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**VENTURING - SOPs**

**Blue Ridge Mountains Council Venturing Officers’ Standard Operating Procedures**

**THE MISSION**

**The mission of the Blue Ridge Mountains Council Venturing Officers’ Association, BRMCVOA, is to provide Venturing programs support through the district officers, to promote Venturing and their programs, to assist the District Roundtable Commissioners and staffs upon request, and also to provide a variety of program and training events for youth all across the Council.**

**Youth Officer Elections**

The term of office for all council and district youth officers will be June 1 to May 31 each year. All applicants for every youth office must be under age 21 throughout the duration of the term for any office held. All youth officer positions shall have an adult advisor to provide support to the youth throughout their term. A Venturer may hold only one area, region, or national position during their term. It is recommended that a Venturer serve in no more than one crew, district, or council position while holding an area, region, or national position.

**Election Process: Blue Ridge Mountains Council Venturing President**

**A: Time and Place**

Blue Ridge Mountains Council President shall be elected by the General Assembly at the Venturing Vortex.

**B: Term of Office**

Newly elected officers shall take office on June 1. There will be an installation ceremony following their election at the Venturing Vortex and shall continue to serve until the election of their successors, so long as they remain eligible to hold office.

**C: Eligibility**

Any youth member of any Crew in the Council shall be eligible to run for any office of the BRMCVOA, so long as they have not reached the age of 20 years at the time of the election. Youth wishing must submit an application by the weekend before Venturing Vortex.

**D: Procedure**

The Council Venturing President shall be elected by the General Assembly as a whole. After all applications have been received and before ballots are cast candidates shall be permitted the opportunity to speak briefly. All elections shall be conducted by secret ballot. A majority of votes cast shall be necessary to elect.

**Selection Process: Blue Ridge Mountains Council Vice Presidents**

All Blue Ridge Mountains Council Vice Presidents are to be selected by **May 15**. Any registered Blue Ridge Mountains Council Venturer is eligible to submit an application. The Council President shall select, at a minimum, a Vice President of Administration, Vice President of Program, and Vice President of Communication.

**Steps in the Selection Process: Vice Presidents**

1. Eligible applicants will submit an application by Venturing Vortex.
2. The president‐elect will review all the applications and then, with help from his/her advisor, select a pool of candidates.
3. The advisor must approve of each vice president selection and the president‐ elect must not promise any position prior to talking with their advisor and getting their agreement.
4. It is recommended that the appropriate associate advisor be involved in the selection process

**Removal from Office**

On rare occasions, it may be necessary to remove a VOA member from a position. Any youth or adult may resign from office.

**A: Notice**

Notice of intent to remove an officer must be given at the previous meeting of the body that will hold the removal vote or be mailed to all members of that body at least 2 weeks prior to the meeting at which the removal vote will occur.

**B: Authority to Remove**

The Council Venturing President, Council Venturing Vice-President for Administration, Council Venturing Vice-President for Program, Council Venturing Vice-President of Communications, and Council Venturing Vice-President of Finance may be removed from office by a 2/3 vote at a meeting of the Council Venturing Cabinet.

**C: Response**

Prior to any removal vote, but after the reasons for the removal have been given, the officer to be removed shall have the opportunity to publicly respond.

**Duties of Blue Ridge Mountains Council VOA and Officers**

**Blue Ridge Mountains Council Venturing Officers’ Association**

The duties of the Blue Ridge Mountains Council Venturing Officers’ Associations shall be:

* Maintain a positive image of the Venturing program within the Council.
* Strive to fulfill the mission statement within the Standard Operating Procedures.
* Act as an example VOA for District VOAs within their Council.
* Provide direct support to each District in better developing their VOA and improving Venturing within each District.
* Encourage and assist with the organizing of District VOAs and consistent improvement of their Venturing program.
* As a recommendation, host two events per year, one being program/activity‐based (e.g., Venturing Vortex, etc.), the other training‐ oriented (e.g., Officers Day, etc.).
* Any Council Venturing event (program/activity or training‐based) shall be defined as an activity put on by that Council’s VOA that is open to either all Venturing crews within the Council, and whoever else as decided by the VOA.
* A Council event should be planned with the aid of District VOA to bring about awareness of other leadership opportunities, teach and/or provide connections and resources for training, and have a fun and engaging program.
* Encourage networking among each crew within the Council.
* Conduct monthly VOA meetings or conference calls.

