

SENIOR PATROL LEADER

POSITION DESCRIPTION

Term: Elected by the members of the troop for a 6 month Term.

Reports to: Scoutmaster

Description: The Senior Patrol Leader's job is to see that the troop runs in an orderly and timely manner. With the council of the Scoutmaster the Senior Patrol Leader is in charge of troop meetings, events, activities and the Annual Planning conference, chairs the PLC, appoints quartermaster, scribe, librarian, historian, chaplain aid, bugler. Assigns duties and responsibilities to junior leaders, and assists the scoutmaster with Junior Leader Training.

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: none

Rank: Star, Life or Eagle

Experience: Successful completion as SPL, ASPL or PL

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Do Your Best.

Training: Successfully completed or must complete during his term Council Junior Leader Training (Brownsea, Nagatamen, or Eagle Feather). You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. Set the example by being an active Scout. Be on time for meetings and activities.

You must call the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.

You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

ASSISTANT SENIOR PATROL LEADER

POSITION DESCRIPTION

Term: Appointed by the Senior Patrol Leader for a 6 month term.

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop. The ASPL should be familiar with the other positions and stay current with the work being done. Help the Senior Patrol Leader lead meetings and activities. May be called upon to help train and supervise the Troop Scribe, Quartermaster, Librarian, Historian, and Chaplin's Aide. Serve as a member of the Patrol Leader's Council.

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: none

Rank: First Class or higher

Experience: Previous experience as PL, APL

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always Do Your Best.

Training: Successfully completed or must complete during his term Council Junior Leader Training (Brownsea, Nagatamen, or Eagle Feather). You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone on the PLC will assume your responsibilities.

You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

CHAPLIN AIDE

POSITION DESCRIPTION

Term: Appointed by the Senior Patrol Leader for a 6 month term.

Reports to: Assistant Senior Patrol Leader

Description: The Chaplin Aide works with the Troop Chaplin to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program. Comments: "Duty to God" is one of the core beliefs of Scouting. The Chaplin Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplin Aide does not always lead the observation himself he can delegate responsibility to other troop members. Makes sure religious holidays are considered during troop program planning. Helps plan for and promotes religious observance in troop activities including Scout Sunday and Scout Sabbath.

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: none

Rank: First Class or Higher

Experience: none

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always do your best.

Training: Must attend Troop Junior Leader Training during your term.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend 75% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

DEN CHIEF

PROGRAM DESCRIPTION

Term: Appointed by the Scoutmaster for a one year renewable term that may be renewed each year upon recommendation of the den leader and scoutmaster.

Reports to: Scoutmaster and Den Leader

Description: The Den Chief knows the purposes of Cub Scouting, works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Den meetings and Cub Scout pack monthly meetings, provides knowledge of games, songs, scout skills and helps Cub Scouts advance through Cub Scout ranks. The Den Chief is a friend to the boys in the den and encourages Cub Scouts to join a Boy Scout troop upon graduation. Works with the new scout recruitment coordinator to advertise troop activities the Cub Scouts may participate in.

The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

To use the term as Den Chief towards the leadership requirement for advancement, the Den Leader must give a recommendation to the Scoutmaster. (Note: For the first 6 months of the scout's tenure as a Den Chief he should hold only that position. After that period of time, he is encouraged to hold other positions of leadership within the troop in addition to being Den Chief.)

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: None

Rank: First Class

Experience: none

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always Do your best.

Training: Den Chief Training.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Den Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend 75% of all troop meetings, outings and service projects. In terms of attendance with your den, you are expected to attend 75% of den meetings and pack functions. You must inform the Den Leader if you will

be absent. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

INSTRUCTOR

PROGRAM DESCRIPTION

Term: Appointed by the Scoutmaster for a 1 year term or as needed

Reports to: Scoutmaster

Description: Teaches basic Scouting skills in troop and patrols. The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: None

Rank: Star or higher

Experience: none

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always Do Your Best

Training: Successfully completed or must complete during his term Council Junior Leader Training (Brownsea, Nagatamen, or Eagle Feather), Troop Junior Leader Training unless otherwise approved by the Scoutmaster.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend 75% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

TROOP GUIDE

PROGRAM DESCRIPTION

Term: Appointed by the Scoutmaster for a 1 year term.

Reports to: Scoutmaster

Description: The Troop Guide is a friend to the new Scouts and helps to make the first year fun and successful and introduces new scouts to troop operations. The Troop Guide works with new Scouts helping them feel comfortable, working with them as they and earn their First Class rank in their first year and guides scouts through early scouting activities.

The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a very important position, and as troop guide you will provide direction, encouragement, teach basic scout skills, coach each scout for each position in the patrol, and support as determined by the skill level of the patrol. Troop Guide will also Attend the Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol. The Troop Guide is generally not a member of another patrol.

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: None

Rank: First Class or higher

Experience: Experience as SPL, ASPL, PL

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always Do Your Best.

Training: Must attend Troop Junior Leader Training during your term.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Assistant Scoutmaster assigned to your patrol if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

TROOP HISTORIAN

PROGRAM DESCRIPTION

Term: Appointed by the Senior Patrol Leader for a 6 month term

Reports to: Assistant Senior Patrol Leader

Description: The Troop Historian keeps a historical record or scrapbook of troop activities in electronic and/or hardcopy versions. The Troop Historian is assisted by an assigned Assistant Scoutmaster in the production of the Troop Newsletter. The historian also keeps past copies of the Troop Newsletter and PLC minutes.

