



# Sea Scout Boatswain Application Form

The following Sea Scout is seeking a nomination to be considered for the position(s) of territory and/or national Sea Scout Boatswain. Refer to the Standard Operating Procedures at [seascout.org/about/organization](http://seascout.org/about/organization) for more information about these position.

**Qualifications:** To be considered for the position of territory and/or national Sea Scout Boatswain, applicant must:

1. Be a current or past ship's boatswain; or a current or past officer of the region, area, territory or council.
2. Be recommended and approved by his or her council.
3. Be a current primary registered Sea Scout in their council. Must be a registered youth in Sea Scouting during their complete term of office.

**Term of Office:** The Sea Scout boatswain will serve from June 1 through May 31 of the following year.

Council name \_\_\_\_\_ Council No. \_\_\_\_\_ Territory \_\_\_\_\_

**Officially nominates the following Sea Scout:**

Name \_\_\_\_\_  
(Type or print)

Home address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_ Mobile phone \_\_\_\_\_  
(Area code + No.) (Area code + No.) (Area code + No.)

Email \_\_\_\_\_

Parent's name \_\_\_\_\_

Parent's phone \_\_\_\_\_ Parent's email \_\_\_\_\_

Date of birth \_\_\_\_\_ Currently registered in ship No. \_\_\_\_\_

Chartered organization \_\_\_\_\_

Present or past Boatswain's position held \_\_\_\_\_

SEAL Class (if applicable) \_\_\_\_\_

Year, Location, Skipper

**Nominee's agreement:** I am interested, able and willing to serve in the following positions. (Please check all that apply). If the applicant selects "Other," some possible other positions available include National Boatswain's Mate, National Yeoman, and Territory Boatswain's Mate. Please indicate next to the word "Other" which additional positions you might be interested in receiving. Position descriptions are explained on the pages below

National Boatswain

Territory Boatswain

(Other Position)

Check this box if you allow the National Quarterdeck to distribute your application for consideration for other positions such as Territory Boatswain and Territory Boatswain's Mate.

I, the nominee, hereby certify that I meet the qualifications for the above-nominated position(s). I understand that I may apply for multiple positions; however, if selected, I can serve in only one position per year. I understand that if any signatures are missing, I will not be considered for the position(s) for which I am applying.

Nominee's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's approval \_\_\_\_\_ Phone number \_\_\_\_\_ Date \_\_\_\_\_  
(Area code + No.)

Skipper's approval \_\_\_\_\_ Phone number \_\_\_\_\_ Date \_\_\_\_\_  
(Area code + No.)

Skipper's email \_\_\_\_\_

**Local council approval:** *We recommend and approve this Sea Scout for the above position(s). They meet the qualifications, and will be under the age of 21 during the entire term in office.*

Scout executive's approval \_\_\_\_\_ Date \_\_\_\_\_

All complete submissions must be received by the date corresponding to the position for which they are applying. Upload your application using the upload button at <https://seascout.org/news/apply-for-national-boatswain/>

National Sea Scout Boatswain: **February 15**

Territory Sea Scout Boatswain: **March 1**

If your complete application is not received by the national office by the deadline, you will not be eligible for the position.

## **Submit with Signature Forms**

### **Headshot**

Attach a 3-by-5-inch color photograph for publicity purposes. This must be a head-and-shoulders shot of the nominee wearing the official Sea Scout uniform and be of reproduction quality. This photo must be included for the nominee to be considered for the position for which they are applying.

### **Letters of Recommendation**

If you are applying to be the National Boatswains, *two letters of recommendation* are required. If you are only applying for Territory Boatswain, only *one recommendation* is required. Please have the recommenders send a pdf version of the recommendation to [boatswain@seascout.org](mailto:boatswain@seascout.org). We should not receive letters from the applicants themselves. The subject of the email should read: LOR Applicant Name.

### **Talent Release Form**

This form allows us to post your headshot and biographical information on the internet and social media.

### **NQD Code of Conduct**

The purpose of a code of conduct is to ensure that the selected members of the NQD understand their professional duties in their positions.

