



**Troop 85
Scout
Leadership
Positions Duties
and
Responsibilities**

**LEADERSHIP
POSITIONS**

Scout Leadership Positions Duties and Responsibilities

What makes Scouting special is that YOU make the decisions!

That's right! YOU run the troop. Baden-Powell made it very plain 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 the troop leadership positions have a hand in making the Troop run. As a troop leader you will:

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

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 [Leadership Position Application Form](#), page 34, fill it out, have your parent(s) read and sign it and turn it in.

So, are you ready to “Lead the way”?



Leadership Position Description SENIOR PATROL LEADER

Type: Elected by the members of the troop

Term: 6 months

Reports to: Scoutmaster

Description: With three green bars behind the Scout emblem, the senior patrol leader's shoulder patch symbolizes one of the oldest leadership positions in Scouting. Scouting America has long recognized the senior patrol leader as the highest youth leadership position in a troop. They are the primary link between a troop's Scouts and its adult leaders. They shoulder the responsibility for leading meetings of the troop and the [patrol leaders' council](#) and provide valuable leadership in planning and carrying out the troop's program of outdoor activities, service projects, and events.

Comments: The junior leader with the most responsibility in a troop is the senior patrol leader. He is elected by all members of the troop. Each troop sets its own requirements and schedule of elections, though senior patrol leaders are usually chosen at six-to-twelve-month intervals and can be re-elected. During a Scout's tenure as senior patrol leader, he is not a member of a patrol. The senior patrol leader of an established troop is often selected from among experienced Scouts of a certain age and rank. In a new troop or a troop without older members, boys are still likely to choose a Scout whom they respect and believe will provide the best leadership. The patrol leaders' council might offer an opportunity for those in the running to make short presentations to the troop, explaining their qualifications and reasons for seeking the office. This provides good practice for the candidates and enables those who do not know them well, younger Scouts in particular, to gain a better sense of what they propose to do for the troop. The senior patrol leader oversees troop meetings from beginning to end. He chairs meetings of the patrol leaders' council as they plan troop activities and programs. In short, the senior patrol leader's job is to see that the troop runs in an orderly and timely manner. The relationship between a senior patrol leader and his Scoutmaster is often one of friendship and mutual admiration.

QUALIFICATIONS

Age: none

Rank: 1st Class or higher

Prior Leadership: Service as SPL, ASPL, PL, or APL

Must be: Active* Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an “Active Scout”.

PERFORMANCE REQUIREMENTS

Training: Recommend attending the Tecumseh Council National Youth Leader Training (NYLT) and mandatory attendance for the Troop Youth Leader Training even if you have attended in the past.

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events, activities, and the annual program planning conference.
 - Runs the [patrol leaders’ council](#) (PLC) meetings.
 - Appoints other troop youth leaders with the advice and counsel of the [Scoutmaster](#).
 - Assign duties and responsibilities to youth leaders.
 - Assists the Scoutmaster with youth leader training.
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Shows Scout spirit.
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Leadership Position Description PATROL LEADER

Type: Elected by members of the patrol

Term: 6 months

Reports to: Senior Patrol Leader

Description: The patrol leader is the patrol's key leader, representing the patrol at all patrol leaders' council meetings and the annual program planning conference, and keeping patrol members informed of decisions made. Patrol leaders carry out planning, leading, and evaluating patrol meetings and activities, and assure patrols are prepared to participate in all troop activities. They keep their patrol intact so they can work together and share responsibilities to get things done. It is incumbent upon them to be a good example for the members of their patrol and the rest of the troop.

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. One patrol leader is elected by the members of each patrol. He takes responsibility for the patrol's activities and represents the patrol as a member of the patrol leaders' council. Each patrol leader appoints an assistant patrol leader to serve with him.

QUALIFICATIONS

Age: none

Rank: none

Must be: Must be an active* Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

Training: Attend the Troop Youth Leader Training even if you have attended in the past.

