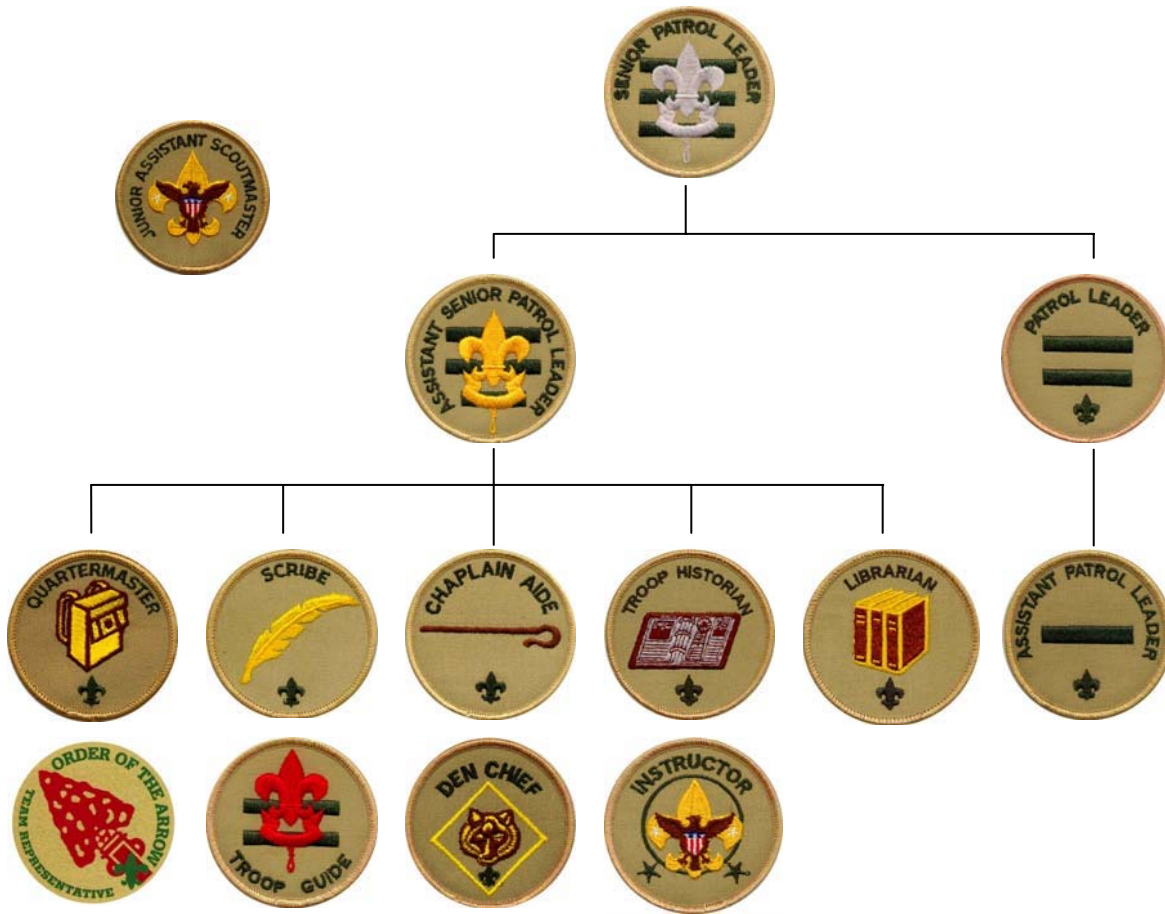


# Leading The Way...

## Troop 29

### Junior Leader Positions, Duties, and Responsibilities



### Troop 29

Red Clay Creek Presbyterian Church  
500 McKennan's Church Road  
Wilmington, DE. 19808

# Welcome to the Patrol Leaders Council!

## Leading the way...



What does that mean?

Think about being a Cub Scout. You attended den meetings and did lots of different and fun things. But who decided what to do and who planned the activities? The Den Leaders, right?

Sports teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach, right?

There is one thing that makes Scouting different from all other youth groups. Do you know what it is?

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform. It is not the fun activities. There are a lot of other things that are fun. And it certainly isn't cleaning dirty pots and pans on a campout!!

### **What makes Scouting special is that YOU make the decisions!**

That's right! YOU run the troop. Baden-Powell made it very plain in Aids to Scoutmastership when he wrote,

*"The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders."*

This is real decision-making power. And it's not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will:

- Plan and run troop meetings,
- Pick troop outings, where to camp, what to do,
- Plan advancement opportunities for all troop members
- Select High-Adventure programs
- Determine troop policy
- Help other Scouts along the trail to Eagle.

Sound cool? It really is! The adults are there to provide support but YOU will be making the decisions.

Because being a leader is more than just sewing on a patch we have put together job descriptions for the troop leadership positions. They will give you a good idea of what each job is all about and what you will be required to do.

Here's how to be considered for a position. First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position. Finally, get a troop job application form, fill it out, have your parent(s) read and sign it and turn it in.

