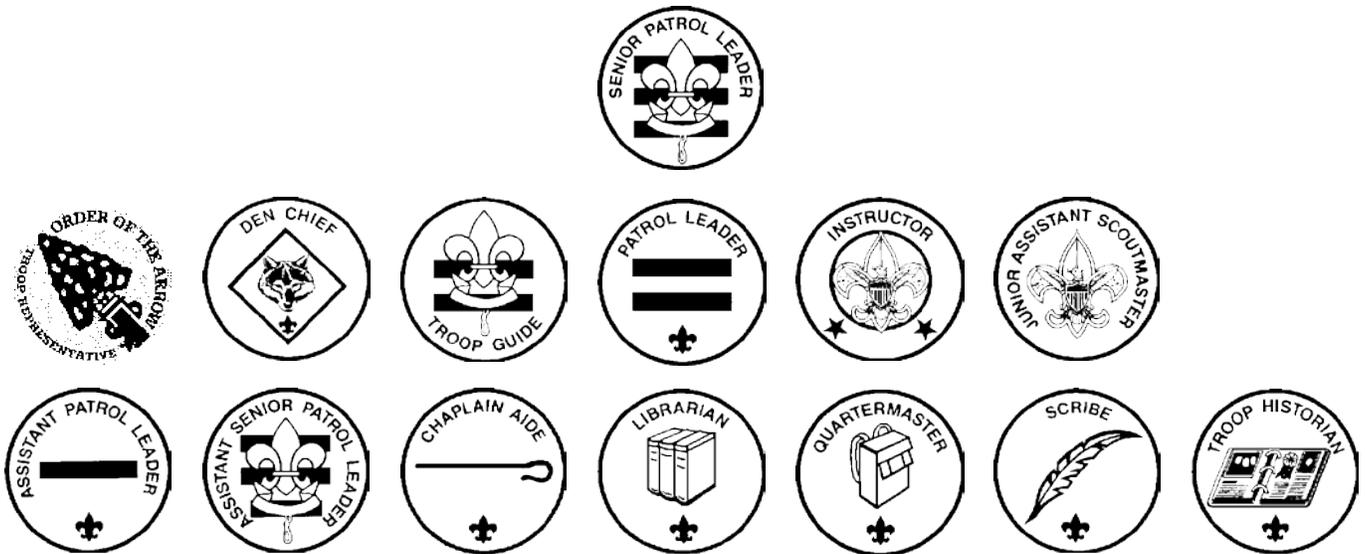




Leading the way...



Troop 112/1120 Scout Leadership Positions Duties and Responsibilities

By the Troop 112/1120 Patrol Leader's Council 2020



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, right?

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

Well, it is not just the uniform. Every soccer, basketball, and baseball team have a uniform.

It is not just the fun activities. There are a lot of other things that are fun.

And it certainly isn't just cleaning dirty pots and pans on a campout!!

What makes Scouting special is that YOU make the decisions!

That's right! YOU lead 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 not it's not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop work. As a troop leader you will:

Plan and lead 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 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.

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

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Troop 112/1120
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/She 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/She must choose leaders who are able, not just his or her friends or other popular Scouts.

QUALIFICATIONS

Age: 14

Rank: Star Scout or higher

Experience: Previous service as SPL, ASPL, PL, or APL

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Attend 4 of 6 PLC meetings. Attend 4 of 6 outings. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. Note that not having a replacement person at an event that is acting on your behalf counts as an unexcused absence.

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 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 must miss an outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Lead all troop meetings, events, activities, and the annual program planning conference.

Leads 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 Junior Leader Training.



Troop 112/1120
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 or her patrol. He/She represents his or her patrol on the Patrol Leader's Council.

Comments: The Patrol Leader may easily be the most important job in the troop. He/She 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

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Attend 4 of 6 PLC meetings. Attend 4 of 6 outings. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. Note that not having a replacement person at an event that is acting on your behalf counts as an unexcused absence.

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

Activity: Must lead one patrol outing during first 4 months

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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 must 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

Plans and steers patrol meetings

Helps Scouts advance

Acts as the chief recruiter of new Scouts

Keeps patrol members informed

Knows what his or her patrol members and other leaders can do.



Troop 112/1120
Leadership Position Description

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/She must be at least 16 years old and not yet 18. He/She's appointed by the Scoutmaster because of his or her leadership ability.

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

QUALIFICATIONS

Age: At least 16 and less than 18 years old

Rank: Star

Experience: Previous SPL leadership position or by Scoutmaster discretion

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

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 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 must 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.



Troop 112/1120 Leadership Position Description

OA TROOP REPRESENTATIVE

GENERAL INFORMATION

Type: Appointed by Scoutmaster after input by SPL

Term: 6 Months

Reports to: Assistant Senior Patrol Leader

Description: The Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his or her unit.

Comments: In his or her unit, will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. He/She will do this in a fashion that strengthens the mission of the lodge, purpose of the Order and the mission of the Boy Scouts of America. By setting a good example, will enhance the image of the Order as a service arm to his or her unit.

