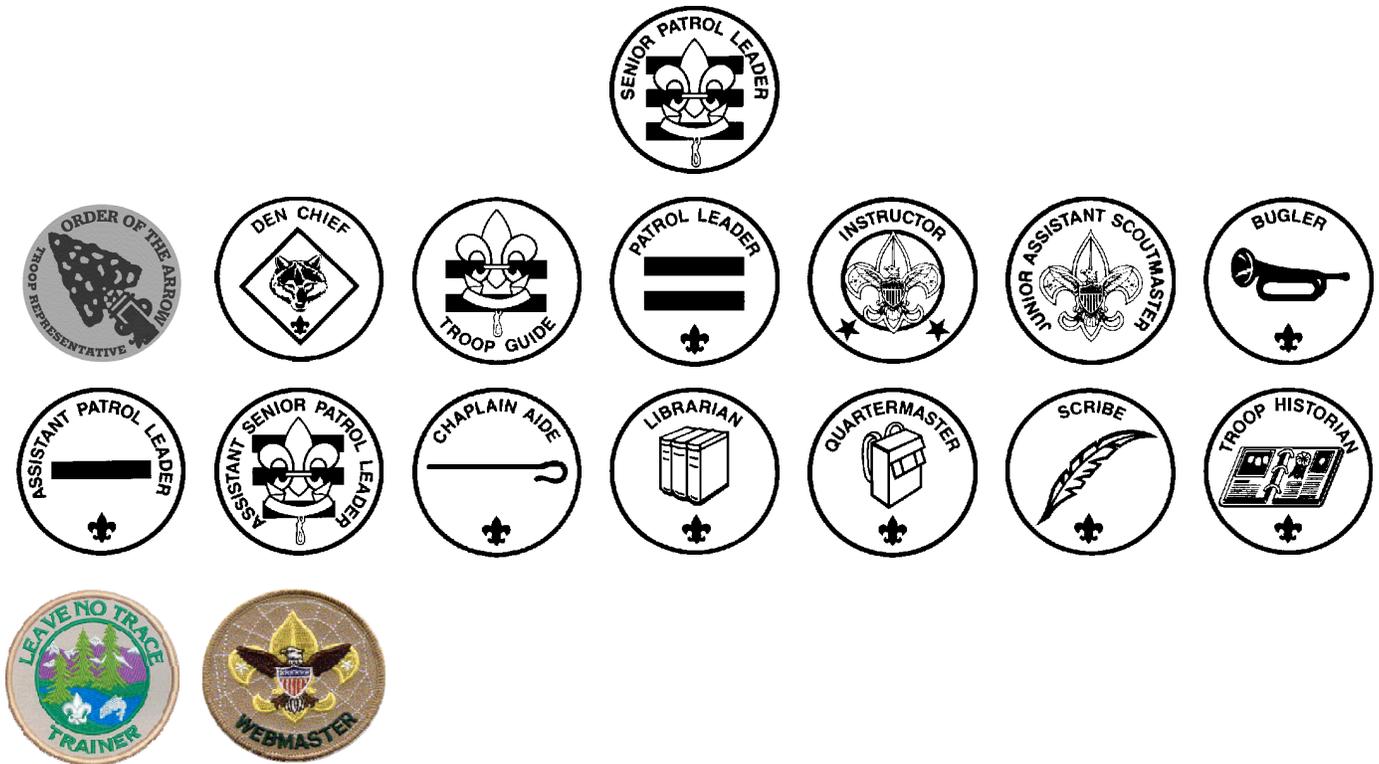




**Leading the way...**



## **Troop 51 Scout Leadership Positions Duties and Responsibilities**

**4 April 2011**



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 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 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!

# Troop Leadership Positions

The longer you are in scouting, the more your troop will recognize your experience and knowledge by offering you positions of leadership. Being a good leader is a skill that can be learned only by doing it. Troop leadership opportunities will allow you to speak in front of people, guide discussions, make decisions, and encourage others toward greater achievements. Become familiar with these troop leadership positions and think about what kind of a leader you'd like to be!

## Senior Patrol Leader (SPL)

The Senior Patrol Leader is appointed by the Scoutmasters to represent them as the top junior leader in the troop.

The SPL reports to the Scoutmaster.

Duties:

- Runs all troop meetings, events, activities
- Runs the PLC (Patrol Leaders Council)
- Appoints other troop leaders with the advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to junior leaders
- Assists the Scoutmasters with Junior Leader Training

## Assistant Senior Patrol Leader (ASPL)

The Assistant Senior Patrol Leader is appointed by the Scoutmasters and is the second-highest-ranking junior leader in the troop.

The ASPL reports to the Senior Patrol Leader.

Duties:

- Helps the SPL lead all meetings, events, and activities.
- Runs the troop in the absence of the SPL
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide. All of these leaders report to the ASPL.
- Serves as a member of PLC; runs the PLC meetings in the absence of the SPL.

