

Troop 414 Leadership Position Descriptions



SENIOR PATROL LEADER

GENERAL INFORMATION

- **Type:** Elected by the members of the troop
- **Term:** 6 months
- **Reports to:** Scoutmaster
- **Description:** The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.
- **Comments:** The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop 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

- **Training:** You must attend the Troop Leadership Training even if you have attended in the past.
- **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.
- Runs the Patrol Leader's Council meeting and is a voting member.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leadership Training (JLT).



ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

- **Type:** Appointed by the Senior Patrol Leader
- **Term:** 6 months
- **Reports to:** Senior Patrol Leader
- **Description:** The Assistant Senior Patrol Leader is the second highest ranking 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
- **Experience:** Patrol Leader or Assistant Patrol Leader
- **Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership 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 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 Chaplin Aide.
- Serves as a voting member of the Patrol Leader's Council.



CHAPLAIN AIDE

GENERAL INFORMATION

- **Type:** Appointed by the Senior Patrol Leader
- **Term:** 6 months
- **Reports to:** Assistant Senior Patrol Leader
- **Description:** The Chaplain Aide works with the Troop Chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program.
- **Comments:** "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other troop members help.

QUALIFICATIONS

- **Age:** None
- **Rank:** None
- **Experience:** None
- **Attendance:** 50% over the previous 6 months
- **PERFORMANCE REQUIREMENTS**
- **Training:** You must attend the Troop Leadership Training 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.

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

- 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.



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:** None
- **Experience:** None, but interest in photography is helpful
- **Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training 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.

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

- Encourages and coordinates picture taking at troop and patrol activities by fellow Scouts and submission of written quotes and journal entries about these activities.
- 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.
- Assists with selection of pictures and activity quotes and journal entries for the troop website.



TROOP WEBMASTER

GENERAL INFORMATION

- **Type:** Appointed by the Senior Patrol Leader
- **Term:** 6 months
- **Reports to:** Assistant Senior Patrol Leader and adult webmaster
- **Description:** The troop webmaster is responsible for maintaining the troop's website.
- **Comments:** He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the troop committee may assist him with his work.

QUALIFICATIONS

- **Age:** 13
- **Rank:** 1st Class
- **Experience:** Basic knowledge of website construction, maintenance, and modification, including uploading files and images.
- **Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership 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

- Develop and maintain the troop website with the guidance of the adult webmaster.
- Actively obtain and publish calendars, rosters, documents, forms, and information requested by troop leaders and coordinate with the Troop and Patrol Scribes, Troop Librarian, and Troop Historian to obtain and post relevant materials on the troop website.
- Responsible for the contents of the website, following BSA guidelines and ensuring that the troop website projects a positive image of the troop and of Boy Scouting.
- Correct incorrect information, broken links, and/or typos in a timely manner after they are discovered on the website.
- Responsible for maintaining and handing over all files and other resources associated with the webmaster position when his term is finished.
- Train the new Troop Webmaster when his term is completed.



TROOP LIBRARIAN

GENERAL INFORMATION

- **Type:** Appointed by the Senior Patrol Leader
- **Term:** 6 months
- **Reports to:** Assistant Senior Patrol Leader
- **Description:** The Troop Librarian takes care of troop literature.
- **Comments:** The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training 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.

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.



TROOP QUARTERMASTER

GENERAL INFORMATION

- **Type:** Appointed by the Senior Patrol Leader
- **Term:** 6 months
- **Reports to:** Assistant Senior Patrol Leader
- **Description:** The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.
- **Comments:** The Quartermaster does most of his work around campouts. 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

- **Training:** You must attend the Troop Leadership 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

- 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
- Insures that troop trailer is clean and all contents in trailer are organized
- 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.