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Plans and leads patrol meetings and activities.
 - Keeps patrol members informed.
 - Assigns each patrol member a specific duty.
 - Represents his patrol at all [patrol leaders' council](#) meetings and the [annual program planning conference](#).
 - Prepares the patrol to participate in all troop activities.
 - Works with other troop leaders to make the troop run well.
 - Knows the abilities of each patrol member.
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Shows and develops patrol spirit.
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Leadership Position Description JUNIOR ASSISTANT SCOUTMASTER

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: Junior Assistant Scoutmasters are 16- to 17-year-old Scouts appointed by the Scoutmaster, [approved by the troop committee](#), and responsible to the Scoutmaster for tasks assigned. The junior assistant Scoutmaster functions just like an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 years of age or older). In this capacity, junior assistant Scoutmasters (a troop may have more than one) follow the guidance of the [Scoutmaster](#) in providing support and supervision to other youth leaders in the troop. Upon their 18th birthday, a junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster

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

QUALIFICATIONS

Age: At least 16 years old

Rank: Eagle

Prior leadership: Previous leadership positions

Must be: Active* Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

Training: You must attend Tecumseh Council National Youth Leader Training (NYLT) and Troop Youth Leader Training.

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Performs duties as assigned by the Scoutmaster.
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Show Scout spirit.
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Leadership Position Description DEN CHIEF

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster and Den Leader

Description: Den chiefs are Scouts who assist a Cub Scout den leader or Webelos den leader. They are selected by the [senior patrol leader](#) and [Scoutmaster](#), and approved by the cubmaster and the pack committee for recommendation to the den leader. Den chiefs help Cub Scouts advance through Cub Scout ranks and encourage Cub Scouts to join a troop upon graduation.

Comments: The Den Chief provides 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: None

Rank: 1st Class or higher

Attendance: Active Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

Training: Attend the Troop Youth Leader Training even if you have attended in the past.

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Be reliable, such as being at the den and pack meetings early.
 - Take Den Chief Training online or conducted by your district or council.
 - Take the Den Chief Pledge.
 - Maintain patience and a positive attitude.
 - Understand the needs of Cub Scouts in the den, such as being sensitive to the needs of all members of your den based on their characteristics.
 - Provide encouragement to the scout in your den.
 - Give instructions to youth who require special attention.
 - Understand the Methods of Cub Scouting: Living the ideals, belonging to a den, Advancement, Family Involvement, Activities, Serving the Neighborhood, and Uniform.
 - Help the den leader with den meetings.
 - Help lead activities, games, and ceremonies.
 - Help the members learn to be leaders.
 - Reflect the principles of the Scout Oath and Scout Law.
 - Set a good example as a role model.
 - Share knowledge of the outdoors.
 - Encourage Cub Scouts and Arrow of Light Scouts to move on to the next Scouting level.
 - Support the Denner/Assistant Denner.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Show Scout spirit.
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Leadership Position Description INSTRUCTOR

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: Each instructor is an older troop member proficient in a Scouting skill who must also have the ability to teach that skill to others. An instructor typically teaches subjects that Scouts are eager to learn—especially those such as first aid, camping, and backpacking—that are required for outdoor activities and rank advancement. A troop can have more than one instructor.

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

Must be: Active Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an “Active Scout”.

PERFORMANCE REQUIREMENTS

Training: Attend the Troop Youth Leader Training even if you have attended in the past.

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Teach basic Scouting skills.
 - Understand and can follow E.D.G.E.
 - Schedule/coordinate merit badge counselor(s) for troop/Scout instruction
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Shows Scout spirit.
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Leadership Position Description TROOP GUIDE

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: Troop guides serve as both leaders and mentors to the members of the new-Scout patrol. They should be an older Scout who holds at least the First-Class rank and can work well with younger Scouts.

The troop guide helps the patrol leader of the new-Scout patrol lead their patrol, so they can develop into a well-functioning group, working together harmoniously and productively.

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: Must be 1st Class or higher

Must be: Active Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

Training: Attend the Troop Youth Leader Training even if you have attended in the past.

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Introducing new Scouts to troop operations.
 - Helps new Scouts towards earning the First-Class rank.
 - Teach basic Scout skills.
 - Coaches the patrol leader of the new-Scout patrol on their duties.
 - Works with the patrol leader at patrol leaders' council meetings.
 - Attends patrol leaders' council meetings with the patrol leader of the new-Scout patrol
 - Counsels individual Scouts on Scouting challenges.
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Show Scout spirit.
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Leadership Position Description ASSISTANT SENIOR PATROL LEADER

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 youth leadership position in the troop, working closely with the senior patrol leader to help the troop move forward. The assistant senior patrol leader acts as the [senior patrol leader](#) in the absence of the senior patrol leader or when called upon, and provides leadership to other youth leaders in the troop. The assistant senior patrol leader is appointed by the senior patrol leader under the guidance of the [Scoutmaster](#).