QUALIFICATIONS

Age: Under 18 years old

Rank: none

Experience: OA Member in good standing

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

Attendance: You are expected to attend 50% of all troop meetings, most of the Chapter's 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.

Activities: Attend 4 of 6 district OA meetings

Report district activities to troop once per month

Provide monthly district summary to webmaster

Provide district activity schedule to webmaster for troop calendar

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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, Law, and OA Obligation 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 Assistant Senior Patrol Leader or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly must miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example



Troop 112/1120 Leadership Position Description

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 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: Usually about 3 years older than the Cubs Scout Den.

Rank: Star or higher

Experience: none

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT. Den Chief training is recommended.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

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.

Activities: Attend 50% of assigned den meetings.

Report den activities to troop once per month.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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 must 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.

Is a friend to the boys in the den.

Helps at weekly den meetings and monthly pack meetings. Meets with adult members of the den, pack, and troop as necessary.



Troop 112/1120 Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

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: 14 or older

Rank: 1st Class or higher

Experience: none

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

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

Activities: Attend tenderfoot and 2nd class outings
Teach scout skill at meeting twice per month

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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 must 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.



Troop 112/1120 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Assistant Scoutmaster for New Scouts

Description: The Troop Guide works with new Scouts. He/She 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: 12 or older

Rank: 1st Class or higher

Experience: none

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

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.

Activity: Must attend Tenderfoot and 2nd class outings

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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 must 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 or her duties. Works with the patrol leader at Patrol Leaders' Council meetings.

Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.

Assists the Assistant Scoutmaster with training.

Counsels individual Scouts on Scouting challenges.



Troop 112/1120
Leadership Position Description

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/She also provides leadership to other junior leaders in the troop.

Comments: The most important part of the ASPL position is his or her 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: none

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Attend 4 of 6 PLC meetings. Attend 4 of 6 outings. 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.

Activity: Lead assigned portions of meetings and outings
Meet with and guide responsible leaders monthly
Track responsible leader's activity requirements

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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 must 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.

Leads the troop in the absence of the Senior Patrol Leader.

Helps train and supervise the Patrol Leaders, Asst Patrol Leaders, Troop Scribe, Quartermaster, Instructor, Librarian, Historian, Guide, Webmaster, Den Chief, OA Rep, Ember Rep, and Chaplain Aide.

Serves as a member of the Patrol Leader's Council.



Troop 112/1120
Leadership Position Description
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 or her absence.

Comments: Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps lead the patrol.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

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 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 must 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 or her patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.

Lends a hand controlling the patrol and building patrol spirit.



Troop 112/1120 Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster after input by SPL

Term: 6 months

Reports to: Assistant Senior Patrol Leader / Chaplain

Description: The Chaplain Aide works with the Troop Chaplain to meet the religious needs of Scouts in the troop. He/She 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 member's help.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

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

Activities: Create scout zone for all outings.
Attend or assign Chaplain Aide for all outings.
Lead troop in grace at COH.
Train troop on BSA Law once per month.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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 must 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, especially campouts and Courts of Honor. Therefore, is expected to be at 75% of all campouts and 100% of all campouts that go into Sunday.



Troop 112/1120 Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by the Scoutmaster after input by SPL

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

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Attend 4 of 6 outings. 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.

Activities: Record attendance for outings
Publish summary of each outing on troop website
Publish monthly slideshow of troop activities

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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 must miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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.



**Troop 112/1120
Leadership Position Description**

TROOP LIBRARIAN

GENERAL INFORMATION

Type: Appointed by the Scoutmaster after input by SPL

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. Altogether, 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

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

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

Activities: Display library during meetings twice per month.
Update library catalog on website monthly.
Add one item to library each month.

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 must 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 112/1120 Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster after input by Senior Patrol Leader (SPL)

Term: 1 year

Reports to: Assistant Senior Patrol Leader (ASPL)

Description: The Troop Quartermaster (QM) plays a critical role in the health of the troop. He/She keeps track of troop equipment, ensures that it is in good working order, identifies when old or worn out gear needs to be replaced and makes sure that the troop is properly equipped for all outings.

Comments: The Quartermaster does most of his or her work around campouts. There are times when the Quartermaster must be available for activities at troop meetings and one-off events.

QUALIFICATIONS

Age: 13 or older

Rank: none

Experience: 2 years of troop scouting experience

PERFORMANCE REQUIREMENTS

Training: If you haven't already attended National Youth Leadership Training (NYLT) it is highly recommended that you do so during your QM term.

Attendance: You are expected to attend two-thirds (66%) of all weekly troop meetings; attend 8 of 12 Patrol Leaders' Council (PLC) meetings; attend 8 of 12 outings; and one or two mandatory QM activities (which will be coordinated among QMs). If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from this position. If you cannot complete the requirements, you should not expect to get full credit.

