

Troop 15 Youth Leadership Guidebook

Position Duties and Responsibilities



Prepared for BSA Troop 15 – Auburn, Alabama
Chattahoochee Council – Saugahatchee District

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A SCOUTMASTER'S VISION OF SUCCESS FOR A BOY LED TROOP

A simple definition of leadership is one person influencing other members of a group to attain a common goal. Troop 15 will be a boy led troop consisting of strong patrol units that work together. Our troop will function using the patrol method and our patrols will be the central units within the troop. The goal is for each scout to feel a connection with their patrol. The patrols will hike and camp together whenever practical and should proudly display their patrol flag at all troop activities.

In order to be a youth leader in Troop 15 you have to act like a leader. All youth leaders will set a proper example. It is a requirement that you wear a full scout uniform 100% of the time, live by the Scout Oath and Law and show "Scout Spirit". Not wearing a complete scout uniform, regardless if you are showing up late from another activity, could result in losing the opportunity to hold a leadership position.

Part of showing good Scout Spirit as a leader is attending troop functions. The first thing you have to do as a leader in our troop is attend troop meetings, campouts, and other events. You cannot lead the scouts or carry out your leadership position responsibilities if you are absent from troop activities. All elected and appointed youth leaders must maintain at least a 75% attendance at troop meetings and outdoor activities. This is the minimum in order to hold a leadership position. Just attending troop meetings or just attending camping trips is not meeting the standard. If you are below 75% attendance, it indicates that you cannot fully commit to a leadership position at this time. If scouts fall below this percentage, they will be replaced by ones who are eager to hold them and who are attending troop functions.

The *Senior Patrol Leader* and his *Assistant Senior Patrol Leaders* will direct all of the other youth leaders within the troop. We will have 3 or 4 *Assistant Senior Patrol Leaders*. The *Patrol Leaders, Assistant Patrol Leaders, Quartermasters, Troop Guides, Instructors, Chaplain's Aides, Scribe, Bugler, OA Rep, Historians* will be his team of leaders. They will work together to attain the goals that they set and help the scouts in the troop to succeed.

The *Assistant Scoutmasters* are assigned to a patrol to insure scout advancement. The *Assistant Scoutmasters* will guide and mentor the patrol leadership. *Junior Assistant Scout Masters* will work directly with the *Assistant Scoutmasters* within the patrol that they are assigned or under my direction when needed. The *Junior ASMs* do not work for the *Senior Patrol Leader*.

Every scout will be provided with the encouragement and the opportunity to maximize his potential as well as increase his knowledge, leadership, communication, scouting abilities, and outdoor skills.

Set a proper example and Be Prepared!



Todd Sandt
Scoutmaster



SENIOR PATROL LEADER (SPL)

Type: Elected by members of the troop

Term: 6 months

Reports to: Scoutmaster (SM)

Qualifications

Age: 13-17 years of age

Rank: Star or higher

Experience: Assistant Senior Patrol Leader, or Patrol Leader, previously completed NYLT

DESCRIPTION

Role: I will manage my troop.

Action: The *Senior Patrol Leader* is the focal point of the troop. He 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 must choose leaders who are able, not just his friends or other popular Scouts.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)* and *National Young Leader Training (NYLT)*.

Attendance: You are expected to participate in 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. Not having a substitute at an event to act on your behalf counts as an unexcused absence. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must call the *Scoutmaster* if you are not able to attend a given troop event or outing. You also need to make sure that the *Assistant Senior Patrol Leader* is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Assign duties and responsibilities to ASPL and PLs making sure they are completed.

Plan ahead for and lead the troop in all meetings, events, and outings.

Plan and run the *Patrol Leader's Council (PLC)* meetings and *Troop Meetings*.

Appoints other troop junior leaders with the advice and counsel of the *Scoutmaster*.

Assists the *Scoutmaster* with *Leader Training* and the *Troop Planning Workshop*.

Discuss progress of all scouts reporting to me at 2, 4, and 6 month points of term.

Ensure the troop is a safe place for everyone.



ASSISTANT SENIOR PATROL LEADER (ASPL)

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Senior Patrol Leader (SPL)

Qualifications

Age: under 18 years of age

Rank: First Class or higher

Experience: Patrol Leader or Assistant Patrol Leader

DESCRIPTION

Role: I will support the *Senior Patrol Leader*.

Action: 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.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)* and *National Young Leader Training (NYLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. Not having a substitute at an event to act on your behalf counts as an unexcused absence. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: 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 able to attend a given troop event or outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Support and assist the *Senior Patrol Leader (SPL)* in all *Patrol Leader's Council (PLC)* meetings, troop meetings, and troop outings.

