

# Troop 1911 Scout Leadership Position Descriptions

This outlines the **youth leadership positions** and the basic responsibilities of the position. **Every** leader has a responsibility to

- Set a good example;
- Wear the Scout uniform correctly;
- Live by the Scout Oath and Law;
- Show and help develop Scout spirit; and
- Work with other Troop leaders to make the Troop run well.

**Senior Patrol Leader (SPL):** The Senior Patrol Leader is elected by the Scouts (as ASPL) to represent them as the top junior leader in the Troop. The SPL runs the Troop

The SPL:

- Runs all Troop meetings, events, activities and the annual program planning conference;
- Chairs the Patrol Leader Council (PLC) and runs the meetings;
- Appoints other Troop youth leaders with the advice and counsel of the Scoutmaster;
- Assigns duties and responsibilities to other youth leaders and Scouts; and
- Assists the Scoutmaster with Junior Leader Training.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

Minimum rank: Star and at least 13 years old

## Elected Positions:

**Assistant Senior Patrol Leader (ASPL):** The Assistant Senior Patrol Leader is the second highest ranking leader in the Troop. The ASPL moves up to the SPL position after his term.

The ASPL:

- Trains and provides leadership to the following youth leaders: Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide;
- Helps lead meetings and activities as requested by the SPL;
- Acts as the Senior Patrol Leader in the absence of the SPL or when called upon; and
- Serves as a member of the PLC.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum rank: Star and at least 13 years old**

**Patrol Leader (PL):** The Patrol Leader is the elected leader of his patrol (elected by members of his Patrol; not the whole Troop).

The Patrol Leader:

- Appoints the Assistant Patrol Leader;
- Represents the patrol at all PLC meetings and the annual program planning conference;
- Plans and leads patrol meetings and activities;
- Prepare the patrol to take part in all Troop activities;
- Keeps patrol members informed;

- Assigns patrol members tasks and provides leadership to them;
- Know what patrol members and other leaders can do;
- Helps Scouts advance.
- Show and help develop patrol spirit.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum rank: First Class**

### **Appointed Positions:**

**Second Assistant Senior Patrol Leader (ASPL):** The second Assistant Senior Patrol Leader assists the SPL and the elected ASPL and is the third highest ranking leader in the Troop. The second ASPL does not move into the SPL position after his term. The second ASPL functions just like the elected ASPL except he does not become SPL when his term is over:

- Trains and provides leadership to the following youth leaders: Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide;
- Helps lead meetings and activities as requested by the SPL;
- Acts as the Senior Patrol Leader in the absence of the SPL or when called upon; and
- Serves as a member of the PLC.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum rank: Star and at least 13 years old**

**Quartermaster (QM):** Appointed by the SPL. The Troop Quartermaster keeps track of Troop equipment and sees that it is in good working order. The QM:

- Keeps records of patrol and Troop equipment;
- Keeps equipment in good repair;
- Keeps trailer and equipment storage areas neat and clean;
- Issues equipment and see that it is returned in good condition;
- Suggests new or replacement items; and
- Works with Troop Committee Quartermaster in carrying out these duties.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum rank: First Class**

**Scribe:** Appointed by the SPL. The Scribe keeps the Troop records. The Scribe:

- Records the activities of the Troop meetings and activities;
- Attends PLC meetings and records assignments and actions;
- Records Scout attendance at meetings, events, and activities;
- Assists with record keeping of dues, advancement, etc.
- Works with Troop Committee members responsible for finance, records, and advancement.

**Minimum rank: First Class**

**Librarian:** Appointed by the SPL. The Troop Librarian takes care of Troop literature. The Librarian:

- Maintains the Troop library;

- Keeps records of literature owned by the Troop;
- Adds new or replacement items as needed;
- Have literature available for borrowing at Troop meetings;
- Maintain a system to check literature in and out; and
- Follow up on late returns.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum rank: First Class**

**Historian:** Appointed by the SPL. The Troop Historian keeps a historical record for the Troop. The Historian:

- Gathers pictures and facts about past Troop activities and keeps them in scrapbooks, poster or wall displays, and information files;
- Assists the Webmaster to provide information for the Troop web site;
- Takes care of Troop trophies, ribbons, souvenirs, or other keepsakes of Troop activities; and
- Keeps information about former members of the Troop.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit

**Minimum rank: First Class**

**Instructor:** Appointed by the SPL. The Instructor is responsible for teaching Scouting skills. The Instructor:

- Coordinates training requirements within the Troop;
- Prepares well in advance for each teaching assignment;
- Instructs basic Scouting skills as needed within the Troop or patrols;
- Assists the Troop Guide in planning and instruction of Trail to First Class requirements; and
- Arranges for other teaching assistance as needed.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum rank: First Class**