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

Activity: Lead troop QM's to organize and clean the trailer and shed once per month. Take part in the annual troop gear inventory project, if asked. After each outing or activity, all used and dirty gear that is not signed out by the participating scouts needs to be taken home, cleaned, and inspected by the troop QM's. All checked out gear must be checked back in by QM's at troop meetings following an outing.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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 an ASPL, Scoutmaster or adult quartermaster if you won't be at a meeting or if you must miss an outing. You are responsible for making sure someone will assume your QM duties.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Keeps records on troop equipment.

Responsible for helping pack and unload personal gear from the trailer before and after outings.

Help keep the trailer clean and orderly during outings.

Issues equipment and inspects and notes any damage upon being returned.

Helps troubleshoot and/or repair broken gear.

Uses the EDGE method to train and lead the new QMs.

Makes suggestions for new or replacement items.

Works with the Troop Committee member/adult QM responsible for equipment.

Gets the US and troop flags out for meetings and ceremonies and puts them away afterwards.

Makes sure any gear or games are properly stowed at the conclusion of weekly troop meetings.



Troop 112/1120 Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

Type: Multiple positions appointed by the Scoutmaster after input by SPL

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: There can be many different types of Scribes in the troop:

- The Scribe keeps the troop records. He/She records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.
- The Troop Webmaster(s) keep the troop web site up to date
- The Troop Newsletter Editor(s) keep the troop newsletter coming out each month

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

QUALIFICATIONS

Age: 13

Rank: none

Experience: none

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Attend 4 of 6 PLC meetings. Attend 4 of 6 outings. 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.

Activities: Create meeting plans for all meetings, Publish meeting plan to SM, ASM, SPL, and ASPL 7 days prior to events. Publish annual outing calendar each August.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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 must 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 different activities.

Or Works on troop web site adding pictures of activities, interesting information, and links to interesting sites. (work can count towards Journalism, Computers and Communication Merit Badges)

Or works on the troop newsletter, adding pictures of activities and interesting articles of past and future activities. (work can count towards Journalism, and Communication Merit Badges)



Troop 112/1120
Leadership Position Description
TROOP WEBMASTER

GENERAL INFORMATION

Type: Multiple positions appointed by the Scoutmaster after input by SPL

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: There can be many different types of Scribes in the troop:

- The Scribe keeps the troop records. He/She records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.
- The Troop Webmaster(s) keep the troop web site up to date
- The Troop Newsletter Editor(s) keep the troop newsletter coming out each month

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

QUALIFICATIONS

Age: 13

Rank: none

Experience: Microsoft Word

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

Attendance: You are expected to attend 50% 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.

Activities: Update website weekly as required

Update troop Facebook page with all outings and activity reports.

Update troop calendar weekly

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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 must miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Works on troop web site adding pictures of activities, interesting information, and links to interesting sites. (work can count towards Journalism, Computers and Communication Merit Badges)

Works on troop Facebook site adding pictures of activities, interesting information, and links to interesting sites. (work can count towards Journalism, Computers and Communication Merit Badges)

Troop 112/1120
Leadership Position Description

EMBER REPRESENTATIVE

GENERAL INFORMATION

Type: Appointed by Scoutmaster after input by SPL

Term: 6 Months

Reports to: Assistant Senior Patrol Leader

Description: The Ember Representative is a youth liaison serving between the local Firecrafter lodge or chapter and his or her unit.

Comments: In his or her unit, will serve as a communication and programmatic link to and from Firecrafter, adult leaders and Scouts who are not presently members. He/She will do this in a fashion that strengthens the mission of the group and the mission of the Boy Scouts of America.

QUALIFICATIONS

Age: Under 18 years old

Rank: none

Experience: Firecrafter Member in good standing

PERFORMANCE REQUIREMENTS

Training: You are expected to attend the troop Junior Leader Training or NYLT.

Attendance: You are expected to attend 50% of all troop meetings, most of the Chapter's 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.

Activities: Attend 4 of 6 district FC meetings

Report district activities to troop once per month

Provide monthly district summary to webmaster

Provide district activity schedule to webmaster for troop calendar

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 Assistant Senior Patrol Leader or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly must miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Keeps Firecrafter's updated on lodge events
- Monitors Troop Firecrafter Advancement
- Promotes Firecrafter with adults and Scouts
- Attends Firecrafter monthly meetings
- Sets a good example

Troop 112/1120

Leadership Position Application

Your Name: _____ Age: _____

Current Rank: _____

Current Position: _____ Previous Positions: _____

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

List your first three choices

1st Choice	2nd Choice	3rd Choice
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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 scout is making. I promise to support my scout in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his or her/her presence is necessary for the smooth functioning of the troop.

(Signature) _____ (date)

Troop 112/1120

Leadership Position Completion

Your Name: _____ Age: _____

Current Rank: _____

Completed Position: _____

Attendance:

Leadership Meeting Attendance (dates): _____

Troop Meeting Attendance (dates): _____

Troop Outing Attendance (dates): _____

Other Event Attendance (dates): _____

What is the most important thing that you learned from serving Troop 112/1120 and your fellow scouts in this position?

Scout's Agreement

I did my best to serve Troop 112/1120 and my fellow scouts in fulfilling the duties and responsibilities of my position.

(Signature)

(date)