



Leading the Way



Scout Leadership Positions - Duties and Responsibilities



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Leading the Way



Leading the way...

What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot 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. Troop roles with a 12 Month Term start on August 1st. Troop roles with a 6 Month Term start on February 1st and August 1st.

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



Senior Patrol Leader

General Information

- Type:** Elected by the members of the Troop
- Term:** 12 Months
- Reports To:** Scoutmaster
- Description:** The Senior Patrol Leader (SPL) is elected by the Scouts to represent them as the top junior leader in the Troop. The Senior Patrol Leader is a Servant-leader. His first concern is for the needs of the Troop before his own. The Senior Patrol Leader ensures all Troop jobs or tasks are met.
- 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:** Star Scout or higher
- Experience:** Previous service as Senior Patrol Leader, Assistant Senior Patrol Leader, Quartermaster, Patrol Leader
- Attendance:** 75% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past. It is recommended that you complete *National Youth Leadership Training* (NYTL).
- 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. If your performance in the role does not meet expectations you can be removed from office.
- Owns and reads an edition of *The Senior Patrol Leader Handbook*.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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.
- Develop all Troop Meeting Plans and presents the plans to the Patrol Leaders Council for its approval.
- Runs the Patrol Leaders' Council meeting.
- Appoints other Troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster or qualified adult appointed by the Scoutmaster with *Introduction to Leadership Skills for Troops* (ILST).

Patrol Leader

General Information



- Type:** Elected by the members of the Patrol
- Term:** 6 Months
- Reports To:** Assistant Senior Patrol Leader
- Description:** The Patrol Leader is the elected leader of his Patrol. He represents his Patrol on the Patrol Leaders' 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. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

Qualifications

- Age:** None
- Rank:** None
- Experience:** None
- Attendance:** 75% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) 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. If your performance in the role does not meet expectations you can be removed from office.
- Owens and reads an edition of *The Patrol Leader Handbook*

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- Represents the Patrol on the Patrol Leaders' Council
- Plans and holds, minimally, monthly Patrol meetings
- Acts as the chief recruiter of new Scouts
- Keeps Patrol members informed
- Knows what his Patrol members and other leaders can do.

Junior Assistant Scoutmaster

General Information



- Type:** Appointed by the Scoutmaster
- Term:** 12 Months
- 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 Junior Assistant Scoutmaster has the same responsibilities as an Assistant Scoutmaster.

Qualifications

- Age:** Minimally 16 years of age.
- Rank:** Eagle
- Experience:** Previous service as Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader, Quartermaster
- Attendance:** 75% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past.
- Attendance:** You are expected to attend 75% 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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

- Function as an Assistant Scoutmaster
- Perform duties as assigned by the Scoutmaster

Instructor

General Information



- Type:** Appointed by the Scoutmaster
- Term:** 6 Months
- Reports To:** Assistant Senior Patrol Leader
- 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:** Minimally 14 years of age.
- Rank:** First Class Scout or higher
- Experience:** None
- Attendance:** 75% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past.
- Attendance:** You are expected to attend 75% 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- Teaches basic Scout Skills (Scoutcraft) to members of the Troop.
- Coordinate training of Scouts by leveraging the assistance of other experienced Scouts as needed.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.

Troop Guide

General Information



- Type:** Appointed by the Scoutmaster
- Term:** 12 Months
- Reports To:** Assistant Senior Patrol Leader
- 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:** Minimally 14 years of age.
- Rank:** First Class Scout or higher
- Experience:** None
- Attendance:** 75% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- Introduces new Scouts to Troop operations.
- Guides new Scouts through early Scouting activities
- Shields new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class in their first year.
- Teaches basic Scout skills.
- Coaches the Patrol Leader of the new Scout Patrol on his duties.
- Attends Patrol Leaders' Council meetings with the Patrol Leader of the new Scout Patrol.
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.
- Plans and runs the annual New Scout Patrol Campout.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.

Assistant Senior Patrol Leader

General Information



- Type:** Appointed by the Senior Patrol Leader
- Term:** 12 Months
- 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 Senior Patrol Leader or when called upon. He also provides leadership to other junior leaders in the Troop.
- Comments:** The most important part of the Assistant Senior Patrol Leader position is his work with the other junior leaders. The Assistant Senior Patrol Leader should be familiar with the other positions and stay current with the work being done.