Troop Historian is responsible for the collection and preservation and display of troop photographs, current troop facts and information about former troop members and activities, news stories, trophies, flags, scrapbooks, awards, souvenirs and other memorabilia. Historian may be asked to show the scrapbook to the committee during a committee meeting.

Write the monthly troop newsletter gathering information from the committee chair, SM, SPL, and Patrol Leaders. The Historian may be assisted by the Secretary in the production of the newsletter.

The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: None

Rank: First Class or Higher

Experience: None, but interest in photography is helpful

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always Do Your Best.

Training: Must attend Troop Junior Leader Training during your term.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend 75% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

TROOP LIBRARIAN

POSITION DESCRIPTION

Term: Appointed by the Senior Patrol Leader For a month term.

Reports to: Assistant Senior Patrol Leader

Description: The Troop Librarian is responsible for the set up and care of the troop library including the tracking of library inventory, the check in and out of materials, the addition and deletion of library materials, follow-up on late returns and submitting an Inventory Report to the committee letting the committee know when new materials need to be added for instance to keep the MB books current.

The library contains books of historical value as well as current Merit Badge books and other materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: none

Rank: First Class or Higher

Experience: none

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always Do Your Best.

Training: Must attend Troop Junior Leader Training during your term.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend 75% of all troop meetings, Patrol Leader's Council meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

TROOP QUARTERMASTER

POSITION DESCRIPTION

Term: Appointed by the Senior Patrol Leader for a 6 month term.

Reports to: Assistant Senior Patrol Leader

Description: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order. The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

Inventories troop equipment at the beginning of his term, and reviews inventory with the incoming quartermaster at the end of his term.

Keeps records on patrol and troop equipment

Makes sure equipment is in good working condition

Issues equipment and makes sure it is returned in good condition

Makes suggestions for new or replacement items

Works with the Troop Committee member responsible for equipment

Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards. Submits a quarterly Inventory Report to Committee

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: none

Rank: First Class or Higher

Experience: none

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always Do Your Best

Training: Must attend Troop Junior Leader Training during your term.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend 75% of all troop meetings, Patrol Leader's Council meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

TROOP SCRIBE

POSITION DESCRIPTION

Term: Appointed by the Senior Patrol Leader for a 6 month term.

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records and publishes the minutes and activities of the Patrol Leaders' Council, keeps a record of dues, advancement, and Scout attendance at troop meetings and other functions, and works with the Troop Committee members responsible for records and finance.

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: none

Rank: First Class or Higher

Experience: none

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always Do Your Best.

Training: Must attend Troop Junior Leader Training during your term.

Attendance: To be a good Scribe you need to attend nearly all troop and PLC meetings. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

ORDER OF THE ARROW TROOP REPRESENTATIVE

POSITION DESCRIPTION

Term: Appointed by the Scoutmaster for a renewable 1 year term

Reports to: Assistant Senior Patrol Leader

Description: Serves as a communication link between the troop and the Local OA lodge. Promotes the OA in the troop, assists with leadership training in the troop and supports fellow arrowmen, assists with the OA election of new OA

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: none

Rank: First Class or Higher

Experience: Must have completed the Ordeal and be an active member in good standing of the Order of the Arrow.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always Do Your Best.

Training: None

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Must attend 75% of all OA meetings and activities. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

PATROL LEADER

POSITION DESCRIPTION

Term: Elected by the members of the patrol for a 6 month term.

Reports to: Senior Patrol Leader or Assistant Senior Patrol Leader as assigned

Description: The Patrol Leader is the elected leader of his patrol. He is responsible for appointing the Assist Patrol Leader, planning and leading patrol activities, encourages patrol members to advance, represents his patrol on the Patrol Leader's Council (PLC) and keeps patrol members informed.

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: 11-17

Rank: First Class – with the exception of the New Scout Patrol(s)

Experience: None

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Do Your Best.

Training: Must attend Troop Junior Leader Training during your term.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

ASSISTANT PATROL LEADER

POSITION DESCRIPTION

Term: Appointed by the Patrol Leader For a 6 month term

Reports to: Patrol Leader

Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.

Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol. (Note: Per BSA guidelines, this position does not count towards the leadership requirements of rank advancement.)

Helps the Patrol Leader plan and steer patrol meetings and activities.

Helps the Patrol Leader keep patrol members informed.

Helps the patrol get ready for all troop activities.

Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.

Lends a hand controlling the patrol and building patrol spirit.

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

QUALIFICATIONS

Age: none

Rank: Second Class with the exception of the New Scout Patrol

Experience: none

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always Do Your Best

Training: Must attend Troop Junior Leader Training during your term.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend 75% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.

BUGLER

POSITION DESCRIPTION

Term: Appointed by the Senior Patrol Leader for a 6 month term.

Reports to: Assistant Patrol Leader

Description: Participates in Flag Ceremonies, plays appropriate bugle calls at campouts, flag raising, flag down, revile, taps, and other bugle calls as necessary. Bugler may be called upon to participate in groups such as the Color Guard. Activity participates in PLC Meetings. Bugler will be responsible for bringing their own instrument.

Uniform: Set the example by wearing your uniform correctly to all troop activities as required. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations. If called upon to participate in Color Guard a full class A uniform is required.

QUALIFICATIONS

Age: none

Rank: Tenderfoot

Experience: Proficient in playing the Bugle

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Always Do Your Best

Training: Should have sufficient bugle or trumpet training prior to accepting the position.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend 75% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences during your term you can be removed from office.