

**MUSKINGUM VALLEY COUNCIL, B.S.A.
VENTURING OFFICERS ASSOCIATION**



VOA Officer Nomination Form

Name: _____

Street Address: _____

City, State Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

District: _____ Unit #: _____ Date of Birth: _____

I am running for the following position(s):

President

Vice-President of Administration

Secretary

Vice-President of Program

To be qualified for office, a candidate must be a registered member in good standing with their own unit as well as with the Muskingum Valley Council. They must also be of Venturing age during their entire term of office.

Please use the back of this form to list the qualifications and justification for you to serve in the position(s) selected above.

1. Experience as Crew President or other Venturing youth officer
2. Venturing/Scouting positions, awards, and experiences (i.e., Eagle Scout, Silver, or Quartermaster)
3. Non-Scouting awards, recognitions, and scholarships
4. Leadership positions in school, clubs, sports, and other entities (i.e., ASB, school clubs, etc.)
5. A statement on present school status and college or career plans
6. A statement on why you want to serve and what you hope to accomplish in the position(s) you are seeking

I, the applicant, hereby certify that I meet the qualifications for the above positions. I understand that while I may apply for multiple positions, if selected, can only serve in one position per year. I hereby agree to the terms outlined for the positions on the attached sheet.

Applicant Signature _____ Date _____

Parent(s) Approval _____ Date _____

Crew Advisor Approval _____ Date _____



Terms of Position for VOA Officers

President

- The President shall serve as the spokesperson and representative of the VOA.
- Preside over meetings of the VOA
- Be responsible for the orderly conduct of business
- Meet with the adult advisor on a regular basis to set the agenda and coordinate activities
- Meet with and coordinate with the other officers in order to assure the success of VOA programs and activities
- Implement the VOA program in cooperation with officers and members
- Work closely with Advisors and other adult leaders in a spirit of partnership
- Appoint youth chairs for special projects and appoints special crew officers
- Present the annual report to the Council at the conclusion of the term of office
- Assess on an ongoing basis whether the responsibilities of the officers are being considered and carried out effectively
- Must inform the Vice President of Administration if they can't attend meetings or events

Vice President of Administration

- Serve in the absence of the President.
- Serve as administrative officer of the VOA
- Organize and recognize the achievements of VEOA members
- Conduct opening and closing ceremonies for special occasions as scheduled
- Must inform the President if they can't attend meetings or events

Vice President of Programs

- Serve as the program officer and arrange the program planning process for the VOA
- Determine the interests of the VOA members on an ongoing basis with suggestions for activities, program resources, and an annual activity schedule
- Provide support for the chair and committee for each activity
- Maintain an up-to-date calendar of VOA meetings and activities
- Must inform the President if they can't attend meetings or events

Secretary

- Serve as the communications officer and in that position manages all communications and publicity for the VOA
- Maintain VOA membership and attendance records
- Handle VEOA correspondence and minutes
- Coordinate VOA publicity through local media, VEOA newsletters and web-based forums, and the VOA telephone network
- Must inform the President if they can't attend meetings or events