

## **Administrative Vice President**

Serves as administrative officer of the crew

Assumes the responsibilities of the crew president in his or her absence

Leads the recruiting and admission of new members during the year

Organizes and recognizes the achievements of crew members

Maintains crew advancement chart and reviews individual progress at each meeting.

Conducts opening and closing ceremonies for special occasions as scheduled

Attends all crew activities

Participates in the council TLC program planning conference

Approaches Venturing in a spirit of fun, and seeks to reflect this spirit in the recruiting of new members and through recognizing the achievements of crew members

Two key responsibilities characterize your position: 1. leading the recruiting efforts for new crew members and, 2. managing the recognition of members.

First, you provide leadership for the recruiting of new members into your crew by ensuring that prospective members are made aware of your crew and are invited to your crew's open house, and by encouraging members to bring friends to crew meetings. You follow up with any members who seem to be losing interest. Find out why, so that their needs can be addressed in officers' meetings and in the planning of program activities.

Second, you are responsible for recognizing members and making them feel a part of your crew. When prospective members come to your crew's open house or to meetings, it is your responsibility to welcome each one. It is also your job to stage the installation ceremony admitting new members if such a ceremony is a tradition in your crew.

It is your responsibility to recognize the achievements of individual crew members, honoring members who win scholarships, win awards, or gain other achievements in or out of Venturing. You may also conduct opening and closing ceremonies to add color and meaning to crew meetings.

Like every officer, you are responsible for maintaining the crew's code and bylaws.

*(taken from Venturing Leader Manual, BSA c. 1998, 2006 printing, page 17)*