his/her sole discretion, finds its operation and existence to be necessary and in the best interest of Scouting.

Article II: Mission Statement

The mission of the Area 7 VOA will solely be to support the development and growth of the Council Venturing Officers' Associations (hereafter referred to as "Council VOA") that belong to Central Region Area 7. The Area 7 VOA will promote and support the Venturing program through the utilization of an organizational structure that will be an example for local councils to establish VOA's from and help 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 7 Venturing activities, events, and trainings.
- 2 Participate in and provide opportunities for service.
- 3 Promote Venturing camping opportunities.
- 4 Promote the attainment of the Council Standards of Venturing Excellence (CSVE) to the local Councils of Area 7.
- 5 Provide avenues of communication among Area 7 VOA and Council VOA leadership.
- 6 Provide recognition of youth, adults, and councils through implementation and promotion of awards and recognition programs.

- 7 Act as a resource for Council, District, and Unit level Venturing programs.
- 8 Support local councils in developing their Venturing program and establishing council Venturing Officers' Associations.

Article IV: Membership

The Central Region Area 7 Venturing Officers' Association shall consist of the following membership:

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

Advisors and professional advisors for each of these positions serve as ex-officio members.

Article V: Officer and Advisor Job Descriptions

- 1 Area 7 Venturing President**- The Venturing President is selected by a prescribed process to serve for a specific term of office (June 1st to May 31st). The Area 7 Venturing President:
 - a** Reports to the Area 7 Venturing Committee and serves as a member of that committee.
 - b** Works with the Area 7 Venturing Advisor and the Area 7 Venturing Director and the Area 7 Venturing Officers' Association and with the Venturing Presidents at the tiers above (Central Region VOA) and below (Local Council VOA's) them.
 - c** Appoints and supervises Area 7 Venturing Vice Presidents and additional optional Venturing Officers' Association youth positions.
 - d** Holds all Area 7 Venturing Vice Presidents accountable to their job descriptions listed in these Operating Procedures.
 - e** Represents the Area 7 Venturing Officers' Association to Scouting Leadership of all tiers.
 - f** Motivates and coordinates the Area 7 Venturing Vice Presidents and any other appointed Venturing Officers' Association members in assigned tasks and conducting meetings with them as needed.
 - g** Helps train and mentor Presidents in lower tiers.
 - h** Plans and leads regular meetings of the Area 7 Venturing Officers' Association.
 - i** Assists the Area 7 Venturing Advisor with selection of subsidiary Advisors.
 - j** Tracks all goals for the Area 7 Venturing Officers' Association and provides regular progress reports to the Central Region Venturing Officers' Association and adult committees.

- k** Plans and organizes youth officer selections for the Area 7 Venturing Officers' Association.
- 2** **Area 7 Venturing Vice President of Administration**- The Area 7 Venturing Vice President of Administration is appointed by the Venturing President-elect (for a term concurrent with that of the Area 7 Venturing President), and serves under the direction of the Area 7 President. The Area 7 Venturing Vice President of Administration:
 - a** Works with the Area 7 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 7 VOA.
 - c** Develops and implements strategies to increase Venturing membership within the territory of the Area 7 Venturing Officers' Association.
 - d** Actively pursues positive relationships with representatives of BSA chartered organizations, religious groups, businesses, community organizations, and other groups also of interest to the Area 7 Venturing Officers' Association and Venturing on the whole.
 - 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 7 Venturing Officers' Association and Venturing in general.
 - 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 7 Venturing Officers' Association leadership alumni.
 - h** Keeps contact with the Area 7 Venturing Officers' Association alumni for possible future mentor or advisor roles when needed.
 - i** Takes minutes at Area 7 Venturing Officers' Association meetings.
 - j** Performs any other duties as assigned by the Area 7 Venturing President
- 3** **Area 7 Venturing Vice President of Program**- The Area 7 Venturing Vice President of Program is appointed by the Area 7 Venturing President-elect (for a term concurrent with that of the Area 7 Venturing President) and serves under the direction of the Area 7 President. The Area 7 Venturing Vice President of Program:
 - a** Works with the Area 7 Venturing Associate Advisor of Program.
 - b** In consultation with the Area 7 Venturing President, appoints and supervises subsidiary youth positions needed to perform the program functions of the Area 7 Venturing Officers' Association.
 - c** Supervises activity chairs and the planning of activities (conferences, outings, summits, and other events).
 - d** Facilitates internal training events of the Area 7 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 Area 7 Venturing President.

