

## **Frequently Asked Questions About VOA's**

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### **What is a VOA?**

*VOA stands for Venturing Officer's Association. This is a group of youth officers at District, Council, Regional, or National level. This group also can be known as the Teen Leaders Council (TLC).*

### **What is the purpose and importance of a VOA?**

*VOA's help council Venturing advisors and professionals to get the perspective of the youth in the council. It allows the youth to develop leadership skills, and gives council professionals a resource to build the council's Venturing program.*

### **What are some examples for VOA activities?**

*Examples of activities put on by VOA's range from [Winterfest](#) and Fall Fun Rally, several of the largest Venturing Events put on each year, to bowling or a river boat cruise. Look at what resources your council has available to you. If you live by a mountain go hiking or skiing, if you live by a river go canoeing or white water rafting. VOA activities are what you put into them.*

### **Who make up the VOA Key Three?**

*The key three consist of the professional in charge of Venturing in your council, the volunteer advisor for your council's Venturing program, and the council VOA President.*

### **Who has voting rights at VOA meetings?**

*This depends on what you set up in your council bylaws. However, since the VOA is youth-run, typically only the youth will have a vote. Generally the president can only vote to break a tie. The adults however can have the right to subject an item to review if the voted on item is against policy or not realistic.*

### **Where can I find examples for VOA bylaws?**

*Through the internet there are examples of bylaws, also different councils have examples on their council websites. Bylaws can be simple, describing only the necessities, or they can be complex, describing every person's responsibility within the VOA. Several good examples are the new [Greater St. Louis Area Council's VOA Bylaws](#), which were created by a committee of youth and adults during the summer of 2006, and the [Santa Clara County Council VOA Bylaws](#), which were last amended on November 3<sup>rd</sup> 2006.*

### **What are the different officer positions in a VOA?**

*VOA's generally consist of four or five office positions depending on how Venturing is set up in your council. The typical four positions are President, Vice President of Administration, Vice President of Program, and Vice President of Communication (Secretary). The optional office depends on if the VOA has control of a budget to work with, if so then you could have a Vice President of Finance (Treasurer).*

**What is the typical description of a VOA President?**

*The VOA President generally presides at all meetings of the VOA. Appoints and if necessary, remove all chairpersons from youth VOA committees. The President with the advice of the Council Advisors will create agendas for all VOA meetings. They will also work as a mentor and resource to all District VOA Presidents to ensure the smooth operation of the VOA within the districts of your council.*

**What is the typical description of a VOA Vice President of Administration?**

*The Council VOA Vice President of Administration normally serves as the Council VOA Officer responsible for the administrative duties of the VOA. They preside at all meetings of the VOA if the Council VOA President cannot be present. They serve as chair of the Council VOA Recognition committee and the VOA Training committee. If your council has districts they work as a resource and give leadership to District VOA Vice Presidents of Administration to ensure the District VOA's fulfill the administrative responsibilities of the VOA. They are also typically responsible for performing any other duties as assigned by the Council VOA President.*

**What is the typical description of a VOA Vice President of Program?**

*The Council VOA Vice President of Program normally serves as the Council VOA Officer responsible for the program of the VOA. They preside at all meetings of the VOA if the Council VOA President and Council VOA Vice President of Administration cannot be present. They typically serve as chair of the Council VOA Service Committee and serve as the chair or member of every activity and event committee of the Council VOA. If your council has districts they also work as a resource and give leadership to District VOA Vice President of Program to ensure the District VOAs fulfill the program responsibilities of the VOA. They are also typically responsible for performing other duties as assigned by the Council VOA President.*

**What is the typical description of a VOA Vice President of Communication?**

*The Council VOA Vice President of Program normally serves as the Council VOA Officer responsible for VOA communication, both internal and external. They preside at all meetings of the VOA if the other Council VOA Officers cannot be present. They should maintain a contact list of all council and district officers and advisors. This list should include name, office, phone number, address, email address, and other information deemed pertinent. They should also coordinate with District Officers to create and maintain a list of unit officers and advisors within the council. They should ensure that a VOA website, publicizing VOA events, activities, initiatives, and other VOA information is created and maintained with up to date information. They also take minutes of VOA meetings. If your council has districts they also work as a resource and give leadership to District VOA Vice President of Communication to ensure the District VOA's fulfill the communication responsibilities of the VOA. They are also typically responsible for performing other duties as assigned by the Council VOA President.*

**What is the typical description of a VOA Advisor?**

*The VOA Advisor typically works with the elected Council VOA Officers to ensure the responsibilities of the VOA are fulfilled. They appoint all Associate Advisors for Council VOA operating committees. If your council has districts they also work as a resource and give leadership to District VOA Advisors to ensure smooth operation of a District VOA in each district.*

**Are there any recognitions available for VOA officers?**

*While there is no official VOA Officer recognition, many VOAs will create a custom-designed patch or a special council strip available to VOA officers.*