

## SENIOR PATROL LEADER

### GENERAL INFORMATION

Type: Elected by the members of the troop / Term: 6 months / Reports to: Scoutmaster

Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.

Comments: The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop junior leaders. He must choose leaders who are able, not just his friends or other popular Scouts. Close coordination & planning of meetings & activities with other troop junior leaders.

### QUALIFICATIONS

Age: 13 or older / Rank: 1<sup>st</sup> Class or higher / Experience: Previous service as ASPL, or PL / Attendance: 75% over previous 12 months

### PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Leader Training (TLT) even if you have attended in the past.

Attendance: You are expected to attend 85% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort. The Scoutmaster and other troop adult leaders guide you in this position. Along with the ASPL you will work closely with the Scoutmaster to perform the position's requirements.

### GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. 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.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Leading by example is an imperative part of this position. No slack will be given.

Attendance: Set the example by being an active Scout. Be early 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 if needed. A conference with the Scoutmaster will be held after each meeting to review the success of the meeting plan.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Run all troop meetings, events, activities, and the annual program planning conference.
- Chairs the monthly PLC meeting and is a voting member.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Troop Leader Training (TLT).
- Assures the meeting area is prepared prior to and cleaned up after meetings by the meeting's service patrol.
- Works with the ASPLs to sign off on Patrol menus and duty rosters for campouts and activities.
- Through the patrol leaders, is responsible for the appearance of Scouts with regard to cleanliness wearing uniform properly.
- Maintains schedules at troop meetings, campouts, and other troop functions.
- Works with the Service Patrol to organizes all formations of the troop.

**Permitted to be Absent: Troop Meetings – 4 / PLC Meetings – 1 / Service Outings -1**

Name: \_\_\_\_\_ / Signature: \_\_\_\_\_ / Term: Jan-Jun 2022

## ASSISTANT SENIOR PATROL LEADER I

### GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader / Term: 6 months / Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader is the second highest-ranking junior 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.

Comments: The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done. Close coordination & planning of meetings & activities with other troop junior leaders.

Age: 12 or older Rank: 1<sup>st</sup> Class or higher / Experience: PL or APL Attendance: 50% over the previous 6 months

Training: You must attend the Troop Leader Training (TLT) even if you have attended in the past.

Attendance: You are expected to attend 80% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort. You are the backup to the SPL, so you must be prepared to fill in as needed.

### GENERAL LEADERSHIP RESPONSIBILITIES

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

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Leading by example is an imperative part of this position. No slack will be given.

Attendance: Set the example by being an active Scout. Be early 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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise junior leaders to make sure they are performing their assigned duties:
  - Troop Scribe: records are kept and turned into Troop Advancement Chair.
  - Troop Quartermaster: is prepared for activities and campouts
  - Troop Guide: in absence of ASPL II, encouraging and teaching skills needed to new Scouts for advancement
  - Troop Instructor: makes sure proper instruction for Troop is being performed as needed for upcoming activities and advancement
  - Troop Librarian: tracks current library contents
  - Troop Historian: is documenting Troop activities
  - Troop Chaplin Aide: is prepared for activities with Scout's Own chapel services.
  - Troop Bugler: is working on learning and performing basic calls.
  - ASPL II: is working with Troop Guide to instruct new Scouts properly
- Signs off on Patrol menus and duty rosters for campouts.
- Serves as assistant to the SPL at the PLC monthly meetings. He chairs the PLC meeting in the absence of the SPL
- Serves as a contributing member to the PLC, attends the monthly meetings to report on and answer
- questions pertaining to areas of his responsibilities. He is a voting member.
- Assures the Service Patrol is performing proper duties.

**Permitted to be Absent: Troop Meetings – 5 / PLC Meetings – 1 / Service Outings -1**

Name: \_\_\_\_\_ / Signature: \_\_\_\_\_ / Term: Jan-Jun 2022

## ASSISTANT SENIOR PATROL LEADER II

### GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader / Term: 6 months / Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader is the second highest ranking junior 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. With two ASPLs, this position is junior to the ASPL I and supports his needs as well.