**So, are you ready to "Lead the way"? We sure hope so!**



## Troop 29 Leadership Position Description

### 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:** 1st 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.



## Troop 29 Leadership Position Description

# 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.

### QUALIFICATIONS

**Age:** 12 or older

**Experience:** PL or APL

**Rank:** 1<sup>st</sup> Class or higher

**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 in the absence of the Senior Patrol Leader.
- Helps train and supervise junior leaders to make sure they are performing their assigned duties:
  - ③ *Troop Scribe:* records are kept and turned into Troop Advancement Chair.
  - ③ *Troop Quartermaster:* is prepared for activities and campouts
  - ③ *Troop Guide:* in absence of ASPL II, encouraging and teaching skills needed to new Scouts for advancement
  - ③ *Troop Instructor:* makes sure proper instruction for Troop is being performed as needed for upcoming activities and advancement
  - ③ *Troop Librarian:* tracks current library contents
  - ③ *Troop Historian:* is documenting Troop activities
  - ③ *Troop Chaplin Aide:* is prepared for activities with Scout's Own chapel services.
  - ③ *Troop Bugler:* is working on learning and performing basic calls.
  - ③ *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.



## Troop 29 Leadership Position Description

### 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

- o Helps the Senior Patrol Leader lead meetings and activities.
- o Runs the troop and PLC in the absence of the Senior Patrol Leader and first ASPL.
- o 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.
- o 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.
- o Serves as assistant to the SPL at the PLC monthly meetings. He chairs the PLC meeting in the absence of the SPL and the ASPL I.
- o 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.
- o Assures the Service Patrol is performing proper duties.
- o Makes sure PLs are adequately prepared for campouts and activities working with patrol scribes, QMs, grubmasters.



## Troop 29 Leadership Position Description

### 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

**Experience:** Patrol Quartermaster

**Rank:** 1<sup>st</sup> Class or higher

**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 over sight 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.





## Troop 29 Leadership Position Description

### 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.





## 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.



## 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 one past year in the Troop's history.
- 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.



## 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 L. 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.



## ORDER OF THE ARROW REPRESENTATIVE

### GENERAL INFORMATION

**Type:** Appointed by the Senior Patrol Leader

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader

**Description:** An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop.

**Comments:** The OA Rep serves as a communication and programmatic link to the Arrowmen for the adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop. The OA Rep is expected to seal his Membership in the Order of the Arrow by becoming a Brotherhood Member during his tenure.

### QUALIFICATIONS

**Age:** 13 or older

**Rank:** 1<sup>st</sup> Class or higher

**Experience:** Ordeal member or higher in good standing with OA

**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. You are expected to work towards earning your Brotherhood membership in OA.

### 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, Law, and OA Obligation 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

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Serves as a contributing member to the PLC and attends the monthly meetings to report on and answer questions pertaining to OA activities, encourage outdoor activities and OA eligibility status, but is not a voting member.



## 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.



## DEN CHIEF

### GENERAL INFORMATION

**Type:** Appointed by the Scoutmaster

**Term:** 1 year

**Reports to:** Assistant Senior Patrol Leader and Den Leader

**Description:** The Den Chief works with the Cub Scouts, Webelo Scouts, and Den Leaders in the Cub Scout pack.

**Comments:** The Den Chief provides the knowledge of games and Scout skills that many Den Leaders lack. 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. The troop can have more than one Den Chief.

### QUALIFICATIONS

**Age:** 12 or older

**Rank:** Tenderfoot or higher

**Experience:** none

**Attendance:** 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

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

**Attendance:** You are expected to attend 50% 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.

In terms of attendance with your den, you are expected to attend 50% of den meetings and pack functions. You must work with the Den Leader to plan your involvement.

**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 and Den Leader if you are not going to be at a meeting or if you suddenly have to miss an outing.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- o Knows the purposes of Cub Scouting
- o Helps Cub Scouts advance through Cub Scout ranks.
- o Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- o Assists with activities in the den meetings.
- o A friend to the boys in the den.
- o Helps out at den meetings and pack meetings.
- o Keeps troop junior leaders current on pack activities.
- o Serves as a contributing member to the PLC and attends the monthly meetings to report on and answer questions pertaining to Webelos, but is not a voting member.



## 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

**Experience:** Troop Guide

**Rank:** Star or higher

**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.





## 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.



## ASSISTANT PATROL LEADER

### GENERAL INFORMATION

**Type:** Appointed by the Patrol Leader

**Term:** 6 months

**Reports to:** Patrol Leader

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

**Comments:** Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

### QUALIFICATIONS

**Age:** 12 or older

**Rank:** Tenderfoot 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 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 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

- 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 PLC meetings as a voting member when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.



## JUNIOR ASSISTANT SCOUTMASTER

### GENERAL INFORMATION

**Type:** Appointed by the Scoutmaster

**Term:** 1 year

**Reports to:** Scoutmaster

**Description:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. The Scoutmaster appoints him because of his leadership ability. The troop can have more than one JASM.

**Comments:** In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

### QUALIFICATIONS

**Age:** 16 or older

**Experience:** SPL or ASPL

**Rank:** Life or higher

**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 50% of all troop meetings, PLC meetings, outings, and service projects.

**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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- o Functions as an Assistant Scoutmaster.
- o Monitors and assists SPL in Troop leadership.
- o Performs duties as assigned by the Scoutmaster.
- o Serves as a contributing member to the PLC and attends the monthly meetings to provide guidance and suggestions to PLC members. He is a voting member.