### **Application**

No more than six pages stating your qualifications to be considered for the position of Sea Scout boatswain. These pages should include:

1. Cover Letter (optional for Territory Boatswain Applicants)
2. Resume (can be more than one page. We want to know as much about the candidate as possible)
  - a. Sea Scout Experience
    - i. This includes leadership experience, awards, training, and other activities related to Sea Scouts, including documentation of nautical skill competencies as evidenced by certificates from United States Power Squadrons, U. S Coast Guard Auxiliary, or other safe-boater education organizations recognized by the National Association of State Boating Law Administrators (NASBLA)
  - b. Other Community Involvement
    - i. This includes honors, leadership positions, awards, and training from religious institutions, Scouting, and other organizations
  - c. School Involvement
    - i. School awards, clubs, sports, scholarships, and leadership positions
  - d. Additional Relevant Info if necessary
    - i. Work experience, relevant personal info
3. Short Response Questions: National Boatswain applicants, please answer all four questions. If applying for Territory Boatswain only, please answer a and b.
  - a. A statement on college or career plans (at least 100 words)
  - b. A brief statement on why you want to be the Sea Scout boatswain. Please include your vision for the future of Sea Scouts (at least 150 words)
  - c. If selected as Boatswain, what goals do you have and what specific steps would you take to implement them? (at least 150 words)
  - d. What other time commitments do you have?

After reviewing the applications, the Boatswain Selection Committee will select a certain number of applicants to be interviewed for National Boatswain.

The incoming National Boatswain appoints the incoming National Boatswain's Mate and incoming National Yeoman. The incoming National Boatswain can have an interview process for these two positions if he or she wishes.

If you are not interviewed for the National Boatswain position and you have checked that you are interested in the Territory Boatswain position, your application will be given to the incoming National Boatswain and they will review your application and decide to interview you for the Territory Boatswain position.

If you receive an interview for National Boatswain and you do not receive the role, and you have checked that you are still interested in the Territory Boatswain position, your application will be given to the incoming National Boatswain and they will review your application and decide to interview you for the Territory Boatswain position.

If you receive an interview for National Boatswain and you do not receive the role, and you have **not** checked that you are still interested in the Territory Boatswain position, your application will **not** be given to the incoming National Boatswain to be considered for the Territory Boatswain position.

### ***Duties of the National Sea Scout Quarterdeck:***

- Encourage and assist with the organization and support of Territory Quarterdecks.
- Maintain consistent contact with Council Quarterdeck. Assess the strengths, areas of future improvement, and future plans of each Council Quarterdeck, and provide direct support.
- Fulfill the mission statement of the Boy Scouts of America and the Aims and Methods of all our programs throughout your term as a National Quarterdeck Officer.
- Ensure the National Quarterdeck contact sheet is up-to-date with all necessary information and Council key three information (or representatives).
- Conduct or attend monthly National NQD meetings as needed. Encourage networking and support of all events.
- Provide training or orientation to NQD members that will provide each of them with the knowledge and resources to be effective.
- Maintain a positive image of the Sea Scout program. You are always an ambassador for the Sea Scout program.
- Strive to fulfill the National Quarterdeck mission statement.
- Uphold the National Quarterdeck Officer Code of Conduct.
- Provide input on Sea Scout-related topics to the National Quarterdeck.
- Assist or act on any other duties, as requested by the National Sea Scout Support Committee.
- Wear the official Sea Scout Uniform.

## ***National Boatswain Responsibilities***

1. Represent Sea Scouts, BSA at:
  - a. Boy Scouts of America Meetings (when designated)
  - b. Other Meetings (when invited)
  - c. Sea Scout Activities (when designated)
  - d. Council activities (when invited)
  - e. Special projects/task forces (as assigned)
2. Serve as the youth representative on the appropriate Sea Scout Committee.
3. Be responsible to the appropriate commodore (volunteer) and the director (professional) for Sea Scouts BSA.
4. Support the programs and activities designed by the Boy Scouts of America.
5. Support the Boy Scouts of America in the training of Sea Scout youth and adult leaders.
6. Promote national activities, programs, and awards.
7. Maintain an active and appropriate presence on social media.
8. Lead and/or contribute to the appropriate Sea Scout Quarterdeck. The National Boatswain is responsible for leading monthly NQD Meeting calls with the 16 Territory Boatswains.
9. Delegate and assign responsibilities, goals, and deliverables to the Territory Boatswains.
10. Lead the interview and selection process for their National Quarterdeck and the following National Boatswain Selection Process in the preceding year.
11. Lead a National Quarterdeck Orientation in May or June.
12. Create National Quarterdeck Goals and Initiatives.
13. Lead the four National Quarterdeck Subcommittee (Publicity, Communications, National Events, Territory/Council) Chairmen by leading monthly, touch-base meetings and assigning NQD recommendations to the subcommittees.