Comments: The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done. Close coordination & planning of meetings & activities with other troop junior leaders.

### QUALIFICATIONS

Age: 12 or older Rank: 1<sup>st</sup> Class or higher / Experience: PL or APL Attendance: 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Leader Training (TLT) even if you have attended in the past.

Attendance: You are expected to attend 80% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort. You are the backup to the SPL, so you must be prepared to fill in as needed.

### GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. 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.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Leading by example is an imperative part of this position. No slack will be given.

Attendance: Set the example by being an active Scout. Be early 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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop and PLC in the absence of the Senior Patrol Leader and first ASPL.
- Helps train and supervise the **Troop Guide**. He works with the Guide in teaching and monitoring new Scouts to the Troop, whether they have just crossed over or are new to Scouts.
- Monitors patrol assignments and makes sure each PL is encouraging advancement of his patrol members and equally assigning duties to different patrol members for campouts and activities.
- Serves as assistant to the SPL at the PLC monthly meetings. He chairs the PLC meeting in the absence of the SPL & the ASPL I.
- Serves as a contributing member to the PLC, attends the monthly meetings to report on and answer questions pertaining to areas of his responsibilities.
- He is a voting member.
- Assures the Service Patrol is performing proper duties.
- Makes sure PLs are adequately prepared for campouts and activities working with patrol scribes, QMs, grubmasters.

**Permitted to be Absent: Troop Meetings – 5 / PLC Meetings – 1 / Service Outings -1**

Name: \_\_\_\_\_ / Signature: \_\_\_\_\_ / Term: Jan-Jun 2022

## PATROL LEADER

### GENERAL INFORMATION

Type: Elected by members of the patrol / Term: 6 months / Reports to: Senior Patrol Leader

Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the PLC.

Comments: The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the PLC.

### QUALIFICATIONS

Age: 12 or older / Rank: 2<sup>nd</sup> Class or higher / Experience: none, but preferably have served as APL / Attendance: 60% over the previous 6 months

### PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Leader Training (TLT) even if you have attended in the past.

Attendance: You are expected to attend 80% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. 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.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Lead by example at all times.

Attendance: Set the example by being an active Scout. Be early for meetings and activities. You must call the SPL 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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader, and Patrol Quartermaster, Grubmaster, and Scribe.
- Represents the patrol on the PLC as a voting member.
- Plans and steers patrol meetings and activities.
- Helps Scouts advance.
- Keeps patrol members informed.
- Plans transportation needs of patrol to troop & patrol activities.
- Knows what his patrol members' strengths are.
- Assigns patrol duties on campouts and activities.
- Makes sure patrol flags are prepared for patrol and troop activities.
- Builds Scout spirit for patrol members.
- Sees that patrol tents, equipment, and the area around the tents are kept neat, clean, and orderly.

**Permitted to be Absent: Troop Meetings – 5 / PLC Meetings – 1 / Service Outings -1**

Name: \_\_\_\_\_ / Signature: \_\_\_\_\_ / Term: Jan-Jun 2022

## TROOP SCRIBE

### GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records the activities of the PLC and keeps a record of dues, advancement, and Scout attendance at troop meetings. Information needs to be delivered to the Troop Advancement Chairman on a regular basis.

Comments: To be a good Scribe you need to attend nearly all troop and PLC meetings.

