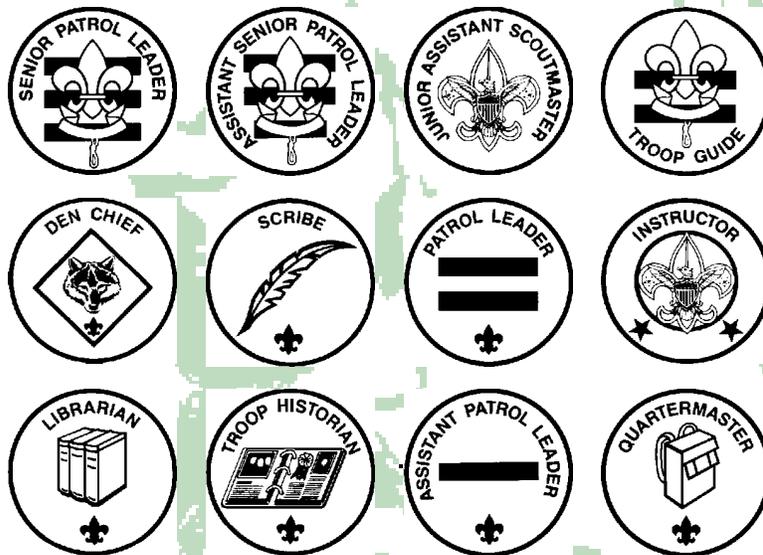
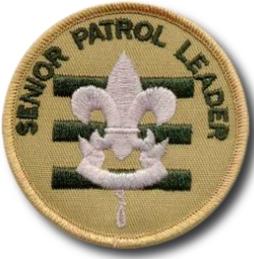




Leading the way...



Scout Leadership Positions Duties and Responsibilities



Leadership Position Description

SENIOR PATROL LEADER

GENERAL INFORMATION (Elected by the members of the troop)

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 leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

QUALIFICATIONS

Age: none

Rank: 1st Class or higher

Experience: Previous service as SPL, ASPL, PL, or APL

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (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.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

Runs all troop meetings, events, activities, and the annual program planning conference.

Assigns duties and responsibilities to junior leaders.

Assists the Scoutmaster with Junior Leader Training.



Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION (Elected by members of the Troop)

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

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.

QUALIFICATIONS

Age: none

Rank: 1st Class or higher preferred

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council 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.

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

Helps the Senior Patrol Leader lead meetings and activities.

Runs the troop in the absence of the Senior Patrol Leader.

Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.

Serves as a member of the Patrol Leader's Council.

	Leadership Position Description
	PATROL LEADER

GENERAL INFORMATION (Elected by members of the Troop)

Reports to: Senior Patrol Leader

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

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.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council 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.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

Plans and steers patrol meetings

Helps Scouts advance

Acts as the chief recruiter of new Scouts

Keeps patrol members informed

Knows what his patrol members and other leaders can do

	Leadership Position Description
	ASSISTANT PATROL LEADER

GENERAL INFORMATION (Elected by members of the Troop)

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: none

Rank: none

Experience: none

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council 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.

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

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.

Leads Patrol when the Patrol Leader cannot attend.

Lends a hand controlling the patrol and building patrol spirit.

	Leadership Position Description
	CHAPLAIN AIDE

GENERAL INFORMATION (Elected by members of the Troop)

Reports to: Assistant Senior Patrol Leader (and works with the Chaplain)

Description: The Chaplain Aide works with the Troop Chaplain and Scoutmaster to meet the religious needs of the Scouts in the troop.

Comments: He also works to promote the religious emblems program.

QUALIFICATIONS

Age: none

Rank: none

Experience: none, but interest and understanding of Religion(s), spiritual and reverence obligations of a Scout are essential.

Attendance: 50% over past 6 months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council 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.

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

Keep troop leader apprised of religious holidays when planning activities.

Assist Chaplain or religious coordinator in meeting the religious needs of troop members while on activities.