## ***National Boatswain's Mate:***

1. Works with Territory Boatswains to update and maintain an accurate list of all current contacts.
2. Supports strategies to increase Sea Scout membership within National Quarterdeck.
3. Promotes and organizes the National/Territory Sea Scout Cabinet officer selection application processes.
4. Promotes and organizes the selection application processes.
5. Promotes the selection and presentation of the SS Leadership Award and other appropriate Sea Scout awards.
6. Maintains records of recognitions, membership, officer selections, and Sea Scout leadership alumni.
7. Maintains the roster of current Territory Boatswains and frequently involved persons, including as many forms of readily available communication paths as possible, and identifies preferred methods, making it available to the Cabinet as needed and appropriate.
8. Helps train and mentor Quarterdeck members through facilitating officer training events with knowledgeable incumbent or past QD officers.
9. Create National Quarterdeck Goals and Initiatives.
10. Performs any other duties assigned by the National Boatswain.

## ***National Yeoman:***

1. Assists with the Sea Scout web presence to ensure all outlets are maintained and updated appropriately for effective publication of information and collection of feedback.
2. Maintains groups, pages, blogs, calendars, message boards, etc., on the most relevant social media and social networking sites.
3. Develops and maintains the tools to communicate with all relevant parties using a variety of methods such as telephone, text message, email, and postal mail as appropriate.
4. Takes minutes during discussions at National Quarterdeck Meetings.
5. Helps train and mentor QD members through facilitating officer training events with knowledgeable incumbent or past officers.
6. Promotes and organizes the National/Territory Sea Scout Cabinet officer selection application processes.
7. Promotes the selection and presentation of the SS Leadership Award and other appropriate Sea Scout awards.
8. Create National Quarterdeck Goals and Initiatives.
9. Perform any other duties assigned by the National Boatswain.

## ***Duties of the Territory Quarterdeck***

- Understand the strengths, weaknesses, and future plans of each council's Sea Scout program within the National Service Territory and focus resources on helping each improve.
- Encourage at least one youth representative from each council to be a member of the Territory QD. For councils without an active QD, the Territory Boatswain, with the approval of the Scout executive, can appoint a youth representative to represent the council on the Territory Quarterdeck.
- Provide training or orientation to Council Quarterdeck officers that will provide them with the knowledge and resources to be effective.
- Territory Sea Scout events will need to have a host Council to ensure the viability of the event. The registration for the event must be through a host council.
- Assist councils with the organization and support of Council Quarterdecks or other council Sea Scout programs.
- Report regularly to the National Boatswain's Mate with up-to-date contact information of Territory QD officers and Council Sea Scout Officers
- Maintain a positive image of the Sea Scout program.
- Conduct regular Territory QD meetings or conference calls with opportunities for councils to network with each other and provide tips or assistance on common issues.
- Assist or act on any other duties, as requested by the National Quarterdeck and National Sea Scout Support Committee

## ***Territory Boatswain:***

There are 16 Territories. If you are unsure of your current Territory, please visit this link:

<https://www.scouting.org/outdoor-programs/properties/territory-maps/>

- Participation:
  - Attend and participate in monthly National Quarterdeck Meetings.
  - Attend and participate in monthly National Quarterdeck Subcommittee Meetings.
  - Wear the Official Sea Scout Uniform.
- Communication
  - Have monthly contact with your Councils/Ships in your Territory
  - Have at least quarterly Zoom Calls with Council and Ship Boatswains
  - Encourage every Ship in your Territory to update their information on [beascout.org](http://beascout.org)
  - Meet at least four Units in your Territory and present about Sea Scouts
  - Make at least one Territory Newsletter (quarterly would be preferable)
  - Have monthly contact with Territory Commodore
  - Reports regularly to the National Boatswain's Mate with up-to-date contact information of Territory QD officers and Council Sea Scout Key 3s.
  - Motivates and coordinates the Boatswain's Mate and any other appointed QD committee members in assigned tasks and conducts meetings with them as needed.
- Events
  - Attend three BSA events as the NST Boatswain
  - Host/Create at least one Territory Sea Scout Event
  - Lead one Territory Leadership Orientation (can be in person or online). Help train and mentor Council QD Officers.
- Complete three personal goals
- Tracks all goals for the Territory QD and provides regular progress reports to the National Quarterdeck and the National Service Territory Program Lead.
- Perform any other duties assigned by the National Boatswain.

## ***Territory Boatswain's Mate:***

The Territory boatswain's Mate is appointed directly by the Territory Boatswain (for a term concurrent with that of the Territory Boatswain).

Territory Boatswain's Mate:

- Serves primarily to support and serve councils through maintaining constant contact with and detailed notes of each council.
- Works to build personal relationships with each council.
- Creates tangible program and membership growth opportunities with each council.
- Serves in a support role for the Territory Boatswain and works to accomplish the goals set by the Territory Boatswain.
- Fills in during the absence of the Territory Boatswain at meetings or during conference calls.
- Completes any other duties, as assigned by the Territory Boatswain or Territory Commodore.