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

Must be: Active Scout during the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

Training: Recommend attending the Tecumseh Council National Youth Leader Training (NYLT) and must attend the Troop Youth Leader Training even if you have attended in the past.

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

You are expected to attend 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 potentially be removed from this position.

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

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](#), [webmaster](#), [chaplain aide](#), and [OA representative](#).
 - Serves as a member of the [patrol leaders' council](#).
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always
 - Show Scout spirit.
 - Lends a hand controlling the patrols and building patrol spirit.
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ASSISTANT PATROL LEADER

Type: Appointed by the Patrol Leader

Note: *APL does not count for the youth positions of responsibility rank requirements.*

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: none

Rank: none

Must be: Active Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

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

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

You are expected to attend 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 potentially be removed from this position.

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

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.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Show Scout spirit.
 - Lends a hand controlling the patrol and building patrol spirit.
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Leadership Position Description CHAPLAIN AIDE

Type: Elected by the Troop Members

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: Chaplain aides assist the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop. They lead the troop in opening or closing prayer and mealtime blessings. Chaplain aides ensure that religious holidays are considered during the troop's program planning process and promote the Scouting America religious emblems 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: none

Must be: Active Scout during the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

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

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assists the troop chaplain with religious services at troop activities.
 - Encourages troop members to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith.
 - Tell Scouts about the Religious Emblems program for their faith at least once a year.
 - Help recognize troop members who receive their religious emblems, (such as at a court of honor).
 - Make sure religious holidays are considered during the troop program planning process.
 - Help plan for religious observance in troop activities.
 - Encourages grace at meals while camping or at other activities.
 - Helps promote annual Scout Sunday or Scout Sabbath.
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Show Scout spirit.
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Leadership Position Description TROOP HISTORIAN

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The historian collects, assembles, and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia, and makes materials available for Scouting activities, courts of honor, the media, and troop history projects.

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, Interest in photography is helpful

Must be: Active Scout during the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

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

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Gathers photos and facts about troop activities and keeps them in a historical file or scrapbook.
 - Take care of troop trophies, ribbons, and souvenirs of troop activities.
 - Keeps information about former members of the troop.
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Show Scout spirit.
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Leadership Position Description TROOP QUARTERMASTER

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: Quartermasters serve as the troop's supply boss. They keep an inventory of [troop equipment](#) and see that the gear is in good condition. They work with patrol quartermasters as they check out equipment and return it. At meetings of the patrol leaders' council they report on the status of equipment in need of replacement or repair. In carrying out their responsibilities, they may have the guidance of a member of the troop committee.

Comments: The Quartermaster does most of his work around campouts. There are times when the Quartermaster must be available to check equipment in and out.

QUALIFICATIONS

Age: none

Rank: none

Must be: Active Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

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

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keeps records on patrol and troop equipment.
 - Make sure equipment is in good working condition.
 - Issues equipment and make sure they are returned in good condition.
 - Making 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.
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Show Scout spirit.
-



Leadership Position Description TROOP SCRIBE

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The scribe is the troop's secretary. Though not a voting member, they attend meetings of the patrol leaders' council and keep a record of the discussions. They cooperate with the patrol scribes to record attendance at troop meetings and to maintain troop advancement records. The troop scribe may be assisted by a member of the troop committee.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

QUALIFICATIONS

Age: none

Rank: none

Must be: Active Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

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

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of patrol leaders' council meetings.
 - Records individual Scout attendance.
 - Records individual Scout advancement progress.
 - Works with the troop committee member responsible for records and finance
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Show Scout spirit.
-



Leadership Position Description ORDER OF THE ARROW TROOP REPRESENTATIVE

Type: Elected by the Troop or Appointed by SPL with SM approval

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

Comments: More information for the OA Troop Representative can be found on the [Troop Representative page on the OA nation website](#).

QUALIFICATIONS

Age: Under 18 years old

Rank: First class or higher and an OA Member in good standing

Must be: Active Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

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

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call, text or email the Senior Patrol Leader or Scoutmaster and the OA Lodge Chief if you are not going to be at a meeting or if you suddenly must miss an outing. You also need to make sure that someone will assume your responsibilities.

You are expected to attend all monthly OA Lodge Executive meetings each month and be active in all OA events. You should 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.