Leads all troop activities when the *Senior Patrol Leader (SPL)* is unavailable.

Participate in *Leader Training* and the *Troop Planning Workshop*.

Discuss progress of all scouts reporting to me at 2, 4, and 6 month points of term.



PATROL LEADER (PL)

Type: Elected by members of the patrol

Term: 6 months

Reports to: Senior Patrol Leader (SPL)

Qualifications

Age: under 18 years of age

Rank: Scout or higher

Experience: none

DESCRIPTION

Role: I will do my best to build patrol spirit and lead my patrol.

Action: 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.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, Patrol Leader Council meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. Not having a substitute at an event to act on your behalf counts as an unexcused absence. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Senior Patrol Leader* or *Assistant Senior Patrol Leader* if you are not able to attend a given troop event or outing. You also need to make sure that the *Assistant Patrol Leader* is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends all *Patrol Leader's Council* and training sessions

Plans and leads patrol meetings and activities

Keeps all patrol members informed of troop plans

Volunteers the patrol as needed to make the troop run well

Assigns jobs to patrol members and helps them succeed in those jobs

Prepares the patrol to successfully participate in all troop activities



ASSISTANT PATROL LEADER (APL)

Type: Appointed by the Patrol Leader

Term: 6 months

Reports to: Patrol Leader (PL)

Qualifications

Age: under 18 years of age

Rank: Scout or higher

Experience: none

DESCRIPTION

Role: I will support the *Patrol Leader*..

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

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Patrol Leader* or *Senior Patrol Leader* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends *Patrol Leader's Council* meetings when the *Patrol Leader* is unable

Assists the *Patrol Leader* in planning and leading patrol meetings and activities

Assists the *Patrol Leader* in keeping patrol members informed of troop plans

Assists the *Patrol Leader* by helping patrol members succeed in given jobs

Assists the *Patrol Leader* in preparing the patrol to participate in troop activities



TROOP GUIDE (TG)

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Assistant Scoutmaster (ASM)

Qualifications

Age: 12-17 years of age

Rank: First Class or higher

Experience: PL or APL

DESCRIPTION

Role: I will support the new scouts in my troop.

Action: 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.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Patrol Leader* or *Senior Patrol Leader* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Lead a new scout patrol and provide direction, coaching, and support to new scouts to strengthen their patrol and the troop

Help all scouts in my charge advance at least one rank

Assist new Scout Patrol Leaders by organizing "patrol focus" troop meetings

Participate in *Patrol Leader's Council* meetings with new scout patrol leaders

Ensure the troop is a safe place for everyone.



DEN CHIEF (DC)

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster (SM) and Den Leader

Qualifications

Age: typically 3 years older than the Cubs Den

Rank: First Class or higher

Experience: PL or APL

Note: An Den Chief must first be approved by the Cubmaster and the Pack Committee for recommendation to the Den Leader.

DESCRIPTION

Role: I will promote Boy Scouting to Cub Scouts.

Action: The *Den Chief* provides a 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.

PERFORMANCE REQUIREMENTS

Training: You are expected to take *Troop Leader Training (TLT)* & *Den Chief Training*.

Attendance: You are expected to participate in 75% of all troop meetings, outings, and service projects that do not conflict with Den Meetings. Low attendance, or three (3) unexcused absences in a row may lead to removal from office.

75% attendance for den meetings and pack functions is expected. You must inform the *Den Leader* if you are unable to attend a given Den function.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Patrol Leader* or *Senior Patrol Leader* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Knows the purposes of Cub Scouting

Help the den leader in teaching skills and managing the den

Assist Cub Scouts in earning their Webelos badge and Arrow of Light

Encourage Cub Scouts to continue on to Boy Scouts

Submit a report to ASPL or Scoutmaster from the den leader about my accomplishments



JUNIOR ASSISTANT SCOUTMASTER (JASM)

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Qualifications

Age: 16-17 years of age

Rank: Life or higher

Experience: Previous leadership position(s)

DESCRIPTION

Role: The *Junior Assistant Scoutmaster* serves in the capacity of an *Assistant Scoutmaster* except where legal age and maturity are required. He is appointed by the *Scoutmaster* because of his demonstrated leadership ability.

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

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)* and *National Young Leader Training (NYLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. Not having a substitute at an event to act on your behalf counts as an unexcused absence. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: 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 able to attend a given troop event or 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*.



