



Leading the way...



Troop 49 Scout Leadership Positions Duties and Responsibilities

Updated 9/1/15



Leading the way...

What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot of different and fun things. But who decided what to do and who planned the activities? The Den Leaders, right?

Sports teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach does, right?

There is one thing that makes Scouting different from all other youth groups. Do you know what it is?

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform. It is not the fun activities. There are a lot of other things that are fun. And it certainly isn't cleaning dirty pots and pans on a campout!!

What makes Scouting special is that YOU make the decisions!

That's right! YOU run the troop. Baden-Powell made it very plain in Aids to Scoutmastership when he wrote,

"The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders."

This is real decision-making power. And it's not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will:

Plan and run troop meetings,

Pick troop outings, where to camp, what to do,

Plan advancement opportunities for all troop members

Select High-Adventure programs

Determine troop policy

Help other Scouts along the trail to Eagle.

Sound cool? It really is! The adults are there to provide support but YOU will be making the decisions.

Because being a leader is more than just sewing on a patch we have put together job descriptions for the troop leadership positions. They will give you a good idea of what each job is all about and what you will be required to do.

Here's how to be considered for a position. First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with the Scoutmaster and other Scouts who have served in that position. Finally, get a troop job application form, fill it out, have your parent(s) read and sign it and turn it in. **Scouts in our troop take these positions very seriously.** The success of the Troop depends on Boys performing their positions to the best of their ability

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



Troop 49
Leadership Position Description
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.

QUALIFICATIONS

- Age:** 14 or older
Rank: Star, Life or Eagle
Experience: Previous service as ASPL, PL, or APL
Attendance: 70% over previous 6 months (can be waived by the Scoutmaster)

PERFORMANCE REQUIREMENTS

- Training:** You **must** attend 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) unannounced absences in a row, (you fail to contact the ASPL or Scoutmaster) 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. 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
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to junior leaders
- Assists the Scoutmaster with Troop Leadership Training
- Works with patrol leaders in maintaining proper behavior and discipline



Troop 49 Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Elected by the members of the troop

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: 13 or older

Rank: 1st Class or higher

Experience: Previous service as PL, or APL

Attendance: 60% over the previous 6 months (can be waived by the Scoutmaster)

PERFORMANCE REQUIREMENTS

Training: You **must** attend 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), unannounced absences in a row, (you fail to contact the SPL or Scoutmaster) 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. 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 member of the Patrol Leader's Council
- Works with patrol leaders in maintaining proper behavior and discipline



Troop 49 Leadership Position Description

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: Scout or higher. For scouts advancing to Star, Life or Eagle this may be a shared position with another scout. (only authorized by Scoutmaster)
Experience: none
Attendance: 70% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You **must** attend 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) unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), 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. 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

- Represents the patrol on the Patrol Leader's Council
- Plans and steers patrol meetings
- Helps Scouts advance
- Acts as a recruiter of new Scouts
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do
- Is responsible for ensuring patrol members use good behavior



Troop 49 Leadership Position Description

ASSISTANT PATROL LEADER (appointed by your Patrol Leader)

GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader
Term: 6 months
Reports to: Patrol Leader
Description: The Assistant Patrol Leader leads the patrol in the PL 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: Scout or higher – this position will not count as a position of responsibility for those advancing to Star, Life or Eagle (BSA rule)
Experience: none
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You **must** attend 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), unannounced absences in a row, (you fail to contact the SPL or Scoutmaster) 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. 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 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
- Lends a hand controlling the patrol and building patrol spirit
- Helps to ensure patrol members use good behavior



Troop 49
Leadership Position Description

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 6 months
Reports to: Scoutmaster
Description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. The Scoutmaster appoints him 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 (can be waived by the Scoutmaster for Eagle Scouts only)
Rank: Star, Life or Eagle (Scoutmaster recommends Eagle rank)
Experience: Previous leadership positions
Attendance: 70% over the previous 6 months (can be waived by the Scoutmaster)

PERFORMANCE REQUIREMENTS

- Training:** You **must** attend 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) unannounced absences in a row, (you fail to contact the Scoutmaster), 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. 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
- Helps to ensure scouts use good behavior
- Attends Patrol Leader Council meetings to help guide scouts in monthly planning



Troop 49 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Scoutmaster

Description: The Troop Guide works with new Scouts and the New Scout Patrol. He helps them feel comfortable and to promote them to earn 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: 13 or older

Rank: Star, Life or Eagle (can be waived by Scoutmaster)

Experience: none

Attendance: 70% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend 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) unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), 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. 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
- Helps new Scouts opportunity to earn First Class in their first year
- Teaches basic Scout skills
- Serves as a member of the Patrol Leader's Council
- Assists the Assistant Scoutmaster with training of new scouts
- Counsels individual Scouts on scouting challenges



