



Denver Area Council
Venturing Officers Association
Operating Procedures Bylaws

Article I: Authority to Organize

The Venturing Officers Association (VOA) is granted the authority to organize and operate under the supervision and administrative authority of the Scout executive of the Denver Area Council, Boy Scouts of America, and to continue to operate and exist as long as the Scout executive, under his/her sole discretion, finds such operation and existence to be in the best interest of Scouting.

Article II: Mission Statement

The mission of the Denver Area Council Venturing Officers Association is to promote and support the Venturing program, utilizing a standard organizational structure that enables local councils to grow membership by advancing leadership opportunities through communication, program, and administration.

Article III: Purpose and Responsibilities

1. Organize, promote, and give leadership to all Council and District Venturing activities, events, and trainings.
2. Participate in and provide opportunities for service.
3. Promote Venturing camping opportunities.
4. Provide recognition of youth, adults, and units through implementation and promotion of advancement and awards programs.
5. Provide avenues of communication among Council, District, and Unit leadership.
6. Act as a resource for District and Unit Venturing programs.
7. Provide youth leadership to the District and Council operating committees.

Article IV: Membership

1. The membership of the Council Venturing Officers Association consists of the Council Venturing Officers Association President, Council Vice President of Administration, Council Vice President of Program, Council Vice President of Communication, all District Venturing Officers Association Presidents, and all Crew member who are in attendance at VOA meetings regularly (one meeting in the past 3 months). Advisors and professional advisors for each of these positions serve as ex-officio members.
2. The membership of the District Venturing Officers Association consists of the District Venturing Officers Association President, District Vice President of Administration, District Vice President of Program, District Vice President of Communication, and all Crew Presidents and members. Advisors and professional advisors for each of these positions serve as ex-officio members.





Article V: Selection Process of Council and District Venturing Officers Association Officers and Advisors

1. Council Venturing Officers Association President
 - a. The council Venturing president is to be selected by April 30, but does not start their term until June 1 and the term goes until May 31 the following year.
 - b. Current and past crew officers and above are eligible to submit an application (application found in appendix A).
 - c. Eligible applicants may must submit an application by March 15.
 - d. The council VOA Venturing staff advisor, the council Venturing volunteer advisor, and the current council Venturing Officers Association president will review all applications to identify qualified applicants.
 - e. An The interview of the applicant may be held process will be determined by the council leadership and may include remote conferencing.
 - f. All candidates that have submitted applications by the deadline and have been accepted as eligible candidates by the council VOA Advisor and the council VOA staff advisor are then voted upon by all council VOA youth members present at an annual April selection gathering.
 - g. The council Venturing volunteer advisor, the area Venturing Officers Association president, the current council Venturing Officers Association president, and any council Venturing Officers Association vice presidents and crew presidents who are not candidates will form a selection committee to interview and select a new council Venturing Officers Association president from the qualified applicants.
 - h. All Venturing youth officers must be under age 21 throughout the term of office.
2. Council Venturing Officers Association Vice Presidents
 - a. All Council Venturing Officers Association Vice Presidents shall be by appointment by the selected Venturing Officers Association President.
 - b. The youth president may appoint any additional positions. if there is a need for the position.
 - c. All Venturing youth officers must be under age 21 throughout the term of office.
3. District Venturing Officers Association President
 - a. The district Venturing president is to be selected by May 15, but does not start their term until June 1 and the term goes until May 31 the following year.
 - b. Current and past crew officers and above are eligible to submit an application (application found in appendix A).
 - c. Eligible applicants may submit an application by April 1.
 - d. The district VOA Venturing staff advisor, the district Venturing volunteer advisor, and the current district Venturing Officers Association president will review all applications to identify qualified applicants.
 - e. All candidates that have submitted applications by the deadline and have been accepted as eligible candidates by the district VOA Advisor and the district VOA staff advisor are then voted upon by all district VOA youth members present at an annual April selection gathering.
 - f. An The interview of the applicant may be held process will be determined by the council leadership and may include remote conferencing.
 - g. The district Venturing volunteer advisor, the council Venturing Officers





Association president, the current district Venturing Officers Association president, and any district Venturing Officers Association vice presidents and crew presidents who are not candidates will form a selection committee to interview and select a new district Venturing Officers Association president from the qualified applicants.

h. All Venturing youth officers must be under age 21 throughout the term of office.