### QUALIFICATIONS

Age: 12 or older Rank: 1<sup>st</sup> Class or higher / Experience: Patrol Scribe Attendance: 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Leader Training (TLT) even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. 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.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Lead by example at all times.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call your PL or ASPL 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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Act as recording secretary for PLC meetings. He will fully complete the meeting plan worksheets. He will make one set of copies to be provided to the SM. The other set goes into the PLC notebook, which is kept by the SPL.
- Records individual Scout attendance at all functions. In situations where he himself cannot be present, he needs to assign a replacement and make sure his replacement understands his responsibilities. Attendance records will be provided in a timely manner to the TC Advancement Chair to update Troop advancement records.
- Collects permission slips and fees for troop activities. He will turn over collected activity fees and permission slips to one of the Assistant Scoutmasters. the TC Finance Chair to the SM as soon as possible after the due date occurs.
- Records sign ups for campouts, which becomes the Camping Roster and provide to the SPL. After the campout, he will document the final roster of the function and provide a copy to the TC Advancement Chair. On that list, he will indicate which Scouts and adults have earned nights towards Polar Bear Award requirements during the proper months. He will also provide a copy of attendance to the Troop Historian.
- Serves as a contributing member to the PLC and attends the monthly meetings, but is not a voting member.
- Write letters on behalf of the Troop -- letters of inquiry, thank you letters to all who assist the Troop in any way, invitations to special guests to Troop events and to Webelos who visit the Troop.
- Some letters may be at the request of leaders, but most should be spontaneous when an outside individual has assisted the Troop. Letters should be brought to Troop meetings whenever possible to be approved before mailing and so that the Troop is aware of what correspondence is being mailed out in its name. A file of all such correspondence is to be kept by the Scribe.
- Works with the Patrol Scribes to document patrol activities.
- Works with the Troop Historian to file records of activities.

**Permitted to be Absent: Troop Meetings – 10 / PLC Meetings – 2 / Service Outings -2**

Name: \_\_\_\_\_ / Signature: \_\_\_\_\_ / Term: Jan-Jun 2022

## TROOP LIBRARIAN

### GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader / Term: 6 months / Reports to: Assistant Senior Patrol Leader

Description: The Troop Librarian takes care of troop literature.

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

### QUALIFICATIONS

Age: 12 or older / Rank: 2<sup>nd</sup> Class or higher / Experience: none Attendance: 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Leader Training (TLT) even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. 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.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Lead by example at all times.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call your PL or ASPL 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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Maintains the troop library, which includes merit badge books, handbooks, pamphlets, posters, or any other Scouting related literature. Each is to be recorded using the library inventory list.
- Maintains troop-training materials. This includes, but is not limited to: compasses, orienteering games, knots for rope tying, first aid materials, maps, etc.
- At the beginning of each term for a new Librarian, he will inventory all materials with the outgoing Librarian.
- At the conclusion of the inventory, the outgoing L signs off on any remaining responsibilities for the materials unless open issues and their respective closure are duly noted. At that point the incoming L takes full responsibility for the troop materials.
- Accepts and documents donations to the Troop library.
- Works with the Troop Committee Advancement Chairman to keep current on any changes in requirements. Outdated materials will be identified and stored accordingly. Old manuals and materials should be turned over to the Troop Historian (they are NOT to be thrown away!).
- Submit requests to the TC Advancement Chair to add or replace items as needed.
- Maintains and monitors a system for checking materials in and out.
- If any materials have been checked out and not returned, the Scout responsible for it shall need to replace it with a current version. If the Scout fails to do so, the Troop may decide to deduct funds from his troop account to purchase replacement.
- If materials have been irresponsibly misused/damaged, the Scout is responsible for replacement.
- Prepares materials need for Troop activities (i.e. summer camp) and is responsible for coordinating with the QM their transportation and proper return.
- Any discrepancies will need to be resolved with the over sight of the ASPL or JASM.
- Serves as a contributing member to the PLC and attends the monthly meetings to report on and answer questions pertaining to Troop library materials, but is not a voting member.

**Permitted to be Absent: Troop Meetings – 10 / PLC Meetings – N/A / Service Outings -2**

Name: \_\_\_\_\_ / Signature: \_\_\_\_\_ / Term: Jan-Jun 2022

## TROOP HISTORIAN

### GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader / Term: 6 months / Reports to: Assistant Senior Patrol Leader

Description: The Troop Historian keeps a historical record or scrapbook of troop activities.