OA TROOP REPRESENTATIVE (OAR)

Type: Appointed by the Scoutmaster with input from the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader (ASPL)

Qualifications

Age: under 18 years of age

Rank: Scout or higher

Experience: OA member in good standing

DESCRIPTION

Role: I will promote the *Order of the Arrow*, service, and camping in the troop.

Action: In his unit, he will serve as a communication and programmatic link between *Arrowmen*, adult leaders and *Scouts* who are not presently OA members. He will do this in a manner that strengthens the mission of the lodge, purpose of the *Order*, and the mission of the *Boy Scouts of America*. Setting a good example, he will enhance the image of the *Order* as a service arm to his unit.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the *Scout Oath*, *Law and* and *OA Obligation* in your everyday life. Show *Scout Spirit* in everything you say and do.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must call the *Assistant Senior Patrol Leader* or *Scoutmaster* if you are not able to attend a given troop event or outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Ensure troop is informed of OA events and news

Attend 75% of OA meetings

Encourages year round and resident camping in the troop.

Encourages Scouts to actively participate in community service projects.

Promote and teach *Leave No Trace* in the troop

Assist OA members in gaining their *Brotherhood* membership



QUARTERMASTER (QTR)

Type: Appointed by the Scoutmaster with from the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader (ASPL)

Qualifications

Age: under 18 years of age

Rank: Scout or higher

Experience: none

DESCRIPTION

Role: I will manage my troop's equipment.

Action: 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.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, *Patrol Leaders' Council* meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Senior Patrol Leader* or *Scout Master* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Ensures all troop equipment is accessible and in good working condition.

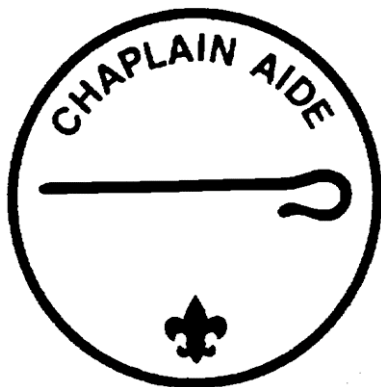
Supply Patrol Quartermasters with needed equipment.

Keeps troop records and equipment inventories up to date and accessible

Receive and record patrol equipment inventories on a regular basis.

Participate in the *Patrol Leader's Council (PLC)* to report equipment needs and status.

Assembles US, and troop flags for meetings and ceremonies stowing them afterwards.



CHAPLAIN AIDE (CA)

Type: Appointed by the Scoutmaster with from the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader (ASM) or Chaplain

Qualifications

Age: under 18 years of age

Rank: Scout or higher

Experience: none

DESCRIPTION

Role: I will promote the concept of "Reverence" in the troop.

Action: In coordination with the *Chaplain*, the *Chaplain Aide* serves 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 may have other troop members help.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, *Patrol Leaders' Council* meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Assistant Scout Master/Chaplain* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Attend every troop campout or arrange a replacement beforehand

Lead a religious service at every campout that includes a Sunday morning

Prepare a grace and lead the troop before every meal

Maintain the Chaplain's resources including graces, prayers, and references

Raise awareness among Scouts about the religious emblem program for their faith.



TROOP HISTORIAN (HIST)

Type: Appointed by the Scoutmaster with from the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader (ASPL)

Qualifications

Age: under 18 years of age

Rank: Scout or higher

Experience: none

DESCRIPTION

Role: I will document the activities of my troop.

Action: 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 troops past.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, *Patrol Leaders' Council* meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Assistant Senior Patrol Leader* or *Scout Master* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Maintain and add to the troop history record

Publish accounts and photographs from troop activities to the troop's web presence

Submit at least one article about a troop event to local newspapers

Write about troop awards and recognitions in the troop record

Update troop record information, such as new Eagle Scouts, troop leaders, troop roster

Keep historic items safe such as ribbons, awards, and memorabilia



TROOP LIBRARIAN (LIB)

Type: Appointed by the Scoutmaster with from the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader (ASPL)

Qualifications

Age: under 18 years of age

Rank: Scout or higher

Experience: none

DESCRIPTION

Role: I will keep troop library and materials organized and accessible.