## Patrol Leader (PL)

The Patrol Leader is the elected leader of his patrol. Only the members of that patrol vote on who will be their Patrol Leader.

The Patrol Leader reports to the Senior Patrol Leader.

Duties:

- Appoints the assistant Patrol Leader.
- Represents the patrol at the PLC meetings (Patrol Leaders' Council)
- Appoints and supervises a Patrol Quartermaster and Patrol Scribe.
- Keeps aware of advancements needs of all patrol members, and regularly reports his patrol's advancement needs to the PLC
- Keeps in close contact with all patrol members.
- Contacts members as needed
- Plans and steers the patrol meetings

## Troop Guide

The Troop Guide is appointed by the Scoutmaster and is a voting member of the PLC. The troop guide works with new Scouts. He makes them feel comfortable in the troop and helps them work toward their First Class rank in their first year.

The Troop Guide reports to the Assistant Scoutmaster for new Scouts in the troop.

Duties:

- 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 rank in their first year
- Assists the assistant scoutmaster with training
- Counsels individual Scouts on Scouting challenges

## **Quartermaster**

The quartermaster is appointed by the SPL. The quartermaster keeps track of troop equipment and sees that it is in good working order.

The Quartermaster reports to the Assistant Senior Patrol Leader.

Duties:

- Keeps records on patrol and troop equipment
- Makes sure all equipment is complete and in good working condition
- Issues equipment and makes sure it is returned in good condition
- Makes suggestions for new and replacement items
- Works with the troop Quartermaster
- Helps train and supervise each patrol's quartermaster

## **Troop Scribe**

The Scribe is appointed by the SPL. The Scribe keeps troop records. He records the activities and the minutes of the Patrol Leaders' Council.

The Scribe reports to the Assistant Senior Patrol Leader.

Duties:

- Attends and keeps minutes of all PLC meetings
- Records individual scout attendance at all meetings and outings
- Records individual scout advancement progress
- Works with the Advancement Chairman and
- with the Troop Treasurer

## **Chaplain Aide**

The Chaplain Aide is appointed by the SPL. The Chaplain Aide works to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program.

The Chaplain Aide reports to the Assistant Senior Patrol Leader.

Duties:

- Assists with religious aspects of troop activities
- Tells scouts about the religious emblem program for their faith
- Helps plan for religious observance in troop activities
- Works to personally obtain the religious emblem for his faith

## **Troop Librarian**

The Librarian takes care of troop literature.

The Librarian reports to the Assistant Senior Patrol Leader

Duties:

- Establish and take care of the troop library
- Keep records on literature owned by the troop
- Add new or replacement items as needed
- Keep books and pamphlets available for borrowing at troop meetings
- Keep a system for checking books and pamphlets in and out
- Follow up on late returns

## **Troop Historian**

The Historian keeps a historical record or scrapbook of troop activities.

He reports to the Assistant Senior Patrol Leader

Duties:

- Gather pictures and facts about past troop activities and keeps them in scrapbooks, wall displays or informational (historical) files
- Take care of troop trophies, ribbons, and souvenirs of troop activities
- Keep information about former members of the troop.

## **Instructor**

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.

He reports to the Assistant Senior Patrol Leader.

Duties:

- Instruct Scouting skills as needed within the Troop or patrol
- Prepare well in advance for each teaching assignment

## **Order of the Arrow Troop Representative**

The Order of the Arrow Troop Representative enhances the image of the Order of the Arrow by serving as a youth liaison between the troop and the local OA lodge and chapter.

He reports to the Assistant Senior Patrol Leader

Duties:

- Serves as a communication link between the lodge and chapter and the troop.

- Encourages year-round and resident camping in the troop.
- Encourages older-Scout participation in high-adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leaders skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.

### **Den Chief**

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

He reports to the Scoutmaster and Den Leader.

Duties:

- Serve as an activities assistant at den meetings
- Meet regularly with the Den Leader to review the den and pack meeting plans
- If serving as a Webelos Den Chief, help prepare the boys for Boy Scouting
- Project a positive image of Boy Scouting

### **Bugler**

The Bugler plays the bugle at troop ceremonies.

He reports to the Assistant Senior Patrol Leader.

Duties:

- Must be able to perform the required Bugle Calls.
- 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 Merit Badge by end of term.

### **Troop Webmaster**

The Troop Webmaster is responsible for communicating all troop information through weekly maintenance of the Troop Website.

He reports to the Assistant Senior Patrol Leader.

Duties:

- Be responsible for updating and maintaining the Troop Website.
- Obtain all meeting notes and promptly transfer information to Troop Website.
- Periodically encourage Troop to understand and effectively use the Troop Website.

- Coordinate efforts with Troop Scribe to obtain information to update the Troop Website.