Comments: 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. Each 6-month term should conclude with a finished scrapbook of the Troop's past activities. The Historian needs to work closely with Troop and Patrol Scribes to take attendance records and combine them with pictures and verbal details of the activity.

### QUALIFICATIONS

Age: 12 or older Rank: 2<sup>nd</sup> Class or higher / Experience: none, but an interest in photography is helpful / Attendance: 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Leader Training (TLT) even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. 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.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Lead by example at all times.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call your PL or ASPL 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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Takes pictures and documents names, locations, and activities of all troop functions. A troop camera is available for use. However, the Historian can use a privately owned camera as long as the prints are made of pictures and they are turned over to the Troop in an organized manner.
- Researches, gathers, and documents pictures and facts about past troop activities and keeps them in a scrapbook. Each Historian is responsible for researching and documenting his term as the Troop's historian.
- Takes care of troop trophies, ribbons, and souvenirs of troop activities.
- Collects old Troop & Patrol flags and stores them properly in Troop archives.
- Takes care of troop memorabilia and scrapbooks to make sure they are stored in a safe and respectable manner.
- Keeps information about former members of the troop. Periodically will send out letters to past troop members and inform them of upcoming activities of the troop.
- Serves as a contributing member to the PLC and attends the monthly meetings to report on and answer questions pertaining to past activities, but is not a voting member.

**Permitted to be Absent: Troop Meetings – 10 / PLC Meetings – N/A / Service Outings -2**

Name: \_\_\_\_\_ / Signature: \_\_\_\_\_ / Term: Jan-Jun 2022

## CHAPLAIN AIDE

### GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader / Term: 6 months / Reports to: Assistant Senior Patrol Leader

Description: The Chaplain Aide works with the Troop Chaplain 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 Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other troop member's help.

### QUALIFICATIONS

Age: 12 or older / Rank: 2<sup>nd</sup> Class or higher / Experience: none Attendance: 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Leader Training (TLT) even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort. You are expected to work towards earning your appropriate religious award.

### GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. 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.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Lead by example at all times.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call your PL or ASPL 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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assists the Troop Chaplain with religious services at troop activities.
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during troop program planning.
- Helps plan for religious observance in troop activities.
- Serves as a contributing member to the PLC and attends the monthly meetings to report on and answer questions pertaining to religious activities, but is not a voting member.

**Permitted to be Absent: Troop Meetings – 10 / PLC Meetings – N/A / Service Outings -2**

Name: \_\_\_\_\_ / Signature: \_\_\_\_\_ / Term: Jan-Jun 2022



## TROOP QUARTERMASTER

### GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader / Term: 6 months / Reports to: Assistant Senior Patrol Leader

Description: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.

Comments: The Quartermaster does most of his work around campouts. Preparing for campouts and other patrol activities will be when the Quartermaster will work with the patrol quartermasters to make sure patrols have proper equipment. Documenting equipment checked in and out is an important part of this position. The Quartermaster will also be responsible for making sure proper equipment is prepared for Troop functions.