Action: The *Librarian* oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, *Patrol Leaders' Council* meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Assistant Senior Patrol Leader* or *Scout Master* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Maintain and organize all troop books, pamphlets, and related materials

Make troop resources available for scouts to check out

Maintain a record of which scouts have checked out materials

Report at least 2 times to the PLC on materials needing replacement or updating

Retrieve all checked out materials before the end of my term

Arrange for the purchase of merit badge pamphlets and other materials as needed



SCRIBE (SCR)

Type: Multiple positions appointed by the Scoutmaster after input by Senior Patrol Leader

Term: 6 months

Reports to: Assistant Scoutmaster (ASM)

Qualifications

Age: under 18 years of age

Rank: Scout or higher

Experience: none

DESCRIPTION

Role: I will keep my troop informed about activities.

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

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, *Patrol Leaders' Council* meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Scout Master* or *Assistant Scout Master* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends and records an account of *Patrol Leaders' Council* meetings.

Records individual *Scout* attendance at each troop meeting.

Contributes content to the *Historian*, providing pictures from activities and interesting articles highlighting past and future activities. (Work can count towards Journalism, and Communication Merit Badges)



WEBMASTER (WEB)

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader (ASPL)

Qualifications

Age: under 18 years of age

Rank: Scout or higher

Experience: none

DESCRIPTION

Role: I will improve communication for the troop.

Action: The *Webmaster* is responsible for facilitating the sharing of troop information via the Internet. Managing the troop web presence among the *Scribe(s)*, *Historian(s)*, and *Librarian(s)* to accurately represent the troop. Typically an *Assistant Scout Master* will aid the *Webmaster* in execution of their work.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, *Patrol Leaders' Council* meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Assistant Senior Patrol Leader* or *Scout Master* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Maintain a usable information site for use by scouts, parents, and interested boys

Publish calendar, permission forms, news, and other information

Publish documents, forms, and information requested by troop leaders

Keep troop information up to date and published in a timely manner

Train and assist other scouts in troop positions with maintaining their areas



INSTRUCTOR (INST)

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster (SM)

Qualifications

Age: 14-17 years of age

Rank: First Class or higher

Experience: none

DESCRIPTION

Role: I will increase the skill level of my troop.

Action: 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 Scout craft skills needed for *Tenderfoot*, *Second Class*, and *First Class* ranks. The troop can have more than one instructor.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, *Patrol Leaders' Council* meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Assistant Senior Patrol Leader* or *Scout Master* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Instruct different Scouting skills to the troop

Prepare presentations well in advance to ensure success

Assist scouts in completing their *First Class* scouting skills requirements

Be available for assignments from the *SPL* and *ASPL* as needed



LEAVE NO TRACE TRAINER (LNT)

Type: Appointed by the Senior Patrol Leader (SPL)

Term: 1 year

Reports to: Assistant Senior Patrol Leader (ASPL)

Qualifications

Age: 14-17 years of age

Rank: First Class or higher

Experience: *Leave No Trace Trainer* training

DESCRIPTION

Role: I will promote Leave No Trace principles in the troop.

Action: The *Leave No Trace Trainer* specializes in teaching *Leave No Trace* principles and ensures that the troop follows the principles of *Leave No Trace* on all outings such as camping and other outdoor activities.

He should have a thorough understanding of and commitment to *Leave No Trace*. Ideally, he should have completed *Leave No Trace* training as well as earned both the *Camping* and *Environmental Science* merit badges.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)* and to have completed the official BSA 16-hour *Leave No Trace Trainer* training course.

A scout under the age of 14, or 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.

Attendance: You are expected to participate in 75% of all troop meetings, *Patrol Leaders' Council* meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Assistant Senior Patrol Leader* or *Scout Master* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Helps minimize impact on the land by teaching members the principles of *Leave No Trace* and improving Scouts' outdoor ethics decision-making skills.

Help Scouts earn the *Leave No Trace* award.



BUGLER (BUG)

Type: Appointed by the Assistant Senior Patrol Leader (ASPL)

Term: 6 months

Reports to: Assistant Senior Patrol Leader (ASPL)

Qualifications

Age: under 18 years of age

Rank: Scout or higher

Experience: 1 year with Bugle or Trumpet

DESCRIPTION

Role: Serves the troop by playing the bugle at troop ceremonies

Action: Practice, practice, practice.

PERFORMANCE REQUIREMENTS

Training: You are expected to attend *Troop Leader Training (TLT)*.

Attendance: You are expected to participate in 75% of all troop meetings, outings, and service projects. Low attendance, or having three (3) unexcused absences in a row may lead to removal from office. The scouts you lead deserve your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You will wear all parts of the troop uniform, shirt 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.

