

everyone knows what is required of the positions before people ran for the positions, and those that did should understand they have committed to the job. (This is also why some organizations make use of nominating committees and commitment agreements as part of their election process.)

* **Officer Notebooks**

Many organizations create officer notebooks. These binders contain all of the information gathered for a particular officer. Ideally, each officer will add to it during their term, and pass it to their successor. Sadly, sometimes these are lost, which means the information they had is gone. Each officer notebook should be unique, but typically it will contain the following:

- Crew bylaws and other operating documents (Standing rules, etc.)
- Relevant mailings and information from Council, Regional, National
- Committee reports from last year (or more)
- Crew calendar & goals, council calendar, crew roster & contact info.



Some information will be unique for certain officers. The Treasurer's Notebook should have all the financial information, etc. The Secretary's Notebook will contain the last year's meeting minutes and committee reports (older minutes and reports should have been moved to the crew's permanent records).

Of course, these notebooks are useless unless they are USED. The officers should bring them with them to meetings, so they can be referred to as needed, new material added to them, and the like. More importantly, the officers should review what is in the notebooks. (You know, READ it).

* **Advisors**

Your advisors are a resource of information. Many of them have been crew officers (and/or officers in other clubs/organizations), so they can help explain what your job entails. Approach them and ask for help. If they've offered to help new officers in learning their job, take them up on this offer! Some youth groups that have adult advisors will assign specific advisors to specific officers. This ensures the officer has a dedicated advisor who understands their role. Does your crew do this? Should your crew do this?

* **District/Council/Area/Regional Resources**

Your council and regional staffs are full of people who have been crew officers and understand how things work in Venturing. There may be district/council VOAs who you can call upon. This is one of the values of VOA: a group of venturing youth that can assist your crew. Hopefully there are area/regional VOAs as well.

* **On-line Resources**

There are several on-line resources (like this one). There are several Venturing-related email discussion lists, on-line forums, Facebook groups, and the like that you can use to speak with others, many of who are chapter officers themselves.