**VOA Position Profiles**

**President**

* Shall serve as the spokesperson and representative of the Venturing Officer’s Association and all Ventures within the Council.
* Shall preside over all VOA Officers’ and General Assembly Meetings.
* Expected to attend at least eighty-five percent (85%) of all VOA related activities.
* Serve as the youth spokesperson at the Council Venturing Committee meetings.
* Meet regularly with the adult Venturing Chairman to set the agenda and coordinate activities.
* Appoint youth chairs for special projects, special committees, and events with the approval of the Adult Venturing Chairman.
* In the event of a vacant VOA Officer position due to resignation or removal, the President, with the approval of the Adult Venturing Chairman may fill by appointment the vacant position(s).
* Must have completed the Introduction to Leadership Skills for Crews (ILSC). Long term Venturing are grandfathered for Venturing Leadership Skills Course (VLSC).
* Present the annual report to the council at the conclusion of the term of office.
* Participate in the Council VOA program planning conference.
* Help with the promotion of the Venturing program.
* Has no vote expect in a case of a tie.
* Assists with the VOA website updates.

**Vice President of Administration**

* Is responsible for providing support to all Crew representatives.
* Expected to attend at least eighty-five percent (85%) of all VOA related activities.
* Shall perform the duties of Council Venturing President should he/she be temporarily unable to perform them.
* Shall immediately assume the office of Council Venturing President, should that office become vacant, until further election procedures are enacted.
* Participate in the Council VOA Program planning conference.
* Help with the promotion of the Venturing Program.
* Serves as Administrative Officer in the VOA.
* Must have completed the Introduction to Leadership Skills for Crews (ILSC). Long term Venturing and Ship members are grandfathered for Venturing Leadership Skills Course (VLSC).
* Maintains membership and attendance records.
* Maintains correspondence.
* Has one vote.

**Vice President of Program**

* Expected to attend at least eighty-five percent (85%) of all VOA activities.
* Responsible for the oversight and implementation of programs at the council level.
* Is responsible for the support of programs at the district and unit level.
* Participate in the Council VOA Program planning conference.
* Determine the interest of the Council VOA members on an ongoing basis using interest surveys, suggesting types of activities, program resources, and an annual activity plan.
* Must have completed the Introduction to Leadership Skills for Crews (ILSC). Long term Venturing members are grandfathered for Venturing Leadership Skills Course (VLSC).
* Help with the promotion of the Venturing program.
* Assists with VOA website updates.
* Has one vote.

**Vice President of Communication**

* Expected to attend at least eighty-five percent (85%) of all VOA related activities.
* Serves as the communication officer, managing all communications and publicity for the VOA.
* Shall record the minutes of the VOA Cabinet meetings and VOA General Assembly meetings.
* Work with Committees to promote Venturing events and submit regular articles promoting the activities of the Association to be published on the Venturing websites, local media, Scouting websites and newsletters.
* Help with the promotion of the Venturing Program.
* Must have completed the Introduction to Leadership Skills for Crews (ILSC). Long term Venturing and Ship members are grandfathered for Venturing Leadership Skills Course (VLSC).
* Maintains and updates VOA website or page on Council website updates, and other social media.
* Has one vote.

**Advisor**

The VOA Advisor is appointed by the Venturing Chairperson, who may elect to serve as the VOA Advisor and serves at the appointer’s discretion.

