

# Senior Patrol Leader (SPL)

Position description: The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.

Reports to: Scoutmaster

Senior Patrol Leader duties:



- Preside at all troop meetings, events, activities, and the annual program planning conference.
- Chair the Patrol Leaders' Council (PLC) meeting once a month. Attends at least 5/6 of the PLC meetings occurring during his service period.
- Appointed other boy leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other junior leaders.
- Assists with Scoutmaster in training junior leaders.
- Delegates task to the ASPLs. Makes sure an ASPL attends any meeting/function he will not be able to attend (troop, PLC, Committee Meeting, etc.)
- Oversees the planning efforts of Scouts for all Troop campouts (whether he attends these outing or not).
- Has good attendance at Troop meeting.
- Attends at least 2/3 of each event type during his service period.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Scouts name/signature/date:** \_\_\_\_\_

# Assistant Senior Patrol Leader (ASPL)



Position description: The Assistant Senior Patrol Leader is the second highest-ranking junior leader in the Troop. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the Senior Patrol Leader or when called upon. He also provides leadership to other junior leaders in the Troop.

Reports to: Senior Patrol Leader

Assistant Senior Patrol Leader duties:

- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Take over troop leadership in the absence of the Senior Patrol Leader.
- Be responsible for training and giving direct leadership to the following appointed junior leaders: Scribe, Librarian, Troop Historian, Instructor, Quartermaster and Chaplain Aide.
- Perform tasks assigned by the Senior Patrol Leader.
- Serves as a member of the Patrol Leaders' Council (PLC) and attends at least 2/3 of the PLC meetings occurring during his service period.
- Attends at least 2/3 of each event type during his service period.
- Has good attendance at Troop meeting.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Scouts name/signature/date:** \_\_\_\_\_

# Junior Assistant Scoutmaster (JASM)

Position description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He is appointed by the Scoutmaster because of his leadership ability.



Reports to: The Scoutmaster

Junior Assistant Scoutmaster duties:

- Functions as an Assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.
- Sets a good example, enthusiastically and correctly wears the Scout uniform, lives by the Scout Oath and Law, and shows Scout spirit.

In addition to the requirements laid out by BSA:

- A JASM should be prepared to speak in front of Scouts: earn Communications OR Public Speaking merit badge. (If the Scout has Communications he must earn Public Speaking; if the Scout has Public Speaking he must earn Communications. This requirement is waived if the Scout has both merit badges.)
- A JASM should add to the knowledge base of the Scoutmaster and Assistant Scoutmasters: earn two merit badges the Troop has no counselors for and report details to the SM or designated ASM.
- A JASM must assist in planning and leading one camp-out/hike/activity as a Trip Leader or Theme Leader. Assistant Scoutmasters or Members of Committee would pair-up for these. This must be a Troop event such as skills weekend, survival weekend or a backpacking trip (not a district event), where the JASM can help plan location, logistics, and activities. He must attend the event.

**Scouts name/signature/date:** \_\_\_\_\_

## Patrol Leader (PL)

Position description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leaders' Council.

Reports to: Senior Patrol Leader

Patrol leader duties:

- Represents the patrol on the Patrol Leaders' Council.
- Plans and steers patrol meetings.
- Helps Scouts advance.
- Acts as the chief recruiter of new Scouts.
- Keeps patrol members informed.
- Knows what his patrol members and other leaders can do.
- Sets the example, wears the uniform correctly, lives the Scout Oath and Law, and Shows Scout spirit.



In addition to the requirements laid out by BSA:

- A PL should be prepared to speak in front of Scouts: earn Communications OR Public Speaking merit badge. (If the Scout has Communications he must earn Public Speaking; if the Scout has Public Speaking he must earn Communications. This requirement is waived if the Scout has both merit badges.)
- A PL should also look out for the general safety of his patrol and other Scouts in general. Earn one of the following merit badges that the Scout does not presently have: Emergency Preparedness, First Aid, Fire Safety, and Safety. If a Scout has all ready earned these an alternative merit badge can be substituted at the discretion of the Scoutmaster or his designee.
- A PL shall distribute patrol member contacts to his patrol members via email. The SPL, ASPL, and SM should be included on the distribution list.

**Scouts name/signature/date:** \_\_\_\_\_

# Assistant Patrol Leader (APL)

Position description: The Assistant Patrol Leader leads the patrol in his absence.

