



# Old Hickory Council Venturing Officers' Association (VOA)

## Council VOA President & Vice President Nomination/Application Form

*Note: This form is normally due for submission by April 15<sup>th</sup> of each year, for a 1-year term beginning June 1<sup>st</sup>, in line with the National Venturing Service Model, National VOA SOPs, National VOA Admin Guide, and VOAs at the National, Regional and Area levels.*

*Applicants for VOA Officers MUST be a current/past Crew or VOA Officer. All applicants must be under age 21 throughout the duration of the term for any office held. Candidates will be interviewed virtually via video, to include all VOA Advisors.*

The following currently registered Venturer is seeking a nomination to be considered for the position(s) of Council VOA President and/or Vice President. This is a multi-part application that includes a written statement of qualifications that the nominee is expected to discuss with parents (if under 18), and their Crew Advisor prior to being approved for consideration.

Crew \_\_\_\_\_ officially nominates the following Venturer:

Name \_\_\_\_\_

Home address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mobile phone \_\_\_\_\_ Email \_\_\_\_\_

Age on May 31, 2023 \_\_\_\_\_ Date of Birth \_\_\_\_\_ (If under 18:

Parent(s) name(s) \_\_\_\_\_

Parent(s) phone(s) \_\_\_\_\_

Parent/s email(s) \_\_\_\_\_ )

Current Crew or VOA Officer position \_\_\_\_\_

Previous Crew or VOA Officer positions \_\_\_\_\_

***The nominee should attach to this application answers to the questions below, stating personal qualifications and interest for the position(s) for which he or she is applying. Applicants seeking nomination for multiple positions should discuss qualifications for each desired position.***

*The nominee's statement of qualifications should include:*

1. Experience as Crew officer, VOA officer, or other Venturing youth officer
2. Venturing/Scouting positions, awards, and experiences
3. Non-Scouting awards, recognitions, and scholarships
4. Leadership positions in school, clubs, sports, and other entities
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

If possible, please attach a photograph in graphics file format (JPG or PNG) for publicity purposes. This should be a head-and-shoulders shot of the nominee wearing the Venturing uniform and be of reproduction quality.

**Nominee's agreement:**

I am interested, able, and willing to serve as (may select more than 1 and doing so will increase your chances of being selected for a position):

President

Vice President of Administration

Vice President of Program

Vice President of Communication

I, the nominee, hereby certify that I am interested in the above-nominated position(s), and I have read, understood, and hereby agree to the responsibilities for the position which I may assume, which are recommended as guidelines by the National Venturing Officers Association (NVOA).

I understand that while I may apply for multiple positions, if selected, I can serve in only one position per year, and that my term will expire the end of May, unless extended by the VOA Key 3 (President, VOA Advisor, Staff Advisor).

I agree that, if elected/appointed, I will take responsibility for my position and fulfill all my duties to the best of my ability.

I agree to live the Scout Oath and Scout Law in my daily life.

I understand that I am expected to attend all online VOA meetings and in-person events.

I have reviewed and will continue to review the dates for meetings and events, have placed and will continue to place them on my calendar, and agree to do my utmost best to attend them.

If I have an unavoidable conflict, I agree to request an excused absence from the VOA President or one of the VOA Advisors no later than two weeks (preferably a month) before the event or meeting.

Nominee's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) signature (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

Crew Advisor's approval\* \_\_\_\_\_ Date \_\_\_\_\_

\*The Crew Advisor has read and approves of positions that the applicant is applying for and understands the responsibilities that the applicant is willing to take on beyond the Crew level.

***The complete submission package should normally be received by the deadline listed and should be scanned in PDF format and emailed to the both the Council VOA President and VOA Advisor.***

# **VOA Position Profiles**

## **VOA President**

***(supported and mentored by Council VOA Advisor)***

The VOA President is selected by a prescribed process to serve for a specific term of office (normally June 1 to May 31).