Qualifications

- Age:** None
- Rank:** First Class Scout or higher
- Experience:** None
- Attendance:** 75% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) 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 give this job your best effort. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the Troop in the absence of the Senior Patrol Leader.
- Helps train and supervise his direct reports; Patrol Leader, Instructor, Troop Guide, Chaplain Aide, Historian, Librarian, Quartermaster, Scribe, Webmaster, Leave No Trace Trainer, Bugler, and Order of the Arrow Representative.
- Serves as a member of the Patrol Leader's Council.
- Counsels individual Scouts on Scouting challenges.
- Provide a monthly status report to the Patrol Leaders Council from his direct reports.

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 Assistant Patrol Leader actively helps run the Patrol.

Qualifications

- Age:** None
- Rank:** None
- Experience:** None
- Attendance:** 50% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past.
- Attendance:** You are expected to attend 75% 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- Helps the Patrol Leader plan and steer Patrol meetings and activities.
- Helps the Patrol Leader keep Patrol members informed.
- Helps the Patrol get ready for all Troop activities.
- Represents his Patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the Patrol and building Patrol spirit.

Chaplain Aide

General Information



- Type:** Appointed by the Senior Patrol Leader
- Term:** 12 Months
- Reports To:** Assistant Senior Patrol Leader and the Troop Chaplain
- 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 members help.

Qualifications

- Age:** None
- Rank:** First Class Scout or higher
- Experience:** None
- Attendance:** 50% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past.
- 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- 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.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.



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.

Qualifications

- Age:** None
- Rank:** First Class Scout or higher
- Experience:** None
- Attendance:** 50% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past.
- Attendance:** You are expected to attend 75% 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- 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.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.

Librarian



General Information

- Type:** Appointed by the Senior Patrol Leader
- Term:** 12 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:** None
- Rank:** First Class Scout or higher
- Experience:** None
- Attendance:** 50% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past.
- 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- 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.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.

Quartermaster

General Information



- Type:** Appointed by the Senior Patrol Leader
- Term:** 12 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. There are times when the Quartermaster has to be available to check equipment in and out.

Qualifications

- Age:** None
- Rank:** First Class Scout or higher
- Experience:** None
- Attendance:** 50% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past.
- Attendance:** You are expected to attend 75% 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- 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.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.

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 Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at Troop meetings.
- Comments:** To be a good Scribe you need to attend nearly all Troop and Patrol Leaders' Council meetings.

Qualifications

- Age:** None
- Rank:** First Class Scout or higher
- Experience:** None
- Attendance:** 50% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) 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 give this job your best effort. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

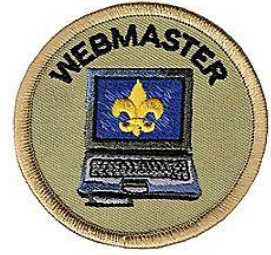
- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show 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 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

- Attends and keeps the minutes of the Patrol Leader Council meetings
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress
- Works with the Troop Committee members responsible for records and finance.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.

Webmaster

General Information



- Type:** Appointed by the Senior Patrol Leader
- Term:** 6 Months
- Reports To:** Assistant Senior Patrol Leader
- Description:** The Webmaster works with the Adult Advisor that manages the Troop Website to ensure that web content is current and relevant. The Webmaster will partner with the patrols to ensure that Patrol Pages contain the information the Patrol wants.
- Comments:** This position requires a well organized person with an eye for style and design.

Qualifications

- Age:** None
- Rank:** First Class Scout or higher
- Experience:** Prior experience with computers is a must.
- Attendance:** 50% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past.
- 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- Works with patrols to help them realize their vision for a Patrol web page
- The Webmaster works with the Adult Advisor that manages the Troop Website to ensure that web content is current and relevant.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.

Leave No Trace Trainer

General Information



- Type:** Appointed by the Senior Patrol Leader
- Term:** 12 Months
- Reports To:** Assistant Senior Patrol Leader
- Description:** The Leave No Trace Trainer helps minimize impact on the land by teaching members the principles of Leave No Trace and improving Scouts' outdoor ethics decision-making skills. The senior Patrol Leader may appoint a Scout, 14 years or older who has successfully completed the official 16-hour Leave No Trace Trainer training course, to serve as the Troop Leave No Trace Trainer. A Scout under the age of 14, or who has not completed Leave No Trace Trainer training, may serve as an instructor teaching Leave No Trace skills until he obtains the necessary training.
- Comments:** This position requires a well organized person.