Troop 49
Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 6 months
Reports to: Scoutmaster
Description: The Instructor teaches scouting skills.
Comments: The Instructor will work closely with SPL, PL, Troop Guides and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scout craft 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: Knowledgeable of Scout skills and knots
Attendance: 70% over previous 6 months (can be waived by the Scoutmaster)

PERFORMANCE REQUIREMENTS

- Training:** You **must** attend 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) unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), 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. 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 to the troop and/or patrols
- Present to the SPL, the Scout skills that you will present for the upcoming month
- Such as but not limited to knots, lashings, cooking, camp craft, knife/ax handling
- Serves as a member of the Patrol Leader's Council



Troop 49 Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

- Type:** Elected by members of the Troop
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 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:** 13 or older (can be waived by Scoutmaster)
Rank: 2nd Class or higher
Experience: none
Attendance: 70% over the previous six months (can be waived by the Scoutmaster)

PERFORMANCE REQUIREMENTS

- Training:** You **must** attend 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) unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), 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. 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
- Records individual Scout attendance at meetings and outings
- **Must** attend the monthly Patrol Leaders Council meeting



Troop 49 Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 6 months
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 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 (can be waived by Scoutmaster)
Rank: First Class or higher (can be waived by Scoutmaster)
Experience: none
Attendance: 60% over previous 6 months

PERFORMANCE REQUIREMENTS

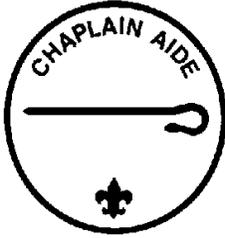
- Training:** You **must** attend Troop Leadership Training even if you have attended in the past.
Attendance: You are expected to attend 75% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), you can be removed from office.
In terms of attendance with your den, you are expected to attend 75% 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. 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
- Encourages Cub Scouts to join a Boy Scout troop upon graduation
- Assists with activities in the den meetings
- Helps out at den meetings and monthly Pack meetings
- Meets with adult members of the den, pack, and troop as necessary
- Camp with Cub Scouts as often as possible
- You will be asked to attend your 5th grade Webelos II cross over ceremony



Troop 49
Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader and Scoutmaster

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. He must also be working on his Religious award / knot or has earned it while a Boy Scout.

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 member's help.

QUALIFICATIONS

Age: none

Rank: 1st Class or higher

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend Troop Leadership Training even if you have attended in the past. Scout should be working on or have completed the appropriate Religious Emblem Program for his age and faith.

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) unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), 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. 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 49 Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

Type: Elected by members of the Troop

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: Scout or higher

Experience: none, but interest in photography is helpful

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend 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) unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), 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. 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

- Is the primary point of contact that works closely with Adult in charge of the Troop Newsletter to gather newsletter submissions from scouts and adults.
- Seeks out newsletter articles and submissions for the Adult in charge of the Troop Newsletter.
- 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
- Maintains Board that reflects current ranks and those scouts that have reached Eagle and aged out of the troop.
- Needs to help prepare for and attend Troop open houses



Troop 49 Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

Type: Elected by members of the Troop

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 including the merit badge books.

QUALIFICATIONS

Age: none

Rank: Scout or higher

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend 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) unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), 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. 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 to the scouts
- Keeps a system for checking books and pamphlets in and out
- Follows up on late returns



Troop 49
Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

Type: Elected by members of the Troop

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: 12 or older

Rank: Scout or higher

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You **must** attend 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 unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), 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. 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
- Makes suggestions for new or replacement supplies
- Works with the Troop's Adult equipment coordinator
- Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards



Troop 49 Leadership Position Description

Order of the Arrow Rep

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 6 months
Reports to: Scoutmaster
Description: The OA Rep works with Scoutmaster to co-ordinate the annual Order of the Arrow election for the troop. Membership in the Order of the Arrow **must** be current.
Comments: The OA Rep will notify the troop of the upcoming election. He will help notify the troop of all requirements in order to be on the ballot for the election. He will contact the OA Chapter election committee and setup the election of qualified scouts. He will help notify the troop of OA Section and Chapter events and meetings. This is an important position.

QUALIFICATIONS

- Age:** 13 or older
Rank: First Class or higher
Experience: Must be a current member of the Order of the Arrow
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You **must** attend Troop Leadership Training even if you have attended in the past.
Attendance: You are expected to attend 60% of all troop meetings, outings, or service projects.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. 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 also need to make sure that another OA member will assume your responsibilities if you are unable to.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Be able to explain to the troop what the Order of the Arrow is
- Is able to explain to the troop what you can expect by being a member to the OA
- Serves as a communication link between the lodge or chapter and the troop
- Encourages year round and resident camping in the troop
- Encourages Scouts to actively participate in community and troop service projects
- Encourages Arrowmen to renew annual membership dues
- Encourages Arrowmen to achieve Brotherhood status



**Troop 49
Leadership Position
Description**

TROOP BUGLER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Bugler plays the bugle at troop ceremonies. By accepting the position of Bugler, you agree to provide service and leadership to your troop. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role. Must be able to perform or is working on the required Bugle Calls: First Call, Reveille, Assembly, Retreat (evening colors) and To the Colors

Comments: Practice, practice, and practice.