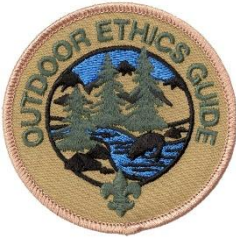
Effort: You are expected to give this job your best effort.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends troop, chapter and lodge meetings regularly as a youth representative of the troop and Order.
 - Serves as a two-way communication link between the troop and the lodge or chapter.
 - Arranges with the lodge or chapter election team to conduct an annual Order of the Arrow election for the troop at a time approved by the [patrol leaders council](#)
 - Arrange with the lodge or chapter for at least one camp promotion visit to the unit annually.
 - Make at least one high adventure presentation to the troop, to include the OA programs, annually.
 - Participates in [troop courts of honor](#), as requested by the [senior patrol leader](#), by recognizing: high adventure participation of troop members, induction of new OA members, changes in OA honors of troop members, and other appropriate activities.
 - Coordinates the ordeal induction process for newly elected candidates by: ensuring they know the time and location of the ordeal, providing information of what to bring to the ordeal, assisting (as needed) in arranging transportation to the ordeal, and offering assistance (as needed) to the lodge in the ordeal process.
 - Assists current ordeal members in the troop in sealing their membership by becoming brotherhood members by: ensuring they know the time and location of brotherhood opportunities, assisting (as needed) in arranging transportation to the brotherhood opportunities, and offering assistance to the lodge (as needed) in the brotherhood process.
 - Offers periodic training and discussions of OA principles, symbolism, and the Legend as needed by and appropriate for the troop members of the Order, at the discretion of the PLC.
 - Assists the troop (as appropriate) as a trainer of leadership and outdoor skills.
 - Advocates environmental stewardship and Leave No Trace camping.
 - Sets a good example by: wearing the Scout uniform correctly, showing Scout spirit, and living by the Scout Oath, the Scout law, and the OA Obligation.
-

Leadership Position Description

Outdoor Ethics Guide



Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: Outdoor ethics guides help troops plan and conduct an outdoor program that emphasizes effectively practicing the [Outdoor Code](#), the [Leave No Trace principles](#), and the [Tread Lightly! principles](#). Guides work to help Scouts improve their outdoor ethics decision-making skills to help minimize impacts as they hike, camp, and participate in other outdoor activities. In particular, they should support Scouts who are working to complete the relevant requirements for the Tenderfoot, Second Class, and First Class ranks.

QUALIFICATIONS

Age: none

Rank: none

Must be: Active

Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an “Active Scout”.

PERFORMANCE REQUIREMENTS

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

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assures the troop adheres to the Principles of Leave No Trace, Tread Lightly, and the Outdoor Code.
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Show Scout spirit.
-

Leadership Position Description Webmaster



Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: Troop webmasters are responsible for maintaining the troop's website. They make sure that information posted on the website is correct and up to date and that the privacy of youth and adult troop members is protected. A member of the troop committee may assist them with their work.

QUALIFICATIONS

Age: none

Rank: none

Must be: Active Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an "Active Scout".

PERFORMANCE REQUIREMENTS

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

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Works with various unit members on needed topics.
 - Ensure the website is as youth-run as possible.
 - Maintains the website as needed.
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Show Scout spirit.
-

Leadership Position Description Bugler



Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The bugler plays the bugle (or similar instrument) to mark key moments during the troop meeting, such as assembly, or on troop outings, such as reveille, mess call, and lights out. The bugler must know the required bugle calls and ideally should have earned the Bugling merit badge or be working toward earning it.

QUALIFICATIONS

Age: none

Rank: none

Must be: Active Scout over the previous 6 months. *See Troop Guide for Parents and Scouts for a detailed description of an “Active Scout”.

PERFORMANCE REQUIREMENTS

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

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

You are expected to attend 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 potentially be removed from this position.

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Should have been awarded the Bugling Merit Badge.
 - Makes appropriate bugle calls, as requested, at troop meetings and activities.
 - Sets a good example.
 - Wear the Scout uniform correctly. This means that you will wear all parts of the troop uniform, shirt tail tucked in, with all required badges in their correct locations.
 - Lives by the Scout Oath and Law always.
 - Show Scout spirit.
-

Leadership Position Application

Your Name: _____

Age: _____

Current Rank: _____

Current Position: _____ Previous Positions: _____

Attendance (6 months): _____ (get from Troop Scribe records)

List your first three position 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: _____