Qualifications

- Age:** Minimally 14 years of age.
- Rank:** First Class Scout or higher
- Experience:** Completed, or in the process of completing, Camping and Environmental Science merit badges.
- Attendance:** 50% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past. You **MUST** have completed *Leave No Trace Training*.
- 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- Specializes in teaching Leave No Trace principles.
- Ensures that the Troop follows these principles on outings.
- Helps fellow Scouts earn the Leave No Trace award.
- Has a thorough understanding of and commitment to Leave No Trace.
- Ideally, he should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.

Bugler



General Information

- Type:** Appointed by the Senior Patrol Leader
- Term:** 12 Months
- Reports To:** Assistant Senior Patrol Leader
- Description:** The bugler plays the bugle (or a similar interest) to mark key moments during the day on Troop outings, such as reveille and lights out.
- Comments:** This position requires a well organized person.

Qualifications

- Age:** None
- Rank:** First Class Scout or higher
- Experience:** Have earned or be in the process of earning the Bugling Merit Badge.
- Attendance:** 50% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past. You must complete, or intend to complete during your tenure, the Leave No Trace training.
- 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- Practice the bugling calls such as Assembly, Call to Quarters, Church, Mess, Drill, First Call, Officers, Fire, Recall, To the Colors, Retreat, Reveille, and Taps.
- Bring bugle to all outdoor Troop activities in preparation to perform calls that are required.
- Be aware of the background, history, and proper playing technique when using the bugle.
- Properly take care of the Troop bugle and mouthpiece.
- Contact Quartermaster if there are any problems with the Troop bugle.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.



Order of the Arrow Representative

General Information

- Type:** Appointed by the Senior Patrol Leader
- Term:** 12 Months
- Reports To:** Assistant Senior Patrol Leader
- Description:** The Order of the Arrow representative serves as a communication link between the Troop and the local Order of the Arrow lodge
- Comments:** This position requires a well organized person.

Qualifications

- Age:** None
- Rank:** First Class Scout or higher
- Experience:** Must be a member of the Order of the Arrow.
- Attendance:** 50% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past.
- Attendance:** You are expected to attend 75% 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. If your performance in the role does not meet expectations you can be removed from office.

General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- By enhancing the image of the Order as a service arm to the Troop, he promotes the Order
- Encourages Scouts to take part in all sorts of camping opportunities
- Helps pave the way for older Scouts to become involved in high-adventure programs.
- Assists with leadership skills training.
- Attend the monthly Lodge Executive Committee Meeting.
- Conducts the annual Order of the Arrow elections.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.

Den Chief

General Information



- Type:** Appointed by the Senior Patrol Leader and Scoutmaster. Approved by the Cubmaster and Pack Committee.
- Term:** 12 Months
- Reports To:** Den Leader, Cubmaster and Scoutmaster
- Description:** The Den Chief works with a Den of Cub Scouts and with their adult leaders. He takes part in den meetings, encourages Cub Scout advancement, and is a role model for younger boys. Serving as Den Chief can be a great leadership experience for a Scout.
- Comments:** This position requires a well organized person.

Qualifications

- Age:** None
- Rank:** At Least First Class Scout
- Experience:** None
- Attendance:** 50% over previous 6 months

Performance Requirements

- Training:** You **MUST** attend *Introduction to Leadership Skills for Troops* (ILST) even if you have attended in the past. You must complete, or intend to complete during your tenure, the *Den Chief Training*.
- 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. If your performance in the role does not meet expectations you can be removed from office.