QUALIFICATIONS

Age: none

Rank: Scout or higher

Experience: must be able to play his instrument

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You must attend 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 unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), 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. 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

- Plays bugle as requested by troop leadership, such as Troop assembly at meetings and campouts.
- Plays taps during evening closing ceremony.
- Should work on completing Bugling and / or Music Merit Badge by end of term.

Troop 49
Leadership Position Description

Leave No Trace Trainer



GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
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: The scout in this position can also help Scouts earn the Leave No Trace award. The scout shall completed Leave No Trace training either before or after seeking the position. It is preferred that they have earned the Camping and Environmental Science merit badges.

QUALIFICATIONS

- Age:** 13 or older
Rank: Star or higher
Experience: He shall complete the Leave No Trace Training either before seeking the position or while in the position. He should have a thorough understanding of and commitment to Leave No Trace.
Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You **must** attend 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 unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), 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. 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

- Makes scouts aware of Leave No Trace principles and Council training sessions
- Encourages scouts to earn the Camping and Environmental Science merit badges
- Works with the PLC to make sure proper training takes place
- Works with the Troop's Adult leaders during camps or scouting events to ensure proper practices are followed

Troop 49
Leadership Position Description

Troop Webmaster



GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Webmaster keeps specified pages of the troop web site up-to-date on troop activities.

Comments: He should make sure that information posted on the website is correct and up to date. That no personal contact information is publicly posted on troop youth members. It is recommended that an adult member of the troop committee assist him with his work.

QUALIFICATIONS

Age: 13

Rank: Star, Life or Eagle

Experience: none, but interest in web design is helpful

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend 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) unannounced absences in a row, (you fail to contact the SPL or Scoutmaster), 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. 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

- Gathers pictures and facts from Troop Historian for posting on the web site
- Gathers current and future troop outings for posting on the web site
- Works closely with an assigned adult committee member advisor on ensuring proper content
- Works with the Troop Librarian to keep merit badge book listings up-to-date

Troop 49
Leadership Position Application

Your Name: _____ Age: _____

Current Patrol: _____ Current Rank: _____

Current Position: _____ Previous Positions: _____

Attendance (6 months): _____ (get from Scoutmaster records or sign-in sheet)

List your first three choices for Troop positions. Do not list Patrol positions (patrol leader and assistant patrol leader)

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)

The Patrol Leaders' Council

As a patrol leader or by holding other positions of responsibility you are a member of the patrol leaders' council, and you serve as the voice of your patrol members. You should present the ideas and concerns of your patrol and in turn share the decisions of the patrol leaders' council with your patrol members.

The patrol leaders' council is made up of the senior patrol leader, who presides over the meetings; the assistant senior patrol leader, all patrol leaders, assistant patrol leaders, troop guide, instructor, junior assistant scoutmaster and the troop scribe. The patrol leaders' council plans the yearly troop program at the annual troop program planning conference. It then meets monthly to fine-tune the plans for the upcoming month.

PLC meetings will be held at 6:00pm before the 3rd troop meeting of every month. The location is the Summit Town Hall lower level meeting room.

Ten Tips for Being a Good Patrol Leader

Keep Your Word. Don't make promises you can't keep.

Be Fair to All. A good leader shows no favorites. Don't allow friendships to keep you from being fair to all members of your patrol. Know who likes to do what, and assign duties to patrol members by what they like to do.

Be a Good Communicator. You don't need a commanding voice to be a good leader, but you must be willing to step out front with an effective "Let's go." A good leader knows how to get and give information so that everyone understands what's going on.

Be Flexible. Everything doesn't always go as planned. Be prepared to shift to "plan B" when "plan A" doesn't work.

Be Organized. The time you spend planning will be repaid many times over. At patrol meetings, record who agrees to do each task, and fill out the duty roster before going camping.

Delegate. Some leaders assume that the job will not get done unless they do it themselves. Most people like to be challenged with a task. Empower your patrol members to do things they have never tried.

Set an Example. The most important thing you can do is lead by example. Whatever you do, your patrol members are likely to do the same. A cheerful attitude can keep everyone's spirits up.

Be Consistent. Nothing is more confusing than a leader who is one way one moment and another way a short time later. If your patrol knows what to expect from you, they will more likely respond positively to your leadership.

Give Praise. The best way to get credit is to give it away. Often a "Nice job" is all the praise necessary to make a Scout feel he is contributing to the efforts of the patrol.

Ask for Help. Don't be embarrassed to ask for help. You have many resources at your disposal. When confronted with a situation you don't know how to handle, ask someone with more experience for some advice and direction.