- 4 Area 7 Venturing Vice President of Communication-** The Area 7 Venturing Vice President of Communication is appointed by the Area 7 Venturing President-elect (for a term concurrent with that of the Area 7 Venturing President) and serves under the direction of the Area 7 President. The Area 7 Venturing Vice President of Communication:
- a** Works with the Area 7 Venturing Associate Advisor of Communication.
 - b** In consultation with the Area 7 Venturing President, appoints and supervises subsidiary youth positions needed to perform the communication functions of the Area 7 Venturing Officers' Association.
 - c** Actively studies and remains aware of the best way to communicate to Venturers on the Area 7 Venturing Officers' Association and within its jurisdiction, understanding that several methods of delivery must be utilized for maximum effectiveness.
 - d** Ensures that the Area 7 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 7 Venturing Newsletter, including helping to submit articles of noteworthy events and other items of interest to Venturers.
 - f** Submits articles about the Area 7 Venturing Officers' Association's activities to other Scouting media.
 - g** Actively pursues opportunities to increase Area 7 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, e-mail, and postal mail as appropriate.
 - j** Maintains rosters of the Area 7 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 7 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 7 Venturing Officers' Association.
 - m** Performs any other duties as assigned by the Area 7 Venturing President.
- 5 Area 7 Sea Scouting Boatswain-**
- a** The Central Region Area 7 Boatswain is a standing Subsidiary Area 7 Venturing Officers' Association.
 - b** The Area 7 Boatswain reports to the Central Region Area 7 Taskforce Commodore
 - c** The Area 7 Boatswain also will work with the Area 7 Venturing President to ensure the quality of the relationship between Venturing and Sea Scouting.

- 6 Area 7 Venturing President Emeritus (if applicable)**- The Area 7 Venturing President Emeritus is a Presidential alumni of the Area 7 Venturing Officers' Association, who is still under 21 years of age. He/she works to assist with the continued success of the Area 7 VOA leadership, under the direction of the Area 7 Venturing President currently in office.
- 7 Subsidiary Area 7 Venturing Officers Association Members**- The subsidiary Area 7 Venturing Officers' Association member(s) is/are appointed by the Area 7 Venturing President and serves under the direction of the Area 7 Venturing President. The Subsidiary Area 7 Venturing Officers' Association member:

 - a** Reports to an Area 7 Venturing Vice President or the Area 7 Venturing President.
 - b** Completes duties as assigned by the Area 7 Venturing Vice President to accomplish the objectives of the Area 7 Venturing Officers' Association.
- 8 Ad Hoc Area 7 Venturing Officers Association Members**-

 - a** A position profile will be established by the Area 7 Venturing President and approved by the Area 7 Advisor for any appointed Ad Hoc (Temporary) positions.
- 9 Area 7 Venturing Advisor**- The Area 7 Venturing Advisor is appointed by the Area 7 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** In consultation with the Area 7 Director, appoints and supervises Area 7 Venturing Associate Advisors and subsidiary Advisors to work with any youth appointed by the Area 7 Venturing President.
 - c** Works with the Area 7 Venturing President and Area 7 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 7 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 7 Director**- The Area 7 Director is a professional Scouter appointed by the Central Region Director and serves under the Central Region Director's direction.

 - a** Serves as a member of the Area 7 Venturing Committee.
 - b** Ensures that the policies and interests of the BSA are maintained.
 - c** Approves all adult appointments of the Area 7 Venturing Officers' Association.
- 11 Area 7 Venturing Associate Advisors**-The Area 7 Venturing Associate Advisor is appointed by the Area 7 Venturing Advisor and serves under that Advisor's direction.