Reports to: Patrol Leader

Assistant Patrol Leader duties:

- Helps the Patrol Leader plan and steer patrol meetings and activities.
- Helps him keep patrol members informed.
- Helps the patrol get ready for all Troop activities.
- Represents his patrol at Patrol Leaders' Council meetings when the Patrol Leader cannot attend.

In addition to the requirements laid out by BSA:

- An APL should be prepared to speak in front of Scouts: earn Communications OR Public Speaking merit badge. (If the Scout has Communications he must earn Public Speaking; if the Scout has Public Speaking he must earn Communications. If a Scout has all ready earned these an alternative merit badge can be substituted at the discretion of the Scoutmaster or his designee.)
- A PL shall distribute patrol member contacts to his patrol members via email. The SPL, ASPL, and SM should be included on the distribution list.

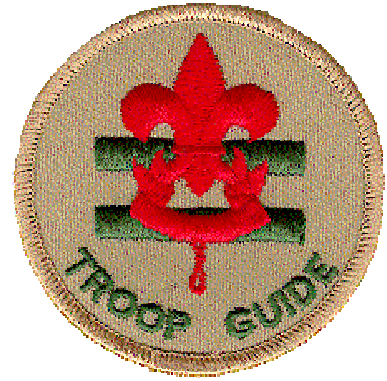


**Scouts name/signature/date:** \_\_\_\_\_

# Troop Guide

Position description: The Troop Guide works with new Scouts. He helps them feel comfortable in the Troop and earn their Tenderfoot, Second Class and First Class ranks.

Reports to: The Assistant Scoutmaster for the new-Scout patrol in the Troop



Troop guide duties:

- Introduces new Scouts to Troop operations
- Guides new Scouts from harassment by older Scouts
- Helps new Scouts earn First Class rank
- Teaches basic Scout skills
- Coaches the Patrol Leader of the new-Scout patrol on his duties
- Works with the Patrol Leader at Patrol Leaders' Council meetings
- Attends Patrol Leaders' Council meetings with the Patrol Leader of the new-Scout patrol
- Assists the assistant Scoutmaster with training
- Counsels individuals Scouts on Scouting challenges
- Sets a good example, enthusiastically and correctly wears the Scout uniform, lives by the Scout Oath and Law, and shows Scout spirit

In addition to the requirements laid out by BSA:

- A Troop Guide should be proficient in the types of skills he will need to lead younger Scouts through: he must earn Camping OR Emergency Preparedness OR First Aid and Cooking OR Nature OR Wilderness Survival merit badges during tenure (two merit badges total). The Scout must earn two merit badges; previously-earned merit badges do not count towards this requirement.
- A Troop Guide must provide a monthly recommendation to the Trip Leaders and / or Theme Leaders of what Troop-wide demos or instruction would be most valuable to the Scouts he's working with, based on what requirements or experience they need. The Troop Guide should review all demo and instruction plans (prior to execution), to provide feedback and suggestions—especially as they relate to the Scouts he works with. He should also be available to assist if necessary.

**Scouts name/signature/date:** \_\_\_\_\_

# Scribe

Position description: The Scribe keeps the Troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at Troop meetings.

Reports to: The Assistant Senior Patrol Leader

Scribe duties:

- Attends and keeps a log of Patrol Leaders' Council meetings.
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress.
- Works with the Troop committee member responsible for records and finance.
- Sets a good example, enthusiastically and correctly wears the Scout uniform, lives by the Scout Oath and Law, and shows Scout spirit.

In addition to the requirements laid out by BSA:

- The SC shall provide a verbal overview report the Adult Committee monthly about recent trips or day events.



**Scouts name/signature/date:** \_\_\_\_\_

# Den Chief

Position description: The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.

Reports to: The Den Leader in the Pack and the Assistant Scoutmaster for the new-Scout patrol in the Troop.



Den chief duties:

- 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 out at weekly Den Meetings and monthly Pack meetings.
- Meets with adult members of the Den, Pack, and Troop as necessary.
- Sets the example, wears the uniform correctly, lives by the Scout Oath and Law, and shows Scout spirit.

In addition to the requirements laid out by BSA:

- A DC shall maintain a log of his attendance at the Den Meetings and provide periodic verbal reports during Troop meetings regarding his experiences as a DC.
- The DC is our Scout liaison with the pack. The DC is expected to interface with the Cub Scouts at his Pack and encourage Webelos to join Boy Scouts.

**Scouts name/signature/date:** \_\_\_\_\_



# Librarian

Position description: The Librarian oversees the care and use of Troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists.