TROOP SCRIBE

GENERAL INFORMATION

- **Type:** Appointed by the Senior Patrol Leader
- **Term:** 6 months
- **Reports to:** Assistant Senior Patrol Leader
- **Description:** The Scribe keeps the troop records. He records the activities of the 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:** None
- **Experience:** None
- **Attendance:** 50% over the previous six months

PERFORMANCE REQUIREMENTS

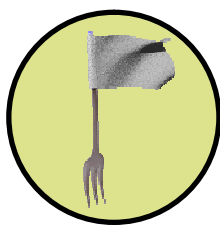
- **Training:** You must attend the Troop Leadership Training even if you have attended in the past.
- **Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences 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

- Attends and keeps a log of Patrol Leaders' Council meetings
- Non-voting member of PLC
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress
- Works with the Troop Committee members responsible for records and finance.



TROOP GRUBMASTER

GENERAL INFORMATION

- **Type:** Appointed by the Senior Patrol Leader
- **Term:** 6 months
- **Reports to:** Assistant Senior Patrol Leader
- **Description:** This Scout is in charge of hike and camp menus and assembling food for outdoor activities.
- **Comments:** Basically serves as a Troop Quartermaster position over cooking and food supplies and cooking related activities. This position is only made available on basis of perceived need and approval of Scoutmaster.

QUALIFICATIONS

- **Age:** None
- **Rank:** 2ND Class minimum
- **Experience:** Attendance at 5 campouts
- **Attendance:** 50% over the previous six months

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training 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.

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 records of patrol and troop food supplies and menus.
- Keep recipe files updated.
- Issue food/supplies and see that remaining supplies are returned in good order.
- Suggest new and replacement supplies.
- Work with troop committee member responsible for purchasing food & supplies.



BUGLER

GENERAL INFORMATION

- **Type:** Appointed by the SPL with Scoutmaster approval
- **Term:** 6 months
- **Reports to:** Assistant Senior Patrol Leader
- **Description:** Plays Reveille and Taps at campouts or other occasions. May be asked to play other songs such as for a Court of Honor or other event.
- **Comments:** The bugler plays the bugle (or a similar instrument) to mark key moments during the day on troop outings, such as reveille and lights out. He must know the required bugle calls and should ideally have earned the Bugling merit badge.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training 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.

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

- Actively work on Bugler merit badge.
- Sound "Taps", "Assembly" and "Reveille" at troop camp-outs.
- Sound "Assembly" at weekly meetings.
- Learn "To the Colors" and "Retreat" for playing at flag ceremonies.
- Should be able to make other appropriate bugle calls, as requested, at other troop activities.
- Should learn one new bugle call during his tenure.
- Organize and play with Troop Bugle Corp at special events/programs.
- Maintain sheet music folder of bugle calls and patriotic music.



OA REPRESENTATIVE

GENERAL INFORMATION

- **Type:** Appointed by the SPL
- **Term:** 6 months
- **Reports to:** Senior Patrol Leader
- **Description:** The Order of the Arrow Representative promotes Order of the Arrow membership and involvement in OA activities. He attends Lodge, or Chapter OA meetings and activities and brings relevant information back to report to the troop and include on the troop website.
- **Comments:** Actively promotes camping, high adventure, leadership, service projects, and living the Scout Oath and Law.

QUALIFICATIONS

- **Age:** 14 or older
- **Rank:** 1st Class or higher
- **Experience:** None
- **Attendance:** 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training even if you have attended in the past.
- **Attendance:** You are expected to attend 90% 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

- Youth liaison serving between the local OA Lodge or Chapter and the troop.
- Coordinate troop involvement with the Order of the Arrow, including Unit Elections, Camp Promotions, and Inductions, and request Lodge and Chapter resources to help meet troop needs.
- Encourages camping and service opportunities within the troop.
- Encourages older Scout participation in high adventure activities/programs.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop
- Sets a good example to enhance the image of the Order as a service arm to the troop
- Encourages Arrowmen to be active participants in the Lodge and Chapter and to seal their membership in the Order by becoming Brotherhood members.



