

Youth Officers' Responsibilities

All Officers

- Support the boatswain and officers in their leadership functions.
 - Work closely with the Skipper and adult leaders.
 - Lead and inspire by example.
 - Stimulate participation and encourage teamwork.
 - Recruit new members for the ship.
- Carry out other duties as assigned by the boatswain.

Boatswain

- Plan and conduct regular quarterdeck meetings.
- Give leadership to all ship meetings and activities.
- Share responsibilities of leading the ship with the other officers.
- Know the needs and interests of ship members.
- Watch for individual ship members who may have problems, questions, or concerns.
- Direct the development of your ship's operational plan.
- Appoint ship members to serve as activity committee chairs.

Boatswain's Mate for Administration

- Take over for the ship's boatswain when necessary.
- Give leadership to recruiting new members into the ship by
 - Coordinating plans for an annual open house to invite new members to join
 - Encouraging all ship members to bring new prospects to ship meetings and activities
 - Admitting new members into the ship. Be sure they are introduced and feel welcome.
- Follow up with ship members who seem to be losing interest in the ship.
- Recognize the achievements of ship members.
- Conduct opening and closing ceremonies for your ship.

Boatswain's Mate for Program

- Collect activity and meeting ideas from ship members by
 - Asking ship members what they would like their ship to do
 - Surveying ship members on their interests
 - Evaluating ship meetings and activities after they take place
- Maintain an activities file of programs, activities, projects, and trips.
- Help ship's activity chairs plan and conduct successful activities.

Yeoman

- Keep minutes of quarterdeck and ship meetings.
- Remind officers of assigned tasks.
- Keep membership records for the ship.
- Supervise ship's correspondence.
- Keep all ship members informed about coming meetings, activities, and projects.
- Handle all publicity.

Purser

- Track income and expenditures of the ship with guidance from the adult committee treasurer.
- With the help of your ship's Skipper and officers, set up a yearly budget.
- Make regular treasury reports at ship's meetings.
- Obtain approval from ship officers and Skipper for expenditures.

Storekeeper

- Procure and arrange equipment maintenance.
- Track the coming and going of ship equipment.
- Keep an inventory of equipment.

Activity Chair (Appointed by the Boatswain)

- Consult with the boatswain and Skipper regarding the assigned activity.
- Plan, promote, run and evaluate an event.
- Recruit and chair a committee if necessary.

Crew Leader

- Maintain the morale and conduct of the crew.
- Help train crew members.
- Delegate responsibilities to crew members.

Assistant Crew Leader (Elected by Crew)

Take over for crew leader when necessary.