Participation: Set the example by being an active Scout. Be on time for meetings and activities. You must contact the *Patrol Leader* or *Senior Patrol Leader* if you are not able to attend a given troop event or outing. You also need to make sure that someone is ready to assume your responsibilities. This may not be an actual performance, perhaps a taped recording if for a formal event. This requires you to "Be Prepared", plan ahead and this will never be an issue.

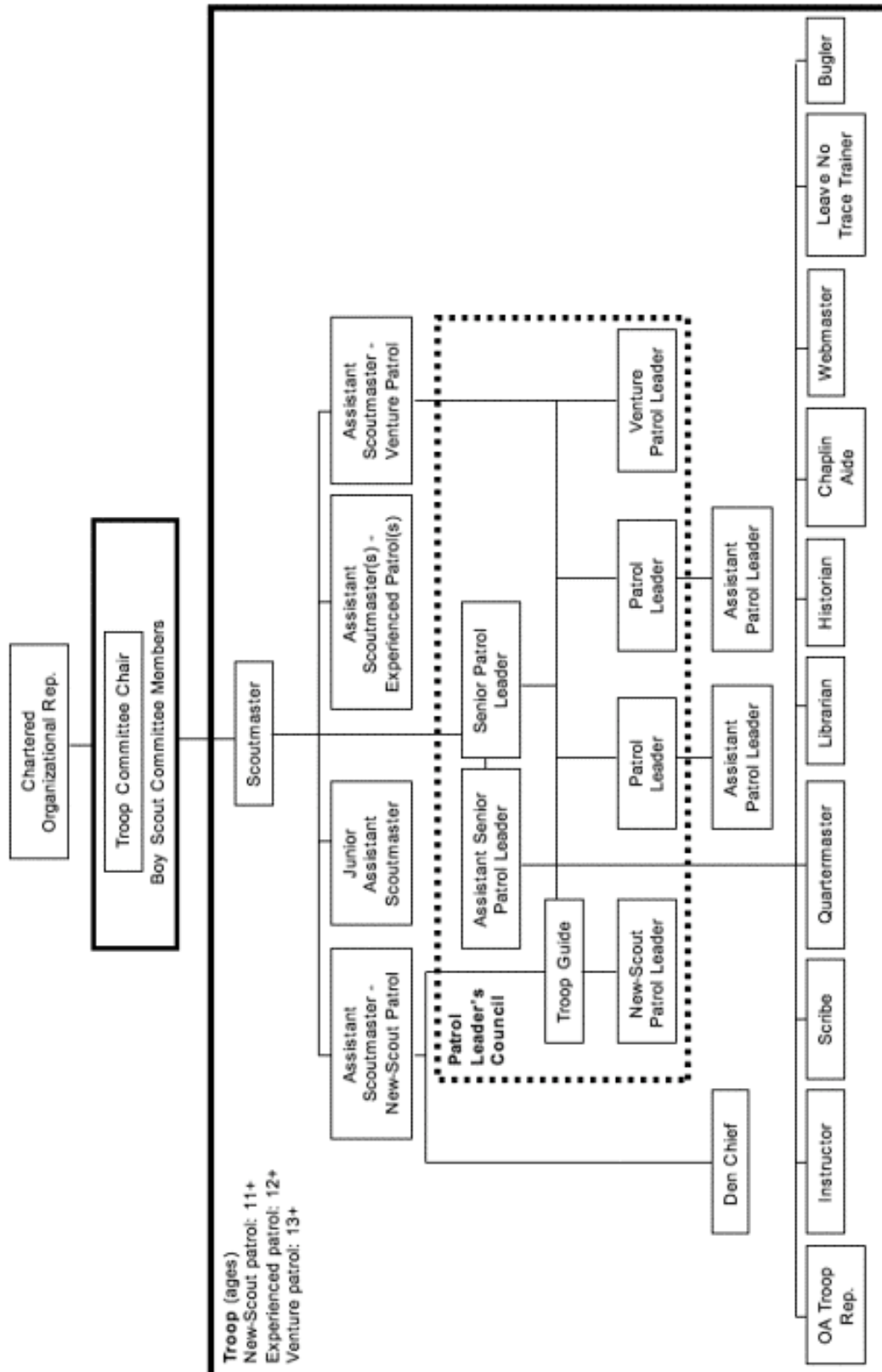
SPECIFIC LEADERSHIP RESPONSIBILITIES

Plays bugle as requested by troop leadership, such as Troop assembly at meetings and campouts

Plays taps during evening closing ceremonies

Should work on completing *Bugling Merit Badge* by end of term

BOY SCOUT TROOP ORGANIZATION CHART



[end]

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 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!

Troop 112

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

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)