TROOP GUIDE

GENERAL INFORMATION

- **Type:** Appointed by the SPL with Scoutmaster approval
- **Term:** 1 year
- **Reports to:** Scoutmaster
- **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

- **Training:** You must attend the Troop Leadership Training even if you have attended in the past.
- **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 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.
- Works with the patrol leader at Patrol Leaders' Council meetings.
- Attends Patrol Leaders' Council meetings as a voting member
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.



LEAVE NO TRACE TRAINER

GENERAL INFORMATION

- **Type:** Appointed by the SPL with Scoutmaster approval
- **Term:** 6 months
- **Reports to:** Assistant Senior Patrol Leader
- **Description:** The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensuring that the troop follows these principles on outings.
- **Comments:** He can also help Scouts earn the Leave No Trace award. He should have a thorough understanding of and commitment to Leave No Trace. Ideally, he should have completed Leave No Trace training and earned or be actively working on the Camping and Environmental Science merit badges.

QUALIFICATIONS

- **Age:** 13 or older
- **Rank:** 1st Class or higher
- **Experience:** Completed or actively working on Leave No Trace training
- **Attendance:** 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training 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.

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

- Ensure the troop follows Leave No Trace principles on outings.
- Help Scouts earn the Leave No Trace award.
- Have a thorough understanding of and commitment to Leave No Trace principles.
- Complete Leave No Trace Training.



INSTRUCTOR

GENERAL INFORMATION

- **Type:** Appointed by the SPL with Scoutmaster approval
- **Term:** 1 year
- **Reports to:** Scoutmaster
- **Description:** The Instructor teaches Scouting skills.
- **Comments:** The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

- **Age:** 13 or older
- **Rank:** 1st Class or higher
- **Experience:** None
- **Attendance:** 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training 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.

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.
- Takes on special assignments from SPL



DEN CHIEF

GENERAL INFORMATION

- **Type:** Appointed by the Scoutmaster
- **Term:** 1 year
- **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:** 12 or older
- **Rank:** 2nd Class or higher
- **Experience:** None
- **Attendance:** 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training 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. 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.
- If Webelos Den Chief helps Webelos earn activity badges and Arrow of Light award.
- Encourages Cub Scouts and Webelos 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.



PATROL LEADER

GENERAL INFORMATION

- **Type:** Elected by members of the patrol
- **Term:** 6 months
- **Reports to:** Senior Patrol Leader
- **Description:** The Patrol Leader is the elected leader of his patrol. He represents his patrol on the 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. 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 the Troop Leadership 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 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

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council and is a voting member of the PLC
- 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.



ASSISTANT PATROL LEADER

GENERAL INFORMATION

- **Type:** Appointed by the Patrol Leader
- **Term:** 6 months
- **Reports to:** Patrol Leader
- **Description:** The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.
- **Comments:** Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training even if you have attended in the past.
- **Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings as requested by Patrol Leader, 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 Patrol Leader, SPL, 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.
- 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.



PATROL QUARTERMASTER

GENERAL INFORMATION

- **Type:** Appointed by the Patrol Leader
- **Term:** 6 months
- **Reports to:** Assistant Patrol Leader
- **Description:** The Patrol Quartermaster keeps track of patrol equipment and sees that it is in good working order. He works with the Troop Quartermaster to help manage and maintain troop equipment.
- **Comments:** The Patrol Quartermaster does most of his work around campouts. There are times when the Patrol Quartermaster has to be available to check his patrol's equipment in and out.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training 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.

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 Patrol Leader, SPL, 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 his patrol's equipment is in good working condition
- Issues equipment and makes sure it is returned in good condition
- Helps Troop QM with troop trailer, keeping it clean and insuring all contents in trailer are organized
- Makes suggestions for new or replacement items
- Works with the Troop Quartermaster as needed.