4. District Venturing Officers Association Vice Presidents

a. All District Venturing Officers Association Vice Presidents shall be by appointment by the selected Venturing Officers Association President.

b. The youth president may appoint any additional positions, if there is a need for the position.

c. All Venturing youth officers must be under age 21 throughout the term of office.

5. Advisor Appointments

a. The VOA Advisor Venturing volunteer advisor shall be appointed by the top volunteer officer at each tier (e.g., council president Vice President of Program with the approval of the scout executive, district chair) with the approval of the candidate's council Scout executive and serve at the appointer's pleasure.

b. The VOA Venturing staff advisor shall be appointed by the Scout executive and serve at the appointer's pleasure.

c. Associate and other subsidiary Venturing volunteer advisors shall be appointed by the top VOA Advisor Venturing volunteer advisor at that tier (e.g., council Venturing Officers Association advisor, district Venturing Officers Association advisor), be approved by the VOA Venturing staff advisor at that tier and the candidate's local council Scout executive, and serve at the appointer's pleasure.

d. His or her responsibility is to provide advice and support for the officers who lead the VOA

e. Advisors are appointed to annual terms with opportunities for reappointment.

Article VI: Removal of Officers

1. Any youth or adult may resign from office.

2. Any appointed youth or adult may be removed from office at any time by the appointer.

3. Venturing presidents may be removed from office by agreement of the VOA Advisor and the VOA staff advisor or by all other VOA youth members.*****

4. Venturing presidential vacancies shall be filled through appointment by the VOA Advisor and VOA staff advisor. with the consent of the Council Vice President of Program. The next ranking VOA officer shall assume the responsibilities of the position until a replacement can be found.

5. All other vacant youth VOA positions will be appointed by the current VOA President.

6. For all removals, the remover should consult with their leadership before taking action.

7. The Scout executive should shall be notified if any member of their VOA council is removed from office.

8. The removal and replacement of Venturing presidents should be undertaken rarely and only for just cause. Volunteer advisors should consult with their own leadership and the president's leadership prior to taking this action.





Article VII: Job Descriptions

1. President – The president is selected by a prescribed process to serve for a specific term of office (June 1 to May 31). The president:
 - a. Reports to the Youth Development committee chair Council Vice President of Program (see the organization chart if a Youth Development committee has not yet been established) and serves as a member of that committee.
 - b. Works with volunteer the VOA advisors and staff advisors of the Denver Area Council VOA their own Venturing Officers Association and with Venturing presidents at the Unit, District, Area, Region, and National levels tiers above and below them.
 - c. Appoints and supervises vice presidents, Venturing Officers Association liaisons, and additional optional Venturing Officers Association youth positions.
 - d. Represents the Venturing Officers Association to Scouting leadership at the same tier.
 - e. Motivates and coordinates the three vice presidents and any other appointed Venturing Officers Association members in assigned tasks and conducting meetings with them as needed.
 - f. Helps train and mentor presidents in lower tiers.
 - g. Plans and leads regular meetings of the Venturing Officers Association.
 - h. Assists Venturing Officers Association members with the selection of subsidiary youth members.
 - i. Assists the VOA Advisor volunteer advisor with selection of subsidiary advisors.
 - j. Tracks all goals for the Venturing Officers Association and provides regular progress reports to the Youth Development committee.
2. Vice President of Administration – The vice president of Administration is appointed by the president-elect (for a term concurrent with that of the president's), and serves at the president's pleasure. The vice president of Administration:
 - a. Works with an associate VOA Advisor volunteer advisor of the Venturing Officers Association.
 - b. In With approval of consultation with the president, appoints and supervises subsidiary youth positions needed to perform the administrative functions of the Venturing Officers Association.
 - c. Develops and implements strategies to increase Venturing membership within the territory Council or Region of the Venturing Officers Association.
 - d. Actively pursues positive relationships with representatives of BSA chartered organizations, religious groups, businesses, community organizations, and other groups of interest to the Venturing Officers Association and Venturing.
 - 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 Venturing Officers Association and Venturing.
 - f. Plans and organizes youth officer selections for the Venturing Officers Association (at the same tier).
 - g. Promotes and facilitates the selection and presentation of the Venturing Leadership Award and other appropriate Venturing awards at the same tier.