### QUALIFICATIONS

Age: 12 or older / Rank: 1<sup>st</sup> Class or higher / Experience: Patrol Quartermaster Attendance: 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Leader Training (TLT) even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. 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.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Lead by example at all times.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call your ASPL 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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keep records on patrol and troop equipment. This means using the Troop Equipment inventory forms. At the beginning of each term for a new QM, he will inventory all gear with the outgoing QM. At the conclusion of the inventory, the outgoing QM signs off on any remaining responsibilities for the gear unless open issues and their respective closure are duly noted. At that point the incoming QM takes full responsibility for the troop equipment.
- Issue equipment for either patrol or Troop activities. The QM will identify prior to any activity, the needed gear. He will inspect it to confirm that it is in serviceable condition and report to the ASPL any equipment that is in need of attention.
- Patrol QMs will sign out individual patrol boxes and be responsible for their return. The Patrol QM will review the sign out & sign in forms with the Troop QM. Any discrepancies will need to be resolved with the oversight of the ASPL or JASM.
- Makes sure equipment is returned in good condition. After every function, the QM will re-inspect the gear as it is returned. Any gear not returned in a clean and serviceable condition will be returned to the appropriate patrol QM to assign it to be returned in such manner.
- Makes suggestions for new or replacement items. As equipment deteriorates or breaks during 'normal and intended use', the QM needs to keep an ongoing list of items that the Troop Committee Equipment Chairman to monitor and prepare the Committee for such replacements.
- If any equipment has been issued and not returned, the Scout responsible for it shall need to replace it with equivalent condition and quality. If the Scout fails to do so, the Troop may decide to deduct funds from his troop account to purchase replacement.
- If any equipment is irresponsibly misused and damaged, that Scout is also responsible for replacement.
- Responsible for the Troop shed, trailer, and storage room. These are his domain: He will be issued keys to these areas and be fully responsible for making sure they are secured at all times and that all equipment is properly stored and maintained in the proper locations.
- Serves as a contributing member to the PLC and attends the monthly meetings to report on and answer questions pertaining to equipment issues, but is not a voting member.
- Works with the Patrol Quartermasters.
- Will need to be present early enough to meetings to make sure the weekly service patrol has access to the storage room so the Troop, patrol, and American flags are accessible. Likewise, at the end of meetings, that the flags are properly stored prior to securing the storage room.
- **Permitted to be Absent: Troop Meetings – 10 / PLC Meetings – N/A / Service Outings -2**

Name: \_\_\_\_\_ / Signature: \_\_\_\_\_ / Term: Jan-Jun 2022

## TROOP GUIDE

### GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader / Term: 9 months / Reports to: Assistant Senior Patrol Leader

Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their early ranks in their first year.

Comments: 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 friend to the new Scouts and makes first year fun and successful. This is a very important position.

### QUALIFICATIONS

Age: 13 or older / Rank: 1<sup>st</sup> Class or higher / Experience: none Attendance: 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Leader Training (TLT) even if you have attended in the past.

Attendance: You are expected to attend 90% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. 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.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Lead by example at all times.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the ASPL or PL 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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Introduces new Scouts to troop operations from the time of visitation through the completion of First Class Rank requirements.
- Guides new Scouts through early Scouting activities
- Shields new Scouts from harassment by older Scouts.
- Teaches basic Scout skills.
- Coaches the patrol leader of the new Scout patrol on his duties.
- Serves as a member of the PLC meetings to represent the needs of new Scouts, attends the monthly meetings, and is not a voting member.
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on scouting challenges.

**Permitted to be Absent: Troop Meetings – 4 / PLC Meetings – 1 / Service Outings -1**

Name: \_\_\_\_\_ / Signature: \_\_\_\_\_ / Term: Jan-Jun 2022

## INSTRUCTOR

### GENERAL INFORMATION

Type: Appointed by the Scoutmaster / Term: 1 year / Reports to: Scoutmaster

Description: The Instructor teaches Scouting skills.

Comments: 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.

### QUALIFICATIONS

Age: 14 or older Rank: Star or higher / Experience: Troop Guide Attendance: 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Leader Training (TLT) even if you have attended in the past.

Attendance: You are expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. 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.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Lead by example at all times.

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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Teaches basic Scouting skills in troop and patrols.
- Assists the SPL with training.
- Counsels individual Scouts on scouting challenges.
- Serves as a contributing member to the PLC and attends the monthly meetings to report on and answer questions pertaining to learning and training opportunities, but is not a voting member.

**Permitted to be Absent: Troop Meetings – 6 / PLC Meetings – 1 / Service Outings -1**

Name: \_\_\_\_\_ / Signature: \_\_\_\_\_ / Term: Jan-Jun 2022