PATROL SCRIBE

GENERAL INFORMATION

- **Type:** Appointed by the Patrol Leader
- **Term:** 6 months
- **Reports to:** Assistant Patrol Leader
- **Description:** The Scribe keeps the patrol records and regularly relays the information to his Patrol Leader. He records the activities of the patrol and helps keep a record of advancement of his fellow patrol members, Scout attendance at troop meetings, and Scouts that have paid or need to pay activity fees. Provides patrol activity information to Troop Historian as requested.
- **Comments:** To be a good Scribe you need to attend nearly all troop and Patrol meetings.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

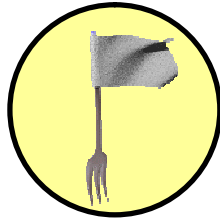
- **Training:** You must attend the Troop Leadership Training even if you have attended in the past.
- **Attendance:** You are expected to attend 60% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- **Effort:** You are expected to give this job your best effort.

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 Patrol activities and meeting discussions and vote outcomes
- Records individual Scout attendance and monitors sign-ups and payments for troop activities.
- Records individual Scout advancement progress and relays this information to the Patrol Leader on a regular basis
- Facilitates collection of quotes, memories, and journal entries from patrol members after troop or patrol activities to provide to the Troop Historian.



PATROL GRUBMASTER

GENERAL INFORMATION

- **Type:** Appointed by the Patrol Leader
- **Term:** 6 months
- **Reports to:** Assistant Patrol Leader
- **Description:** This Scout is in charge of the patrol's hike and camp menus and assembling food for outdoor activities.
- **Comments:** Basically oversees and guides menu planning, food purchasing, cooking, and meal clean-up for the patrol at campouts and other outings requiring food preparation. Works with the Troop Grubmaster if one exists.

QUALIFICATIONS

- **Age:** None
- **Rank:** 2ND Class minimum
- **Experience:** Attendance at 5 campouts
- **Attendance:** 50% over the previous six months

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training 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.

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

- Purchases or oversees purchasing of food & supplies for campouts and other activities that require food preparation.
- Keep records of patrol food supplies and menus.
- Help keep recipe files updated.
- Insures patrol menus and food handling and preparation follow healthy guidelines and are approved by the SPL and/or Scoutmaster.
- Issue troop food and cooking supplies and see that remaining supplies are returned in good order.
- Responsible for cleanliness, functionality, and orderly storage of all patrol cooking supplies and supporting food supplies.
- Suggest new and replacement cooking supplies.
- Work with Troop Grubmaster (if there is one).



PATROL CHEERMASTER

GENERAL INFORMATION

- **Type:** Appointed by the Patrol Leader
- **Term:** 6 months
- **Reports to:** Assistant Patrol Leader
- **Description:** This Scout is in charge of developing, planning, coordinating, and/or leading fun, appropriate, productive, and encouraging activities that promote teamwork, cohesion, and a positive attitude within the patrol. Also responsible for helping develop and oversee the patrol's involvement in troop campfire programs.
- **Comments:** Should be a mature Scout who is seen as a friend to all, and who has a good and appropriate sense of humor and the ability to encourage others when they are down.

QUALIFICATIONS

- **Age:** None
- **Rank:** None
- **Experience:** Attendance at 2 campouts
- **Attendance:** 50% over the previous six months

PERFORMANCE REQUIREMENTS

- **Training:** You must attend the Troop Leadership Training even if you have attended in the past.
- **Attendance:** You are expected to attend 60% of all troop meetings, Patrol 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

- Coordinates and organizes patrol games, fun activities, and patrol contributions at troop campfire programs.
- Knows a wide variety of appropriate Scout skits, songs, cheers, run-ons, and jokes for use at campfire ceremonies and other patrol and troop activities in need of humor and fun.
- Knows a wide variety of fun, safe, and appropriate Scout games for use indoors and outdoors.
- Encourages Patrol members to do their best and have fun.
- Leads the patrol in the patrol yell at appropriate times for patrol recognition, celebration, and identification.
- Is a friend and encourager to all of the Scouts in the patrol.
- Works with the Chaplain Aide or Troop Chaplain to provide support and/or encouragement for a fellow patrol or troop member or his family.



JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

- **Type:** Appointed by the Scoutmaster
- **Term:** 1 year
- **Reports to:** Scoutmaster
- **Description:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. 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 Leadership Training 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.

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.