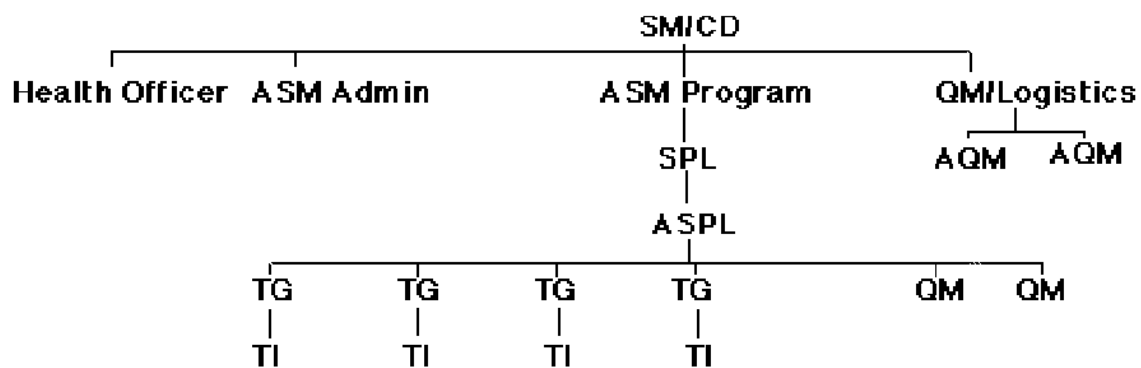


White Stag Committee
Staff Structure of the Woods and Water session.

Karla Powell and I worked out a staff structure we think will work for the Woods and Water session. Our concerns are to not overstaff but to ensure we have enough people to handle unforeseen problems. With the amount of training necessary to get the youth ready for this session, it would be very difficult to bring a youth in late in the spring and still get them the training they need. To buffer against lose of staff due to unforeseen conflicts, illness, etc., we came up with the following staff and their responsibilities.

The adult positions outlined below are our vision of the separation of duties. Please respond with your insight and adjustments.



ADULT STAFF

SM /CD:

CD position of duties:

- Agreeing to conduct the conference as outlined in this conference manual
- Recruiting quality adult and youth staff
- Conducting a pre-conference orientation session for Adults (home SM and parents) who are not Wood Badge trained.

SM portion of duties:

- Conduct a minimum of five staff training experiences before the conference
- Conduct an application session for home SM and their junior leader after the conference.
- Work closely with ASMs to ensure their effectiveness in their staff assignments
- Serve as an advisor to the SPL as he provides guidance to the youth staff.
- Conduct the Leadership Skill session on Setting the Example.
- Conducting the Problem Solving Workshop and Communicating with Adults
- Conduct two reflections with each patrol.

ASM Admin/ ACD:

- Handling the administrative details of the conference: ex. keeping participant records, making certificates and awards, budget records, conference facilities.
- Working with the QM in managing the commissary, equipment and supplies.
- In cooperation with the staff adviser and quartermaster, arranging for all purchases of food, equipment, and supplies.
- Ensure all forms, hand outs and other printed material are ready for staff.
- Base Camp radio operator and to keep an eye on base camp while every one is in the field.
- Assist with transport in case of emergencies
- Participate in all staff training sessions.

ASM Programming:

- Works with youth staff through the ASPL in preparation for presentation and program items.
- Support the SM in conducting two reflections with each patrol.
- Participate in all staff training sessions.
- Support ASPL in coordinating all troop-wide activities, including campfires and the outpost hike.

Health Officer:

- Medication disbursement
- Health and safety issues (clean dishes, lack of sanitation, etc.)
- Emergency medical treatments and assessments.

QM/Logistics:

- Work closely with the ASM Admin for conference physical arrangements such as, set up training and ceremonial areas as needed, deliver supplies to the troop where ever needed, oversee gear repair.
- Acquire all necessary gear and material for the program activities and see to its proper storage, preparation and distribution.
- Receiving, properly storing and issuing all food supplies.
- Operate the conference trading post.
- Using the skill of effective teaching in presenting the quartermaster station on the orientation trail, as well as any other leadership skills presentations.
- Participate in all staff training sessions.

AQM: Young adults 18 and over

- Work closely with the QM or ASM for conference physical arrangements such as, set up training and ceremonial areas as needed, deliver supplies to the troop where ever needed, help with gear repair.
- Do other duties as assigns.

ADDITIONAL YOUTH STAFF

Quarter Masters:

- Work with the adult QM as assigned and to fill in as backups for youth that become unable to continue during Staff development or the session.

The SPL, ASPL, TG, and TI responsibilities are as stated in the conference guide.