- h. Maintains records of recognitions, membership, officer selections, and Venturing Officers Association leadership alumni.
 - i. Keeps contact with Venturing Officers Association alumni for possible future mentor or advisor roles when needed.
 - j. Takes minutes at Venturing Officers Association meetings.
 - k. Performs any other duties as assigned by the president.
3. Vice President of Program – The vice president of Program is appointed by the president-elect (for a term concurrent with that of the president) and serves at the president's pleasure. The vice president of Program:
 - a. In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the program functions of the Venturing Officers Association.
 - b. Works with an associate **VOA Advisor** **volunteer advisor** of the 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 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. Manages Venturing Officers Association finances, if required.
 - g. Coordinates and implements innovative ideas for development.
 - h. Performs any other duties as assigned by the president.
4. Vice President of Communication – The vice president of Communication is appointed by the president-elect (for a term concurrent with that of the president) and serves at the president's pleasure. The vice president of Communication:
 - a. In consultation with the president, appoints and supervises subsidiary youth positions needed to perform the communication functions of the Venturing Officers Association.
 - b. Works with an associate **VOA Advisor** **volunteer Advisor** of the Venturing Officers Association.
 - c. Actively studies and remains aware of the best way to communicate to Venturers on the Venturing Officers Association and in its jurisdiction, understanding that several methods of delivery must be utilized for maximum effectiveness.
 - d. Ensures that the Venturing Officers Association's web presence is being maintained, updated, and scaled appropriately for effective publication of information and collection of feedback.
 - e. Periodically publishes a newsletter of past, current, and future events, including articles of noteworthy events and other items of interest to Venturers.
 - f. Submits articles about the Venturing Officers Association's activities to other Scouting media (e.g., council or region newsletter and websites).
 - g. Actively pursues opportunities to increase 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, email, and postal mail as appropriate.
 - j. Maintains rosters of 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 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 Venturing Officers Association.
 - m. Performs any other duties as assigned by the president.
5. **Subsidiary Venturing Officers Association Member** – The subsidiary Venturing Officers Association member is appointed by the president and serves at the president's pleasure. The subsidiary Venturing Officers Association member:
- a. Reports to a vice president or president.
 - b. Completes duties as assigned by the vice president to accomplish the objectives of the Venturing Officers Association.
6. **Ad Hoc Venturing Officers Association Members**
- a. A position profile will be established by the president and approved by the commensurate tier **VOA Advisor** **volunteer advisor** for any appointed ad hoc (temporary) positions.
7. **VOA Advisor** **volunteer advisor** – The **VOA Advisor** **volunteer advisor** is appointed by the top volunteer officer at each tier (e.g., district chair, area president) and serves at the appointer's pleasure. The volunteer advisor:
- a. Reports to the Youth Development committee chair and serves as a member of that committee.
 - b. In consultation with the **VOA** staff advisor and president, appoints and supervises associate volunteer and subsidiary volunteer advisors to work with any youth appointed by the president.
 - c. Works with the president and associate volunteer advisors, and coordinates with advisors at the tiers above and below him or her.
 - d. Serves as a mentor and advocate for the 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.
8. **VOA** Staff Advisor – The **VOA** staff advisor is a professional Scouter appointed by the Scout executive at that tier and serves at the appointer's pleasure. The **VOA** staff advisor:
- a. Serves as a member of the Youth Development committee.
 - b. Ensures that the policies and interests of the BSA are maintained.
 - c. Approves all adult appointments of the Venturing Officers Association.
9. Associate **VOA Advisor** **volunteer advisor** – The associate **VOA Advisor** **volunteer**





advisor is appointed by the VOA Advisor volunteer advisor and serves at that advisor's pleasure. The associate volunteer advisor:

- a. Supervises any subsidiary adults appointed by the volunteer advisor.
 - b. Serves as a mentor and advocate for the youth members they advise.
 - c. Supports the VOA Advisor volunteer 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.
10. Subsidiary VOA Advisor volunteer advisor – The subsidiary VOA Advisor volunteer advisor is appointed by the VOA Advisor volunteer advisor and serves at that advisor's pleasure. The subsidiary volunteer advisor:
- a. Reports to a volunteer associate advisor or the volunteer advisor.
 - b. Supports youth subsidiary Venturing Officers Association members to accomplish assigned tasks.

