

# Troop 1911 Scout Leadership Position Descriptions

*Revised 11/2019*

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.

## **Elected Positions:**

**Senior Patrol Leader (SPL):** The Senior Patrol Leader is elected by the Scouts 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.

**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.

**Minimum rank: Scout**

## **SPL Appointed Positions:**

**Assistant Senior Patrol Leader (ASPL):** The ASPL is appointed by the SPL. The Assistant Senior Patrol Leader is the second highest ranking leader in the Troop.

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.

**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.

**Minimum rank: First Class**

**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.

**Minimum rank: First Class**

**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.

**Minimum rank: First Class**

**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**

**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.

**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.

**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**

**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: Second 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.

**Minimum rank: Second 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.

**Minimum rank: Second 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.

**Minimum rank: Second 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.

**Minimum Rank: None**

### **Patrol Leader Appointed Positions:**

**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.

**Minimum rank: Scout**

### **Scoutmaster Appointed Positions:**

**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.

**Minimum rank: Life and at least 15 years old**