The Advisor:

* In consultation with the Staff Advisor, appoints and supervises Associate and Subsidiary Advisors to work with any youth appointed by the President or VP’s;
* Works with the President and Associate Advisors, and coordinates with Advisors at the tiers above and below them
* Serves as a mentor and advocate for the VOA President;
* Ensures fiscal, programmatic, and risk management issues are properly addressed;
* Is familiar with the operations of any relevant Scouting organizations in their territory;
* Serves as an ex-officio member of the VOA; and
* Work as a resource to District Presidents to ensure smooth operation within each District

**Staff Advisor**

The Staff Advisor is a professional Scouter appointed by the Scout Executive and serves at the appointer’s discretion.

The Staff Advisor:

* Ensures that the policies and interests of the BSA are maintained and ensures the C of the VOA;
* Ensures a member of the Professional Scouting Staff is available to work with all activities, events, and meetings of the VOA that requires a professional staff;
* Work with other District Executives/Directors to promote the VOA in each District; and
* Approves all adult appointments of the VOA.

**Associate Advisor**

The Associate Advisor is appointed by the VOA Advisor and serves at the VOA Advisor’s discretion.

* Supervises any subsidiary adults appointed by the VOA Advisor;
* Serves as a mentor and advocate for the youth member(s) they advise;
* Supports the VOA Advisor in ensuring that fiscal, programmatic, and risk management issues are properly addressed; and
* Provides expertise and/or training to specific youth officer(s) to help them accomplish assigned tasks.

**Venturing General Assembly**

**A: Authority**

The Venturing General Assembly shall meet annually to elect the Council Venturing Cabinet and conduct any other business that needs to be addressed at that time.

**B: Composition**

The Venturing General Assembly shall be composed of all Crew Representatives in attendance. Each Crew Representative in attendance shall be entitled to one vote. Officers of the BRMCVOA are not ex officio members of the General Assembly, although they may be selected as a Crew Representative.

**C: Crew Representative**

Each Venturing Crew in the Blue Ridge Mountains Council shall have the right to send one Crew Representative to be a member of the BRMCVOA; ideally they should send the Crew President. If Crew President is an BRMCVOA officer the Crew should send someone else to represent the Crew.

* **Eligibility**

Any currently registered youth member in the Crew is eligible to be selected as the Crew Representative. If the youth ceases to be a registered youth member of the Crew they are no longer eligible to serve as the Crew Representative from that Crew to the BRMCVOA. No person may be a Crew Representative from more than one Crew at a time.

* **Selection**

The duration and method of the selection of Crew Representatives is left to the discretion of the Crew, subject to the eligibility provisions above.

**Council Venturing Cabinet**

**A: Authority**

The Council Venturing Cabinet shall organize the planning and implementation of Venturing events and training at the council level. In the event of a vacancy in the office of Council Venturing President when there is no Council Venturing Vice-President for Administration or Council Venturing Vice-President of Program to fill that office, the Council Venturing Cabinet shall elect an eligible individual to serve as Council Venturing President for the unexpired portion of the term of office.

**B: Meetings**

The meetings of this Council Venturing Cabinet shall occur monthly at a regular time and place or via Skype/ Google Hangouts to be set by the Cabinet. Meetings of the Council Venturing Cabinet do not need to be held during the summer months.

**C: Composition**

The Council Venturing Cabinet shall be composed of the Council Venturing President, Council Venturing Vice-President for Administration, Council Venturing Vice-President for Program, Council Venturing Vice-President of Communications, and Council Venturing Vice-President of Finance.

**Amendment**

**A: Notice**

Proposed amendments to these Bylaws must be distributed to all Crews in the Council at least 30 days prior to the date at which they will be considered.

**B: Authority to Amend**

The General Assembly may adopt proposed amendments by a 2/3 vote at the annual Vortex or any General Assembly meeting.

**C: Time of Effect**

Unless stated otherwise in the amendment, all amendments shall take effect immediately upon their adoption.