



Senior Patrol Leader

General Description

The senior patrol leader (SPL) is the top leader of the troop and is responsible for the troop's overall operation. The senior patrol leader is elected by his peers via a secret ballot and reports to the Scoutmaster for guidance. The senior patrol leader is not a member of any patrol.

Attendance Expectation

90% of term

Recommend Training

National Youth Leadership Training (NYLT)

Responsibilities

- Preside at all troop meetings, events, activities, and annual program planning conference.
- Chair the patrol leaders' council (PLC).
- Ensure that a PLC is conducted at least once a month.
- Work closely with each patrol leaders to make sure their patrol is being ran successful and to plan the troop meetings.
- Appoint other troop junior leadership positions with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other junior leaders.
- Work with Scoutmaster in training junior leaders.
- Senior Patrol Leader should have completed JLTC (Junior Leadership Training Conference) prior to assuming this position if it has been offered in our area.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Assistant Senior Patrol Leader

General Description

The assistant senior patrol leader works closely with the Senior Patrol Leader in running the troop operations. The assistant senior patrol leader is the second highest ranking position within the troop and serves as acting senior patrol leader when the senior patrol leader is absent. The assistant senior patrol leader is appointed by the senior patrol leader and reports to the senior patrol leader. The assistant senior patrol leader is not a member of a patrol.

Attendance Expectation

80% of term

Recommend Training

National Youth Leadership Training (NYLT)

Responsibilities

- Be responsible for training and giving direct leadership/supervision to the following appointed junior leaders: scribe, librarian, troop historian, instructor, quartermaster, webmaster, leave no trace trainer, order of the arrow representative, and chaplains aide.
- Helps with leading meetings and activities as called upon by the senior patrol leader.
- Maintain direct contact with the Senior Patrol Leader and if needed, the Scoutmaster
- Take over troop leadership in the absence of the senior patrol leader.
- Perform tasks assigned by the senior patrol leader. Function as a member of the patrol leaders' council (PLC).
- Attend the majority of the PLC meetings.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Troop Guide

General Description

The troop guide is both a leader and a mentor to the members of the new-Scout patrol. The scout needs to be an older Scout of at least First Class rank and can work well with younger Scouts. The troop guide provides direction, coaching, and support to the patrol leader of the new-Scout patrol. The scout is appointed by the senior patrol leader and is not a member of a patrol.

Attendance Expectation

80% of term

Recommend Training

National Youth Leadership Training (NYLT)

Responsibilities

- Help Scouts meet advancement requirements through First Class with the goal of getting each scout to First Class within their first year.
- Coaches the patrol leader, of the new patrol, on his duties.
- Coaches the patrol leader, of the new patrol, on his responsibilities at patrol leaders' council meetings.
- Attend the majority of the patrol leaders' council meetings with the new Scout patrol leader.
- Prevent harassment of new Scouts by older Scouts.
- Help the Assistant Scoutmaster to train new patrol leader when he is elected.
- Introduces new Scouts to troop operations.
- Guide new Scout through early troop experiences to help them become comfortable in the troop and the outdoors.
- Teach basic Scout skills.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Patrol Leader

General Description

The patrol leader is the top leader of the scout's patrol. The scout represents his patrol in the Patrol Leader Council and keeps the patrol members informed of all decisions made. He plays the key role in planning, leading, and evaluating patrol meetings and activities. The Scout also prepares the patrol to participate in all troop activities. The patrol leader is elected by their patrol members via a secret ballot and reports to the senior patrol leader.

