

OFFICERS' BRIEFING SUGGESTED AGENDA

Welcome and Opening Remarks

Advisor

- ◆ Invite each officer to comment on how he or she feels the crew is doing and to suggest future activities.
- ◆ Ask each officer to read aloud his or her job description and to ask any questions regarding these responsibilities.

Opening Remarks by Youth President

President

- ◆ Establish motivational tone for the youth leadership team.
- ◆ Briefly discuss the crew's code and bylaws and the officers' responsibility to uphold them. The Advisor may comment on what he or she expects in the way of health, safety, or behavior standards.

Program Activity Update

**President or Program
Vice President**

- ◆ Inform the officers of the next three or four crew meetings and activities.
- ◆ Clarify the date, time, and place of monthly officer meetings.

Explanation of PCI and Venturing Activity Interest Survey

Advisor

- ◆ Explain the PCI and how the responses to this crew's PCI have helped shape the program of activities for the crew.
- ◆ Clarify the opportunity for the youth leadership to offer suggestions for this initial program. This is a good time to introduce and explain the Venturing activity interest survey.
- ◆ Clarify the officers' responsibility to design the long-term program for the crew.

Preview of the Upcoming Crew Officers' Seminar

President

- ◆ Clarify the purpose of the seminar.
- ◆ Inform officers of the date, time, place, and travel arrangements if needed.

Conclusion

Advisor

- ◆ Close with a few individual remarks about what you hope the crew will accomplish.
- ◆ Share with the officers your faith in their ability to lead their own crew and your intent to provide as much guidance and support as needed.