

ALEX SCHMITT

District Executive – Southwinds

Southwinds District Functions

SA Order of the Arrow

SA Council Training

SA for National Youth Leader Training

Matterport Expert

SA Wilderness 1st Aide - Training

SA Top Shot

ANDREA TREPTOW

Metro Part-Time Membership Specialist

ANGELICA RHODEN

Assistant to the Scout Executive

Support Scout Executive

Organize calendar and schedule meetings

Board communication & meeting prep

Board mtg minutes/files/roster

Board Recharter

SA Marketing

Investment Committee minutes/communication

Endowment - Capital Support

Vacation Calendar

Monitor Zoom Account

Reserves Conference Rooms/Smart Board

Annual Business Meeting

FOS Thank You Letters & Major Gifts

Special Events Support

Print/track flyers for fall sign-ups

Fall Product Sale inventory support

Inbound mail opening policy and process

Office Cleaning & cleaning Supplies Ordering

Mowing contract

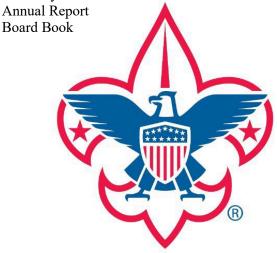
Order Office Supplies & Paper

Backup for Office Copiers/Printers

Service Center usage reservations

Front Desk reception – backup

Phone System Annual Report



STAFF ASSIGNMENTS – UPDATED September 18th, 2023 by Angelica Rhoden

BRIAN NASTASE

Scout Executive

Supervision, Controller, ASE, Development Director,

and Ranger

Council Management Team Member

Council Executive Committee & Board

Legal Counsel

Council Key III

Youth Protection issues

Endowment

Capital Campaign

Investment Committee

Nominating Committee

Compensation & Benefits Committee

Strategic Plan Committee

Operating Budget

Contact Person to Trust Managers

Approve Payroll

Professional Staff Recruitment

SA VP Properties

SA Silver Beaver Selection

D'KOLLE MOWERY

Program Assistant

Administrative support to Program

Black Pug Primary

Scoutbook in-house Expert

Council Camping Reservations & Records

Process Eagle apps

Maintain Council & District activity registrations

Campership Records & Communication

Daily Update of FHOD Accounts

Maintain all AV Equipment and checkout

Support Program Committee & Summer Camps

Support O/A

Veteran Awards

Weekly Front Desk Responsibilities Membership

Records & Reports

Maintain Unit Files

Membership & Advancement Month-end Closing

Unit Status Reports

Online Chartering Support

Membership Cards & Charters

Process mailing labels

Merit Badge Counselors

Membership Validation Procedures – New Unit Calls

Process CBCs (criminal background checks)

Short Term NCAP

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JOSH HAMILTON

Communication Assistant

Q News (weekly)

Maintain Web Content

Maintain Social Media

KEITH HOWELL

Controller / Support staff leader

Manages: D'Kolle, Angelica, and Melissa

SA Finance Committee

Council Budget

Council Treasurer Advisor

Accounts Receivable

Accounts Payable

Monthly Closing

Insurance Coordinator

Hire & Manage Camp Director for QSR 2024

SA Woodbadge

Account Reconciliation

Payroll Salaries and Benefits

General Entries and Fund Transfers

Audit Committee

1099 Forms

Cost Center Control Management

Council Benefits Specialist

Maintain Employee Files

Prepare bank deposits

Data Entry for General Ledger

Retention & Filing System for Fiscal Documents

Contact for Bank Representatives

Maintain Council 990's & Exemption Letters

Payroll

Postage Meter

Petty Cash

Match invoices to Purchase Orders

Maintain paid invoice files

Code Invoices and check requisitions

Organize and maintain accounting files in secure

storage Ensuring accurate retention date and disposal

Maintain all AP reports

Maintain Vendor Data

Maintain record of outstanding checks

Assist with month end reconciliations

Returned Check Plan

Council Liaison with Vendors

Manage and maintain purchase order program

Expense Report

Workman's Comp Insurance Audit

990 Reports to Auditor for filing

CS Res Camp Director 2024

SA Climbing at Q

SA NCAP

KEVIN GORMAN

Assistant Scout Executive – Southwinds, Pawnee, White Buffalo, Osage Nation, and Kanza districts

Field Staff Manager

SA Council Commissioner &

VP District Operations, VP Membership

SA Staff meetings

Camp Cards support

SA Popcorn Campaign

SA On My Honor breakfast

SA Administrative Services Committee

SA Council Activities

Support for Council Dinner

SA Scout Con

LAURYN GAINES

District Executive – White Buffalo

SA Adventure Camp and Funding

SA Day of Awesomeness

SA NOVA Days

SA Metro Day Camp

SA Scout Con

Exploring Growth

LUKE ZIMMERMAN

District Executive – Pawnee and Kanza District

Pawnee District Functions

Kanza District Functions

SA Camp Cards

Hutch United Way

SA Merit Badge College, Merit Badge College Barton

Co., University of Scouting, & NOVA

SA Venturing Growth

Sea Scout Council Director

MELISSA CARPENTER

Finance Assistant/Admin

Support Development Director

Virtuous System Expert

Monthly FOS Billings

Support for all Fundraising Campaigns

Support QSR Fishermen

Special Events support - Sporting Clays

Process PayPal transactions into Blackbaud

PayPal Account Relationship manager (primary contact)

Memorial and James E. West Management

Memorial Brick program support

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MIKE REDONDO

District Director – White Buffalo

SA Awareness Camp and funding

SA Catholic Committee

SA Investment in Character

SA Trappers'

Manages Inner-City PT Staff

Supervision of Lauryn and Andrea

PAUL KING

Ranger- Quivira Scout Ranch

Camp Maintenance

Campmaster Corps/Beaver Days

Summer Camp Key leadership

Daily Camp Operations

QSR Fisherman Relationship

Support Properties Committee

SHERDEILL BREATHETT SR

Development Director

SA VP of Development

SA Honor Bash

SA Sporting Clays

SA Foundations & Trusts

SA Infinite Impact Reception

Strategic Plan – Posterity Committee

Major Gifts Campaign

SA Council Dinner & Silver Beaver Selection

STACEY WOOD

Part-time District Associate - Osage Nation

ON District Functions