



VOA Officer Nomination Form



Name: _____ Date of Birth: _____
 Street Address: _____
 City, State Zip: _____
 Home Phone: _____
 Cell Phone: _____
 Email: _____
 Unit #: _____ District: _____

I am running for the following position(s):

- President
- Vice-President of Administration
- Vice-President of Program
- Vice-President of Communication/Secretary
- Historian

To be qualified for office, a candidate must be a registered member in good standing with their own unit as well as with the Alamo Area Council. They must also be of Venturing age during their entire term of office (one year).

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. **This photo must be included for the nominee to be considered for the position for which he or she is applying.**

Please attach to this application a list of the qualifications and justification for you to serve in the position(s) selected above. **Applicants seeking nomination for multiple positions may submit separate statements of qualifications for each desired position.**

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 you are seeking





I, the nominee, 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) on the attached sheet. **I understand that if the nomination form is incomplete or if any signatures are missing, I will not be considered for the position(s) for which I am applying.**

Applicant Signature _____ Date _____

Parent(s) Approval _____ Date _____

Crew Advisor Approval _____ Date _____

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Alamo Area Council, BSA Venturing Officers Association 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
- Attend the VOA monthly meeting in Field uniform
- Must inform the Vice President of Administration and the Adult Advisor if they can't attend meetings or events with time in advance
- Visit or send a representative to visit 50% of the Council Crews during his/her tenure

Vice President of Administration

- Serve in the absence of the President.
- Serve as administrative officer of the VOA
- Organize and recognize the achievements of VOA members
- Conduct opening and closing ceremonies for special occasions as scheduled
- Attend the VOA monthly meeting in Field uniform
- Must inform the President and the Adult Advisor if they can't attend meetings or events with time in advance

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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
- Attend the VOA monthly meeting in Field uniform
- Must inform the President and the Adult Advisor if they can't attend meetings or events with time in advance
- Work with President and Council to organize the Annual VOA Banquet

Vice President of Communications/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 VOA correspondence and minutes
- Coordinate VOA publicity through local media, VOA newsletters and web-based forums, and the VOA telephone and email network
- Attend the VOA monthly meeting in Field uniform
- Must inform the President and the Adult Advisor if they can't attend meetings or events with time in advance
- Work with Council to manage the Venturing Social Media pages and the website

Historian

- Gathers pictures and facts about VOA activities and keeps them in a historical electronic file.
- Shares VOA pictures and stories on the VOA Facebook page.
- Keep information about former members of the VOA.
- Attend the monthly VOA meetings in Field uniform
- Must inform the President and the Adult Advisor if they can't attend meetings or events with time in advance

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