Attendance Expectation

85% of term

Recommend Training

National Youth Leadership Training (NYLT)

Responsibilities

- With the assistance of the troop guide: Plan and lead patrol meetings and activities.
- Lead the patrol corners.
- Prepare your patrol to take part in all troop activities.
- Help the Senior Patrol Leader plan and lead the troop meetings.
- Develop patrol spirit.
- Keep patrol members informed of all current and upcoming troop and patrol activities.
- Help the patrol member advance.
- Assign each patrol member a job; know what each patrol members and other leaders can do.
- Represent the patrol at all patrol leaders' council (PLC) meetings during your term of office.
- Provide feedback to the PLC. The feedback can come from the scout and the patrol members.
- Appoints the assistant patrol leader.
- Acts as the chief recruiter of new Scouts
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Assistant Patrol Leader

General Description

Is an assistant to their patrol leader and serves as acting patrol leader when the patrol leader is absence. Assistant Patrol Leader is appointed by the patrol leader and reports to the patrol leader. **This position does not count toward leadership credit for advancement.**

Attendance Expectation

50% of term

Responsibilities

- Assist the patrol leader plan and lead patrol meetings and activities.
- Help the patrol leader at patrol corners.
- Helps him keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Acts as patrol leader when the patrol leader is absence.
- Help develop patrol spirit.
- Represents his patrol at all patrol leaders' council meetings when the patrol leader cannot attend.
- Work with other troop leaders to make the troop run well.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Junior Assistant Scoutmaster

General Description

The junior assistant scoutmaster serves in the capacity of an assistant scoutmaster except where legal age and maturity are required. The scout provides support and supervision to other boy leaders, in the troop, with guidance from the Scoutmaster. The scout is usually at least 16 years of age who has shown outstanding leader skills and is appointed by the Scoutmaster. The scout is not a member of any patrol. Upon the scout's 18th birthday, a junior assistant scoutmaster will be eligible to become an assistant scoutmaster.

Attendance Expectation

30% of term

Responsibilities

- Functions as an assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.
- Sets a good example.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Quartermaster

General Description

The quartermaster is the troop's supply boss. The scout keeps track of troop equipment and sees that the equipment is kept in good condition. The quartermaster is appointed by the senior patrol leader and reports to assistant senior patrol leader. The scout also may have guidance from a member of the troop committee who works with the equipment.

Attendance Expectation

75% of term. (Attending camping trips is a requirement for this position)

Responsibilities

- Attends monthly Quartermaster meetings.
- Attend the patrol leader council meetings at the request of the Senior Patrol Leader.
- Keep inventory of patrol and troop equipment both at camp and meeting places.
- Keep an inventory of troop equipment in the trailer.
- Keep equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Ensure the storage room at the meeting facilities and equipment room at camp is organized and clean.
- Assist the troop committee member in organizing the trailer.
- Get the United States and troop flags for meetings and ceremonies and puts them away afterwards.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Scribe

General Description

The scribe is the troop's secretary. The scribe records the minutes at the patrol leader council and works with the patrol(s) scribes in keeping records of scouts advancement and attendance at troop meetings. The scribe is appointed by the senior patrol leader and reports to the assistant senior patrol leader.

Attendance Expectation

75% of term

Responsibilities

- Attend all patrol leaders' council (PLC) meetings and keep the minutes. (NOTE: Scribe is not a voting member of the PLC). Minute's data includes all discussions at the meeting and information on upcoming meetings.
- Send out the minutes of the PLC to all PLC members at an appropriate time.
- Record individual scouts attendance.
- Maintain the attendance sheets for patrol corners. This includes making sure the sheets are printed out and available to Patrol Leaders.
- Make sure the patrol clipboards are ready for meetings and put back in the locker afterwards.
- Maintain troop correspondence (thank you notes, donation requests, etc.)
- Work with appropriate troop committee members responsible for finance, records and advancement as needed.
- Assists as need in writing the troop newsletter. Content can include information about troop meetings and activities.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Historian

General Description

The historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes material available for the troop. The historian is appointed by the senior patrol leader and reports to the assistant senior patrol leader.