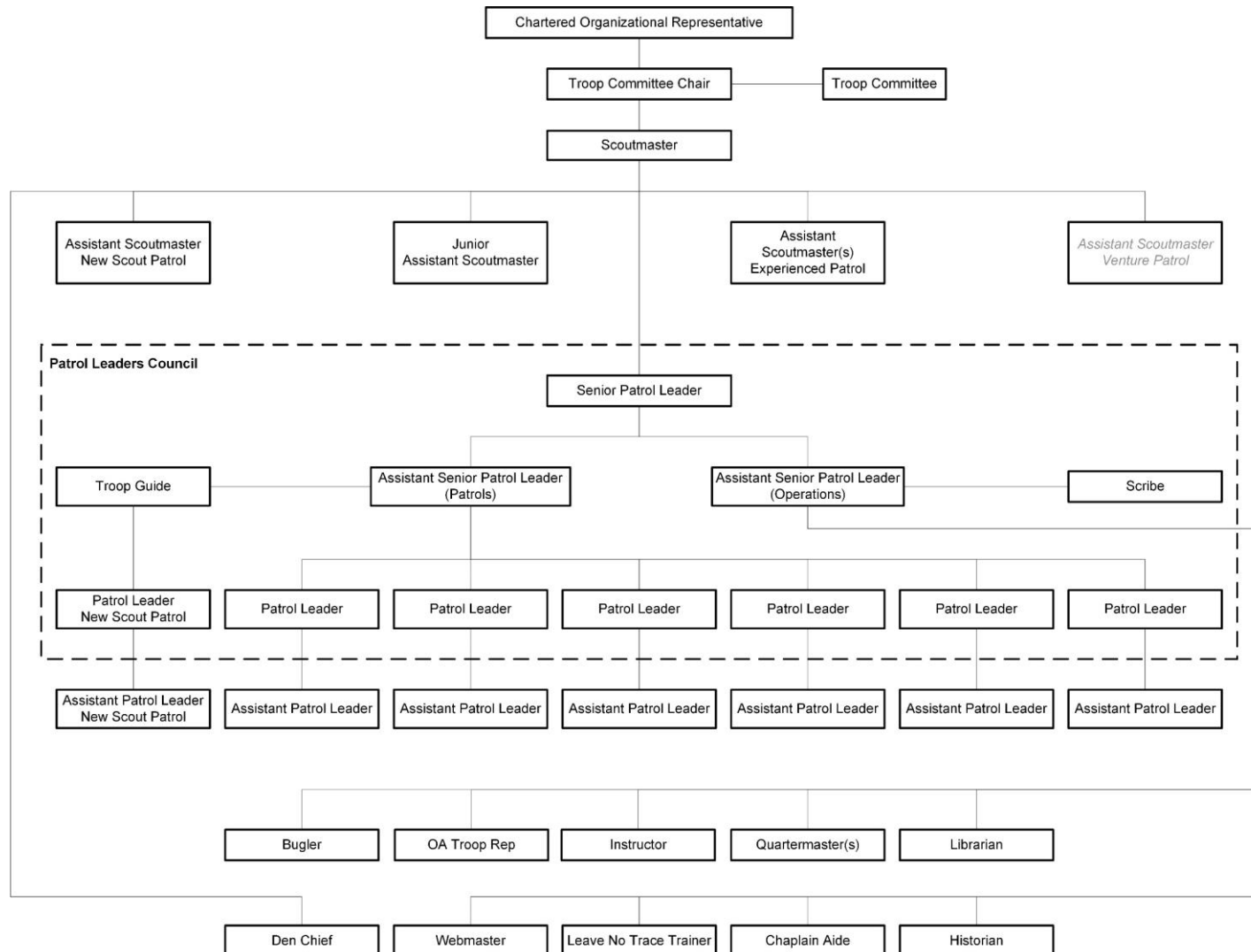
General Leadership Responsibilities

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear the designated uniform and all of the parts of the Troop uniform 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 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

- Know the purposes of Cub Scouting and help Cub Scouts achieve the purposes of Cub Scouting.
- Serve as the activities assistant at den meetings.
- Set a good example through attitude and uniforming.
- Be a friend to the Cub Scouts in the den.
- Help lead weekly den meetings and help the den in its part of the monthly pack meeting.
- Know the importance of the monthly theme and pack meeting plans.
- Meet regularly with the Den Leader to review den and pack meeting plans.
- Meet as needed with adult members of the den, pack, and Troop.
- Encourage Cub Scouts to become Webelos Scouts when they are eligible.
- Help the Denner and Assistant Denner to be leaders.
- Provide a monthly status report to the Assistant Senior Patrol Leader in advance of the Patrol Leaders Council.

Troop Organizational Chart





Boy Scout Troop 173
Yorktown Heights, NY



Leadership Position Application

Name: _____ Age: _____

Current Rank: _____

Current Position: _____ Previous Positions: _____

Your Attendance for the last 6 months (as a percentage): _____

List your first three choices

1st Choice	2nd Choice	3rd Choice

*For your **first choice**, use this space to tell why you want this job, how you would do the job, and why you are the best choice for this position.*

Scout's Agreement

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

(signature)

(date)

Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, Troop meetings, and Troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the Troop.

(signature)

(date)