Article VIII: VOA Meetings

- 1. Council VOA meetings are to be held on a regular basis in accordance with the venturing standards of excellence requirements.
- 2. Council VOA Meetings are to be held at an agreed upon location.
- 3. Exceptions for special events may prompt a temporary adjustment for specific meetings.
- 4. Additional meetings may be planned for specific discussions/decisions or when the normal monthly meeting is determined to not be adequate for that month's agenda items.
- 5. VOA members unable to attend a VOA meeting in person have the option to call in or participate in the meeting via other means of technology (ie. Skype, Google Hangouts etc.)
- 6. Regularly attending (attended a meeting in the past 3 months) VOA members that are both unable to attend the meeting in person or via a call in method have the option to send their voting proxy with another VOA member.

Article IX: Amendments to Operating Procedures Bylaws

- 1. These operating procedures bylaws shall be subject to amendment at any Venturing Officers Association meeting.
- 2. Amendments must be submitted to the Venturing Officers Association officers in writing at least two weeks one meeting prior to before the Venturing Officers Association meeting for review.
- 3. Amendments are presented at the Venturing Officers Association meeting and are approved by a simple majority of officers youth members present at the meeting.

Approved by
President

Date

Approved by Advisor Date

Approved by Scout
Executive

Date

***Please reference the Standard Operating Procedures, that these example operating





procedures that could apply to a council and district, for more clarification or for additional information***
Appendix A (Application)

Denver Area Council Venturing President and Vice President Application

If this form is incomplete when it is submitted to the BSA national office, the nominee will not be considered eligible for the position for which he or she is applying. Please read the application carefully, since there are specific requests to be completed by the youth.

This is a multipart application. The personal biography includes qualifications that the nominee is expected to discuss with parents, the unit leader, and the Scout executive prior to applying for consideration.

Name _____ Birthdate _____
 _____ Home address _____
 _____ City _____
 _____ State _____ Zip _____
 Day phone _____ Evening phone _____ Mobile phone _____
 Email _____
 _____ Parent's name _____
 _____ Parent's phone _____ Parent's email _____
 _____ Currently registered in crew No. _____
 District you are a part of _____

The applicant should attach to this application a personal biography (suggested format that follows) stating personal qualifications for the position(s) for which he or she is applying. Applicants seeking nomination for multiple positions may, at their own choosing, submit separate statements of qualifications for each desired position. Do not enclose the statements in notebooks, binders, or sheet protectors.

Attach a 3-by-5-inch color photograph for publicity purposes. This must be a head-and-shoulders shot of the nominee wearing the Venturing uniform and be of reproduction quality. This photo must be included for the nominee to be considered for the position for which he or she is applying.
Appendix B (Org Chart)

Nominee's agreement: I am interested, able, and willing to serve as:

- Council Venturing president
- Council Venturing vice president of Administration
- Council Venturing vice president of Program
- Council Venturing vice president of Communication





- District Venturing president
- District Venturing vice president
- Other

I, hereby certify that I meet the qualifications for the above-nominated position(s). I understand that I may apply for multiple positions; however, if selected, I can serve in only one position per year. I hereby agree to the terms outlined for the position(s) in the Venturing Standard Operating Procedures.

Applicant's signature _____ Date _____
 _____ Parent's approval _____
 Date _____ Crew Advisor's approval _____
 _____ Date _____

BIOGRAPHY FORMAT

_____ is currently registered in Crew _____.
 _____ became involved in Scouting at the age of _____ (number) with Pack/Troop/Crew _____ (number) because: As a Venturer, _____ has taken the following courses and/or training: _____ also staffed the following course and/or trainings for his/her council/area/region (name the council [no initials or numbers], area, or region): _____ has earned the following awards as a Venturer, Boy Scout, or Sea Scout: _____ is currently attending _____ school (if in college, list your year and major; if in high school, list your grade) _____. Academic awards earned: Community awards earned: Leadership positions held in Scouting or in other organizations: Clubs participated in: Sports played: Other groups or activities participated in: Explain why you want to serve and what you hope to accomplish in the position(s) you are seeking: (2-4 sentences)





Appendix B (Org Chart)
Appendix C (Agenda Outline)