Attendance Expectation

66% of term

Responsibilities

- Gather pictures and facts about past activities, of the troop, and keep them in scrapbooks, wall displays, or information files.
- Organize the troop scrapbooks and albums.
- Collect all photographs (digitized and/or hardcopies) that have been taken by other scouts, scouters, and parents at troop meetings and activities.
- Print out any digitized photographs that have been collected, as requested.
- Scan hardcopies of photographs, as requested.
- Ensure that pictures are taken at all troop activities.
- Create PowerPoint presentation using collected photographs of troop activities as requested.
- Take care of troop trophies, ribbons, and other keepsakes.
- Maintain the troop display case.
- Keep information about troop alumni.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Librarian

General Description

The librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. The librarian is appointed by the senior patrol leader and reports to the assistant senior patrol leader.

Attendance Expectation

66% of term

Responsibilities

- Establish and maintain the troop library. The troop library consists of Merit Badge books, past Camporee manuals, old Eagle Scout projects, and other literature.
- Keep records on literature owned by the troop both at the meeting location and at camp.
- Add new or replacement item needed.
- Have literature available for borrowing at troop meetings.
- Keep system to check literature in and out.
- Assist the historian with maintaining the troop collections of albums and scrapbooks.
- Maintain a list of troop merit badge counselors.
- Follow up on late returns.
- Collect and maintain a database of past Eagle Scout projects.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Instructor

General Description

The instructor is a scout who is proficient in teaching a scouting skill. The scout must have the ability to teach the skill to other scouts. The instructor is appointed by the senior patrol leader with approval from the scoutmaster and reports to the assistant senior patrol leader. The instructor must be proficient in one of the following skills: first aid, camping, backpacking, knot tying, fire building.

Attendance Expectation

75% of term

Responsibilities

- Teaches your scouting skills to the troop and patrols.
- Teach your scouting skill one-on-one to other scouts.
- Work with the Troop Guide in teaching your skill to the new scouts.
- Work with the Senior Patrol Leader to plan and lead a troop meeting that involves your skill.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Chaplain Aide

General Description

The Chaplain aide assists the troop Chaplain in serving the religious needs of the troop. The scout encourages spiritual awareness and growth, in the lives of troop members, and to encourage their fellow scouts in earning their respective BSA religious emblems. The Chaplain aid is appointed by the senior patrol leader and reports to the assistant senior patrol leader.

Attendance Expectation

66% of term (Attending camping trips is a requirement for this position)

Responsibilities

- Assists the Troop chaplain with religious services at troop activities. This can include developing and leading religious specific and/or interfaith services.
- Tells scouts about the religious emblem program for their faith.
- Present an overview of the various religious emblems programs to the troop at least annually, instructing members to contact their own clergy person or religious counselor to guide them in the appropriate study programs.
- Create and maintain a religious emblem award progress chart. Purpose of this chart is to track the progress of the scouts in their religious emblem.
- Compile and keep an up-to-date list of local clergy who have agreed to be counselors for the religious emblems programs.
- Make sure religious program information is up to date on the troop website.
- Makes sure religious holidays are considered during the troop program planning process.
- Helps plan for religious observance in troop activities.
- Promote the annual Scout Sabbath and Scout Sunday services held in February.
- Ensure that grace is said at all meals.
- Encourage troop members to strengthen their own relationship with God through personal prayer and devotions and participation in religious activities.
- Sets a good example, enthusiastically and correctly wears the Scout uniform, lives by the Scout Oath and Law, and shows Scout spirit.



Bugler

General Description

The bugler plays the bugle (or a similar instrument) to mark key moments during the day or troop outings. The bugler is appointed by the senior patrol leader and reports to the assistant senior patrol leader.