 - a** Supervises any subsidiary adults appointed by the Area 7 Venturing Advisor.
 - b** Serves as a mentor and advocate for the youth members they advise.
 - c** Supports the Area 7 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 7 Venturing Advisor and serves under that Advisor's direction. The Subsidiary Volunteer Advisor:

- a Reports to an Area 7 Venturing Associate Advisor or the Area 7 Venturing Advisor.
- b Supports youth subsidiary Area 7 Venturing Officers' Association members to accomplish assigned tasks.

13 Central Region Area 7 Taskforce Commodore-

- a The Area 7 Taskforce Commodore is a standing Subsidiary Venturing Committee member.
- b The Area 7 Taskforce Commodore will report to the Central Region Sea Scouting Commodore.
- c Also, The Area 7 Taskforce Commodore will work with the Area 7 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 7 Venturing President

- a The Area 7 Venturing President is to be selected by **April 15**.
- b Current or past Crew Presidents, District or Council Venturing Officers' Association, 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 7 Director, the Area 7 Venturing Advisor and the current Area 3 Venturing President will review all applications to identify all qualified applicants.
- e The Central Region Venturing President, the Area 7 Venturing Advisor, the Area 7 Venturing Associate Advisor of Administration, the Area 7 Venturing President, and any current Area 7 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 7 Venturing President from the qualified applicants.
- f The interview process may be determined by the Area 7 VOA leadership and may include remote conferencing.

2 Central Region Area 7 Venturing Vice Presidents

- a All Area 7 Vice Presidents shall be appointed by the Area 7 Venturing President-elect.
- b The Area 7 Venturing President may appoint any additional positions as needed in consultation with the Area 7 Venturing Advisor.

3 Central Region Area 7 Subsidiary Venturing Officers Association Members

- a All Area 7 Subsidiary VOA Members shall be by appointed by the current Area 7 President, with approval from the Area 7 Venturing Advisor.

4 Central Region Area 7 Boatswain

- a The Area 7 Boatswain will be chosen by Central Region Area 7 Sea Scout Sea Scouting Taskforce.

5 Advisor Appointments

- a The Area 7 Venturing Advisor shall be appointed by the Area 7 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 7 Venturing Advisor, be approved by the Area 7 Director and the candidate's local Council Scout Executive, and serve at the appointer's pleasure.

Article VII: 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 7 Venturing Advisor and Area 7 Director.
- 3 The Area 7 Venturing President vacancies shall be filled through appointment by the Area 7 Venturing Advisor and Area 7 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 7 Venturing President must only be undertaken rarely and for just cause. Volunteer Advisors should consult with their own leadership and the President's leadership prior to taking this action.

Article VIII: Area-Sponsored Events

The Area 7 VOA Leadership is recommended to host two events during their respective terms, one being program/activity related and the other training-oriented.

- 1 Any area Venturing event shall be defined as an activity put on by the Area 7 VOA that is open to either all councils and Venturing crews or specific leadership groups within Area 7.
- 2 An Area 7 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 Area 7 events must not compete with Council Venturing events.

Article IX: Non-Specific Matters

Matters not specifically stated or clarified in these bylaws are left to the Area 7 VOA, to be decided by majority vote of the Area 7 VOA.

Article X: Amendments to the Operating Procedures

- 1 These Operating Procedures shall be subject to amendment at any Area 7 Venturing Officers' Association meeting.

- 2 Amendments must be submitted to the Area 7 Venturing Officers' Association officers in writing at least two weeks before a given date for an Area 7 Venturing Officers' Association meeting for review.
- 3 Amendments are resented at the Area 7 Venturing Officers' Association meeting and are approved by a simple majority of officers present at the meeting.
- 4 Amendments must be then submitted to the Area 7 Director for final approval in consultation with the Area 7 Venturing Advisor.

The Central Region Area 7 Venturing Operating Procedures shall become effective on **August 1, 2013.**
These Central Region Area 7 Venturing Operating Procedures are approved and adopted by:

Katlin Adams

2013-2014 Area 7 Venturing President

Kris Zahrobsky

Area 7 Venturing Chair/Advisor

Matt Thornton

Area 7 Director