Reports to: The Assistant Senior Patrol Leader

Librarian duties:

- 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, and follows up on late returns.
- Sets a good example, enthusiastically and correctly wears the Scout uniform, lives by the Scout Oath and Law, and shows Scout spirit.

In addition to the requirements laid out by BSA:

- The LI shall catalogue and organize the merit badge library. Merit badge books that are not current shall be removed to a separate archive and brought to the attention of the advancement chairperson so that they may be replaced.
- The LI shall establish a sign out record and track the return of merit badge books in a timely manner (4-week sign out period).



**Scouts name/signature/date:** \_\_\_\_\_

# Historian

Position description: The Troop Historian preserves Troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia.

Reports to: The Assistant Senior Patrol Leader

Historian duties:

- Gathers pictures and facts about 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.
- Sets a good example, enthusiastically and correctly wears the Scout uniform, lives by the Scout Oath and Law, and Shows Scout spirit.

In addition to the requirements laid out by BSA:

- An HI should earn one of the following merit badges: Journalism, Photography, American Heritage, and American Cultures. If a Scout has all ready earned at least one of these merit badges the requirement may be waived.
- The HI shall maintain a photographic record of all of our outings. If unable to attend, the HI must designate another Scout(s) to document the event.
- Using these photographs, the HI shall assemble a photo record, with the help of an assigned adult, that is then posted on our web site.
- The HI shall maintain the trophy display case in an orderly manner and rotate pertinent items on display to showcase season appropriate events.
- The HI shall assist ASMs with maintaining appropriate displays related to Scouting within the Troop meeting room.



**Scouts name/signature/date:** \_\_\_\_\_

# Quartermaster

Position description: The Quartermaster keeps track of Troop equipment and sees that it is in good working order.

Reports to: The Assistant Senior Patrol Leader

Quartermaster duties:

- 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 items.
- Works with the Troop committee member responsible for equipment.
- Sets a good example, enthusiastically and correctly wears the Scout uniform, lives by the Scout Oath and Law, and shows Scout spirit.

In addition to the requirements laid out by BSA:

- The QMs with assistance from ASMs shall create an equipment record that shall be used during every outing to track equipment that is used, the equipment tracking number, who used it, who was assigned to clean it prior to return, the condition it was returned in and the date it was returned.
- The QM shall maintain the equipment tracking record under supervision of an ASM if needed.



**Scouts name/signature/date:** \_\_\_\_\_

# Bugler

In addition to the requirements laid out by BSA:

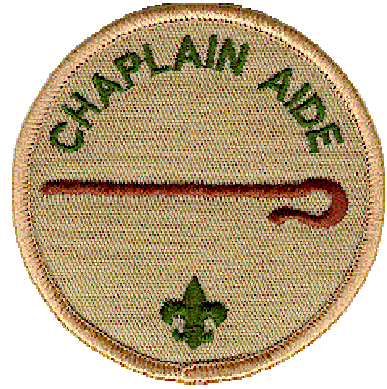
- A BU shall earn the bugler merit badge.
- The BU shall learn and play taps, reveille or other appropriate tunes at a minimum of 2 outings and at special events such as the court of honor.



Scouts name/signature/date: \_\_\_\_\_

# Chaplain's Aide

Position description: The Chaplain's Aide works with the Troop chaplain to meet the religious needs of Scouts in the Troop. He also works to promote the religious emblems program.



Reports to: The Assistant Senior Patrol Leader

Chaplain aide duties:

- 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 the Troop program planning process.
- Helps plan for religious observance in Troop activities.
- Sets a good example, enthusiastically and correctly wears the Scout uniform, lives by the Scout Oath and Law, and shows Scout spirit.

In addition to the requirements laid out by BSA:

- A CA should be prepared to speak in front of Scouts: earn Communications OR Public Speaking merit badge. If the Scout has Communications he must earn Public Speaking; if the Scout has Public Speaking he must earn Communications. If a Scout has all ready earned these the requirement may be waived.
- The CA shall provide grace at troop meals, invocation, and benediction at the court of honors.

**Scouts name/signature/date:** \_\_\_\_\_

# Weatherman

(This is a position we created specifically for the Troop, for a young Scout who deserves a responsibility, but doesn't yet need one for rank.)

- A Weatherman shall earn the weather merit badge. If the Scout has this merit badge the requirement is waived.
- The Weatherman shall provide a verbal weather report at the Troop the two Troop Meetings preceding a Troop event.
- The Weatherman shall also distribute the weather report via an email distribution list to the Scouts, ASMs, and SM for the same 2-week period.

**Scouts name/signature/date:** \_\_\_\_\_