Encourage saying grace at meals while camping or on activities.

Tell Scouts about the religious emblem program of their faith.

Help plan for religious observance in troop activities.

Attends at least 2/3 of each event type during his service period.

Set a good example.

Enthusiastically wear the Scout uniform correctly.

Live by the Scout Oath and Law.

Show Scout spirit



Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

Reports to: Scoutmaster and Den Leader

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

Comments: The Den Chief provides a 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.

QUALIFICATIONS

Age: 14 or older

Rank:

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council 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 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent.

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.

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

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.

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.

	Leadership Position Description
	INSTRUCTOR

GENERAL INFORMATION

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: 1st Class or higher

Experience: none

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council 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.

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.

	Leadership Position Description
	JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION (Eagle Scouts Only)

Appointed by the Scoutmaster

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. He's appointed by the Scoutmaster because of his leadership ability.

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

QUALIFICATIONS

Age: At least 16 years old

Rank: Eagle

Experience: Previous leadership positions

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council 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 given 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.

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

Functions as an Assistant Scoutmaster.

Performs duties as assigned by the Scoutmaster.



Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank 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 an important position.

QUALIFICATIONS

Age: 14 or older

Rank: 1st Class or higher

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 90% of all troop meetings, Patrol Leaders' Council 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.

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

Introduces new Scouts to troop operations.

Guides new Scouts through early Scouting activities

Shields new Scouts from harrassment by older Scouts.

Helps new Scouts earn First Class in their first year.

Teaches basic Scout skills.

Coaches the patrol leader on his duties.

Assists the Assistant Scoutmaster with training.

Counsels individual Scouts on Scouting challenges.

	Leadership Position Description
	TROOP HISTORIAN

GENERAL INFORMATION

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.

QUALIFICATIONS

Age: none

Rank: none

Experience: none, but interest in photography is helpful

Attendance: 50% months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council 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.

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

Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.

Takes care of troop trophies, ribbons, and souvenirs of troop activities.

Keeps information about former members of the troop.

	Leadership Position Description
	TROOP LIBRARIAN

GENERAL INFORMATION

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: none

Rank: none

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council 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 given 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.

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

Sets up and takes care of a troop library

Keeps records of books and pamphlets owned by the troop.

Adds new or replacement items as needed.

Keeps books and pamphlets available for borrowing.

Keeps a system for checking books and pamphlets in and out.

Follows up on late returns.

Issues vouchers for purchase of used merit badge books.



Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

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. There are times when the Quartermaster has to be available to check equipment in and out.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 60% of all troop 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.

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

Keeps records on patrol and troop equipment

Makes sure equipment is in good working condition

issues equipment and makes sure it is returned in good condition

Makes suggestions for new or replacement items

Works with the Troop Committee member responsible for equipment

Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.



Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

Description: The Scribe keeps the troop records. He records the activities of the Troop and keeps a record of advancement, and Scout attendance at troop meetings.

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

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council 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.

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

Attends and keeps a log of Troop meetings

Records individual Scout attendance

Helps record individual Scout advancement progress

Works with the Troop Committee members responsible for records

	Leadership Position Description
	OA Troop Representative

GENERAL INFORMATION (Appointed by SPL with SM approval)

Reports to: Senior Patrol Leader

Description: The Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and 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.

Comments: By setting a good example, he enhances the image of the Order as a service arm to his troop.

QUALIFICATIONS

Age: Under 18 years old
Appointed by SPL with SM approval

Rank: First Class and Above

Experience: Member in good standing of the Order of the Arrow. Attends OA Meetings.

Attendance: 50% over past 6 months

PERFORMANCE REQUIREMENTS

Attendance: You are expected to attend 60% of all troop meetings, outings and service projects. If 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.

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

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.

Sets a good example.

Enthusiastically wears the Scout uniform correctly.

Lives by the Scout Oath, Scout Law and OA Obligation .

Shows Scout spirit