### **Leave No Trace Trainer**

The Leave No Trace Trainer teaches troop and patrol members the principles of Leave No Trace. The Senior Patrol Leader may appoint a Scout who has successfully completed the 16-hour minimum nationally recognized Leave No Trace Trainer training course to serve as a Leave No Trace Trainer. A Scout who has **not** completed Leave No Trace Trainer training may serve as an Instructor teaching Leave No Trace skills until he obtains the necessary training.

He reports to the Assistant Senior Patrol Leader.

Duties:

- Improves Scouts' outdoor ethics decision making skills.
- Helps the troop and patrol to prevent avoidable impacts and minimize unavoidable impacts from their use of the outdoors.

### ***All Troop leaders are expected to do the following:***

#### **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 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 one of the other Troop Leaders is ready to assume your responsibilities.



**Troop 51**  
**Leadership Position Application**

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

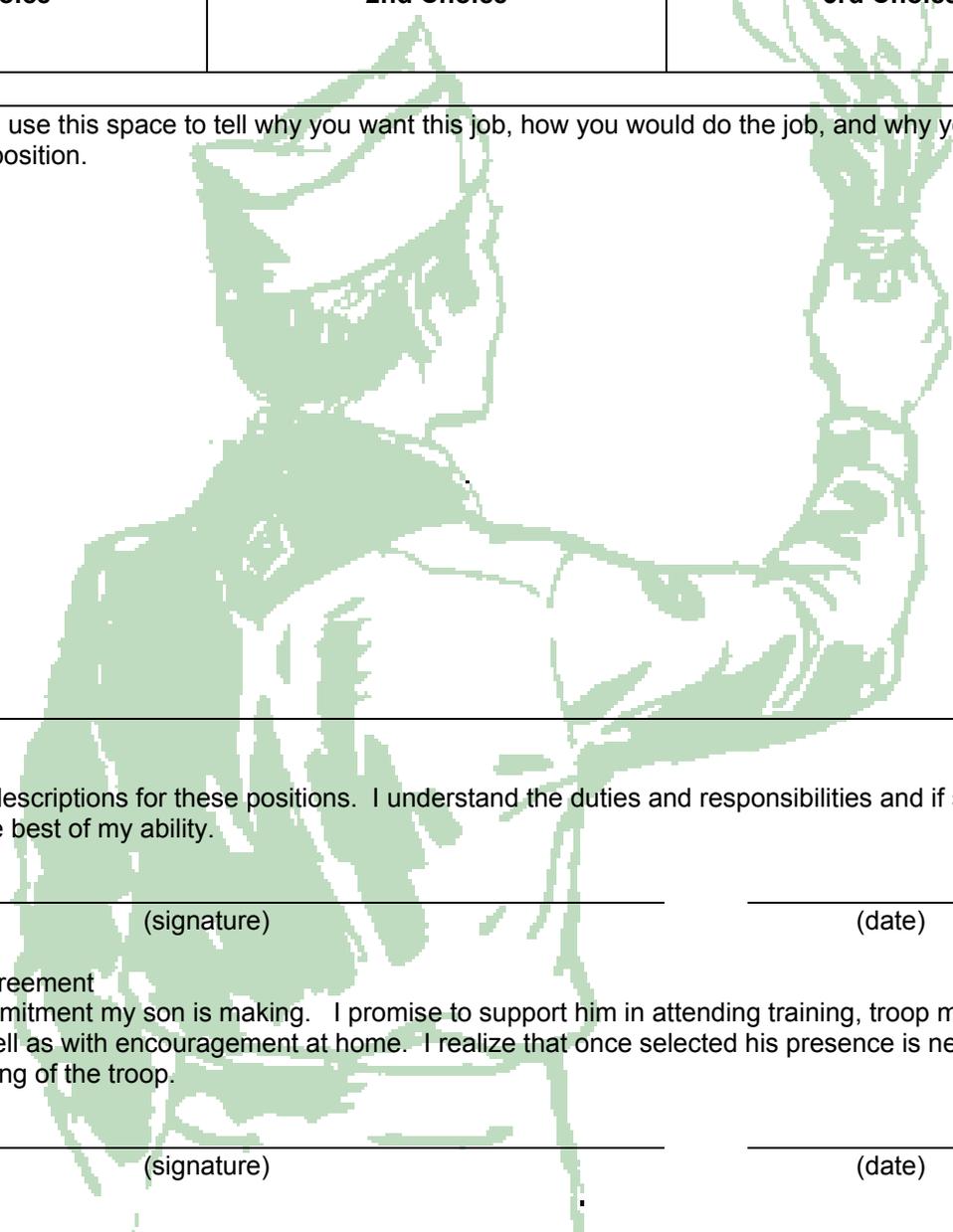
Current Position: \_\_\_\_\_ Previous Positions: \_\_\_\_\_

# of Troop meetings attended past 6 months: \_\_\_\_\_ (get from Troop Scribe records)

List your first three choices

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)