Attendance Expectation

80% of term (Attending camping trips is a requirement for this position)

Responsibilities

- Makes appropriate bugle calls, as requested, at troop/team activities.
- Responsible in learning and playing reveille for flag raising and to the colors for flag lowering.
- Responsible in learning playing taps at the conclusions of troop meetings.
- Maintain the troop bugle
- Work on earning the Bugling merit badge.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Den Chief

Webelos Den Chief

General Description

The den chief works with a Cub Scouts or Webelos den and with their adult leaders. The scout assists the adult leaders to lead den meetings, encourage advancement, and serve as a role model for the younger scouts. The den chief is appointed by the Scoutmaster and reports to the adult leader of the Cub Scouts den and to the Assistant Scoutmaster for new-Scouts.

Attendance Expectation

90% of den meetings and 80% of troop activities

Recommend Training

Den Chief training

Responsibilities

- Knows the purposes of Cub Scouting.
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scout Troop upon graduation.
- Assists with activities in the Den Meetings. Leads Den Meetings as requested.
- Is a friend to the boys in the den.
- Helps out at weekly Den Meetings and monthly Pack meetings.
- Meets with adult members of the Den, Pack, and Troop as necessary.
- Work on earning the den chief service award.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Order of the Arrow Troop Representative

General Description

The Order of the Arrow (OA) representative serves as a communication link between the troop and the local Order of the Arrow lodge. The scout promotes and encourages attendance to all OA activities. The OA representative is appointed by the senior patrol leader and reports to the assistant senior patrol leader. Scout must be a member of the Order of the Arrow to hold this position.

Attendance Expectation

66% of term, including 90% of OA meetings and 50% of OA activities.

Responsibilities

- Promote and encourage participation to all lodge and chapter meetings and activities.
- Make sure all lodge and chapter meetings are included on the troop calendar and on the website.
- Encourage Arrowmen to work towards Brotherhood honor.
- Be in direct contact with the chapter's Order of the Arrow Representative Chairman.
- Communicate all information received by the chapter to the troop via Emails, Phone Calls, announcements at troop meetings, and any other means of communications.
- Encourage year round and resident camping in the Troop, older Scout participation in high adventure programs, and participation in community service projects.
- Assist with leadership skills training.
- Encourage Arrowmen to fill leadership positions in the Troop, and participate in OA activities.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Leave No Trace Trainer

General Description

The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensuring that the troop follows these principles on outings. The Leave No Trace Trainer is appointed by the senior patrol leader and reports to the assistant senior patrol leader. It is recommended that the scout have earned their Camping and Environmental Science merit badge as well as know the Leave No Trace principles for this leadership position.

Attendance Expectation

66% of term (Attending camping trips is a requirement for this position)

Responsibilities

- Know and teach the seven principles of Leave No Trace to Troop members.
- Know and teach the Outdoor Code to Troop members.
- Attend a BSA certified Leave No Trace training program, when offered.
- Work with Scoutmaster, Assistant Scoutmasters and Troop Leaders to promote and train "Leave No Trace" at all campouts and events.
- Help Scouts earn the Leave No Trace award.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.



Webmaster

General Description

The webmaster is responsible for maintain the troop's website. The scout may have an assistant with a committee member who is in charge of the troop website. The webmaster is appointed by the senior patrol leader and reports to the assistant senior patrol leader.

Attendance Expectation

66% of term.

Responsibilities

- Work with various unit members on needed topics for troop web
- Ensure the troop website is youth-run as possible
- Help out with the Troop Website
- Works with appropriate troop committee members responsible for Troop Website.
- Make sure all the website content is updated. This includes but not limited to entering dates of all upcoming activities on the website calendar, publishing the monthly newsletter on the website, and keeping the forms updated, in a timely manner.
- Maintains Scouts' and Leaders' privacy on the website.
- Publish Troop calendar, forms, news, and other information.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.

Leadership Position Application

Your Name: _____ Age: _____

Current Rank: 1st Class Star Life Eagle Other: _____

Current Position: _____

Previous Postions: _____

List your first three choices:

1st Choice	2nd Choice	3rd Choice

For your first choice, use this space below to tell why you want this job, how you would do the job, and why you are the best choice for this position. *(Use back if more space is needed.)*

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

(signature)

(date)