The VOA President:

- Plans, leads, and attends every regular monthly meeting and significant event of the VOA or designates a VP to take his/her place if s/he occasionally cannot make it for significant reasons. Informs VOA Advisor of any schedule conflict or absence.
- Works with Advisors and staff Advisors of their own VOA and with VOA Presidents at the tiers above them (area, regional, national).
- Appoints and supervises VOA Vice Presidents, and additional optional VOA youth positions.
- Leads the youth officer selection process and interviews.
- Represents the VOA to Scouting leadership at the same tier.
- Motivates and coordinates the Vice President(s) and any other appointed VOA members in assigned tasks and conducts meetings with them as needed.
- Helps train and mentor Presidents in council Crews.
- Assists VOA members with the selection of subsidiary youth members.
- Tracks all goals for the VOA and provides regular progress reports to the appropriate committees.
- The VOA President may serve as a youth member of the Council Venturing Committee.

## **VOA Vice President of Administration**

***(supported and mentored by the Council VOA Advisor for Administration)***

The VOA Vice President of Administration is appointed by the VOA President-Elect (for a term concurrent with that of the VOA President) and serves at the VOA President's pleasure.

The VOA Vice President of Administration:

- Co-leads and attends every regular monthly meeting and significant event of the VOA, unless s/he occasionally cannot make it for significant reasons. Informs President and Advisor for Admin of any schedule conflict or absence.
- Takes minutes at VOA meetings.
- In consultation with the VOA President, appoints and supervises subsidiary youth positions needed to perform the administrative functions of the VOA.
- Supports strategies to increase Venturing membership within the territory of the VOA.
- Promotes and organizes the youth officer selection application processes (at the same tier). Can also assist the VOA President in communicating with the selection committee, organizing the call, etc.
- Promotes the selection and presentation of the Venturing Leadership Award and other appropriate Venturing awards at the same tier.
- Maintains records of recognitions, membership, officer selections, and VOA leadership alumni.
- Actively promotes council Venturing Journey to Excellence.
- Performs any other duties as assigned by the VOA President.

## **VOA Vice President of Program**

***(supported and mentored by Council VOA Advisor for Program)***

The VOA Vice President of Program is appointed by the VOA President-Elect (for a term concurrent with that of the VOA President) and serves at the VOA President's pleasure.

The VOA Vice President of Program:

- Co-leads, and attends every regular monthly meeting and significant event of the VOA, unless s/he occasionally cannot make it for significant reasons. Informs President and Advisor for Program of any schedule conflict or absence.
- In consultation with the President, appoints and supervises youth positions needed to perform the program functions of the VOA.
- Supervises activity chairs and the planning of activities (conferences, outings, summits, and other events).
- Facilitates internal training events of the VOA.
- Manages VOA finances, if required.
- Coordinates and implements innovative ideas for development.
- Performs any other duties as assigned by the VOA President.

## **VOA Vice President of Communication**

***(supported and mentored by Council VOA Advisor for Communication)***

The Vice President of Communication is appointed by the VOA President-Elect (for a term concurrent with that of the VOA President) and serves at the VOA President's pleasure.

The VOA Vice President of Communication:

- Co-leads, and attends every regular monthly meeting and significant event of the VOA, unless s/he occasionally cannot make it for significant reasons. Informs President and Advisor for Communication of any schedule conflict or absence.
- In consultation with the VOA President, appoints and supervises youth positions needed to perform the communication functions of the VOA.
- Actively studies and remains aware of the best way to communicate to Venturers on the VOA and in its jurisdiction, understanding that several methods of delivery must be utilized for maximum effectiveness.
- In partnership with the Advisor for Communication, ensures that the VOA web presence is being maintained, updated, and scaled appropriately for effective publication of information and collection of feedback. Periodically publishes a newsletter of past, current, and future events, including articles of noteworthy events and other items of interest to Venturers.
- In partnership with the Advisor for Communication, maintains groups, pages, blogs, calendars, message boards, etc., on the most relevant social media and social networking sites.
- Submits articles about VOA activities to other Scouting media (e.g., council or area or region newsletter and websites).
- Actively pursues opportunities to increase VOA exposure by submitting articles, comments, photos, and upcoming event announcements, and reports to external publications such as local newspapers and other appropriate venues.
- 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.
- Maintains rosters of VOA 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 VOA as needed and appropriate.
- Develops, updates, maintains, and makes readily available marketing strategies, solutions, and materials.
- Actively pursues contact information for people, groups, and businesses of interest to the VOA.
- Performs any other duties as assigned by the VOA President.