**Junior Assistant Scoutmaster:** Appointed by the Scoutmaster. The Junior Assistant Scoutmaster generally serves in the capacity of an Assistant Scoutmaster. The JASM:

- Serves as an ASM; and
- Perform duties assisting Troop function assigned by the Scoutmaster.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum rank: Life**

**Minimum age: 15**

**The Troop Guide:** Appointed by the Scoutmaster. The Troop Guide responsibilities are directed toward assisting new Scouts and their New Scout patrol. The Troop Guide:

- Leads the New Scout Patrol
- Introduces new Scouts to how the Troop operates;
- Helps them feel comfortable and guide them through early Scouting activities;
- Shield new Scouts from any kind of harassment by older Scouts;
- Help new Scouts earn their First Class rank in their first year;
- Teach basic Scout skills along with the Troop Instructor;
- Serve as the Patrol Leader for the New Scout Patrol and represent them at the PLC meetings;
- Assign new Scouts tasks and provide leadership to them;
- Assists the Assistant Scoutmaster with training.
- Coach individual Scouts on Scouting challenges.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum rank: First Class**

**OA Troop Rep:** Appointed by the SPL. The OA Troop Rep serves as a liaison between the Order of the Arrow (OA) and the Troop. The OA Rep:

- Serves as a communication link between the lodge or chapter and the Troop;
- Assists with organizing the annual OA Troop election;
- Coordinates OA activities with the Troop members;
- Encourage year-round and resident camping in the Troop;
- Encourage older Scout participation in high adventure programs;
- Encourage Scouts to actively participate in community service projects;
- Assist with leadership skills training in the Troop;
- Encourage Arrowmen to take on leadership positions within the Troop; and
- Encourage Arrowmen to be active participants in lodge and/or chapter activities and to become Brotherhood members.

**Requirement: OA member**

**Den Chief:** Appointed by the Scoutmaster. The Den Chief provides knowledge of games and Scout skills to assist Den Leaders. The Den Chief is also a recruiter for the Troop. This function is important because no Troop can thrive without new members and most new members will come from Cub Scouting. The Den Chief:

- Knows the purposes of Cub Scouting;
- Works at the direction of the adult Den leader;
- Helps Cub Scouts advance through Cub Scout ranks;
- Helps Webelos Scouts to prepare for Boy Scouts and encourage them to join a Boy Scout Troop upon graduation;
- Serves as activities assistant at den meetings;
- Meets regularly with den leaders to review den and pack meeting plans;
- Assists with Troop planning for Webelos visits; and
- Project a positive image of Boy Scouting.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum rank: First Class**

**Assistant Patrol Leader (APL):** Appointed by the Patrol Leader. The APL:

- Leads the patrol in the Patrol Leader's absence;
- Represents the patrol at the PLC and related meetings;
- Helps the PL plan and lead patrol meetings and activities;
- Helps keep members informed and prepare them for Troop activities; and
- Helps control the patrol and develop patrol spirit.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum rank: First Class**

**Bugler:** Appointed by the SPL. Plays Reveille and Taps at campouts or other occasions.

- Must know how to play Reveille and Taps
- May be asked to play other songs such as for a Court of Honor or other event.
- Brings a bugle to all Troop functions.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum Rank: None**

**Webmaster:** Appointed by the Scoutmaster. The Webmaster:

- Maintains the Troop Website under the mentorship of the troop adult Webmaster.
- Updates the website with new information on a regular basis.
- Maintains and updates the troop Calendar on the website.
- Maintains and updates the troop PowerPoint slide show that is shown at troop events.

**Minimum Rank: First Class**

**Leave No Trace Trainer:** Appointed by the SPL. The Leave No Trace Trainer:

- Trains the troop members on the principals of Leave No Trace.
- Reviews Leave No Trace principals at the beginning of each outing.
- Helps minimize impact on the land by teaching members the principles of Leave No Trace and improving Scouts' outdoor ethics decision-making skills.
- Runs at least one troop meeting covering the principles of Leave No Trace.
- Reviews outdoor activity plans to ensure compliance with Leave No Trace principles.
- Attend at least 75% of outdoor events.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit.

**Minimum rank: First Class**

**Chaplain Aide:** Appointed by the SPL. The Chaplain Aide works with the Troop Chaplain to meet the religious needs of Scouts in the Troop. The Chaplain Aide:

- Makes sure religious holidays are considered during Troop program planning;
- Leads a blessing at the end of events and meetings as appropriate;
- Assists the Troop Chaplain with religious services or meeting religious needs of Troop members at

Troop activities;

- Works to promote the religious awards program and informing Scouts about the program for their faith;
- Helps plan for religious observance in Troop activities;
- Encourage saying grace at meals while camping or on activities.
- Sets a good example.
- Wears the designated full uniform at troop activities.
- Shows Scout spirit

**Minimum rank: Second Class**