

Troop Leadership Position Descriptions

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Order Positions Are Filled

To meet our troop leadership needs, some positions must be filled before others. The position of Junior Assistant Scoutmaster is always open to any qualified applicants. Existing Den Chiefs may continue working with their assigned dens.

Other positions will be filled in this order:

These positions must be filled first:

Senior Patrol Leader

Assistant Senior Patrol Leader

After SPL and ASPL are filled, scouts may apply for these positions:

Patrol Leader (one for each patrol)

Chaplain Aide

If Chaplain Aide is filled and the member's patrol has a Patrol Leader, then the scout may apply for one of these positions:

Den Chief

Instructor

Troop Guide

After Instructor and Troop Guide are filled and all dens in the Pack who want a Den Chief have a Den Chief, scouts may apply for one of these positions:

OA Troop Representative

Quartermaster

Scribe

After Quartermaster, OA Troop Rep, and Scribe are filled, scouts may apply for one of these positions:

Bugler

Historian

Leave No Trace Trainer

Librarian

Webmaster

If a scout already has a position, he may also apply for a second unfilled position which is anywhere further down the list. No scout may hold more than two positions at one time. Scouts holding two positions should understand that they are expected to fulfill all of the duties of both positions to the best of their ability, but the position higher up the list takes priority.

Senior Patrol Leader (SPL)

The Senior Patrol Leader is elected by the scouts to represent them as the top youth leader in the troop.

Qualifications:

- First Class rank or higher
- Must be approved by the Scoutmaster
- Elected by the youth members of the troop
- May not serve two consecutive terms (Exception: May run for a consecutive term if there are only one or zero candidates)

Reports to: Scoutmaster

Senior Patrol Leader duties:

- Preside at all troop meetings and activities. Attendance expectation 80%
- Chair the monthly Patrol Leaders' Council (PLC). Attendance expectation 80%
- Participate in outings. Attendance expectation 65%
- Appoint ASPL with the advice and consent of the Scoutmaster.
- Assign specific duties to other youth leaders.
- Assist the Scoutmaster in training youth leaders.
- Delegate tasks to the ASPL. Make sure ASPL attends any meeting/function he will not be able to attend.
- Oversee the planning efforts of scouts for all troop events.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Assistant Senior Patrol Leader (ASPL)

The Assistant Senior Patrol Leader is the second highest-ranking youth 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 direction to other youth leaders in the Troop.

Qualifications:

- Appointed by SPL with Scoutmaster approval
- First Class Rank or higher
- May not serve two consecutive terms

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 direction to the following youth leaders: Scribe, Librarian, Historian, Quartermaster, Webmaster, Leave Not Trace Trainer, and Chaplain Aide.
- Perform tasks assigned by the Senior Patrol Leader.
- Serve as a member of the Patrol Leaders' Council. Attendance expectation 65%
- Participate in outings. Attendance expectation 65%
- Attend troop meetings. Attendance expectation 65%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Patrol Leader

The Patrol Leader is elected by the patrol and leads the patrol.

Qualifications:

- Second Class rank or higher (Exception: There is no rank requirement for the Patrol Leader for a new scout patrol)
- Must be approved by the Scoutmaster
- Elected by the members of the patrol
- May not serve two consecutive terms (Exception: May run for a consecutive term if there are only one or zero candidates)

Reports to: The Senior Patrol Leader

Patrol Leader duties:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Create a duty roster for each camping trip.
- Help patrol members succeed in their assigned duties
- Represent the patrol at all Patrol Leaders' Council (PLC) meetings.
Attendance expectation 65%
- Make sure Assistant Patrol Leader attends any meeting/activity he will not be able to attend.
- Prepares the patrol to take part in all troop activities.
- Develop patrol spirit.
- Participate in outings. Attendance expectation 65%
- Attend troop meetings. Attendance expectation 65%
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Chaplain Aide

The Chaplain Aide works with the Troop Chaplain and the Religious Emblem Coordinator to meet the religious needs of the Scouts in the troop and to promote religious emblems programs.

Qualifications:

- Appointed by SPL and ASPL with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to: the Assistant Senior Patrol Leader

Chaplain Aide duties:

- Keep troop leader apprised of religious holidays when planning activities.
- Assists the campmaster for each outing in determining where the troop will attend Mass.
- Calls ahead to any church where the troop will be attending religious services on outings to confirm time.
- Encourage saying grace at meals while camping or on activities.
- Lead the troop in prayer at troop meetings and other troop activities.
- Promotes participation in religious emblems programs.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 50%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Den Chief

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

Qualifications:

- Appointed by Scoutmaster
- Tenderfoot Rank or higher

Reports to: The Den Leader in the pack and the Assistant Scoutmaster for the New Scout Patrol in the troop.

Den Chief duties:

- Serve as the activities assistant at den meetings.
- Communicate regularly with the Den Leader to review the den and pack meeting plans.
- If serving as a Webelos Den Chief, prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Know the purposes of Cub Scouting.
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.
- Help out at monthly pack meetings.
- Attends at least 2/3 of the den meetings/events during his service period.
- Be a friend to the boys in the den.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 50%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings, religious services, and den meetings.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by Scout Oath and Law.
- Show scout Spirit.

Instructor

The Instructor teaches scout skills.

Qualifications:

- Appointed by SPL with Scoutmaster approval
- First Class Rank or higher
- May not serve three consecutive terms

Reports to: The Assistant Scoutmaster

Instructor duties:

- Instruct Scout skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment.
- Be proficient in all Scouting skills from Tenderfoot through First Class.
- Work with Troop Guide in advancing new scouts.
- Conduct Totin' Chip, Firem'n Chit, Safe Swim Defense, and Safety Afloat instruction on campouts as needed.
- Participate in outings. Attendance expectation 65%
- Attend troop meetings. Attendance expectation 65%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Troop Guide

The Troop Guide introduces new scouts to troop operations and helps them feel comfortable in the troop.

Qualifications:

- Appointed by SPL with Scoutmaster approval
- First Class Rank or higher
- May not serve three consecutive terms

Reports to: The Assistant Scoutmaster

Troop Guide duties:

- Help new scouts earn advancement requirements through First Class.
- Attend Patrol Leaders Council (PLC) to present plan for upcoming skill instruction. Attendance expectation 80%
- Prevent harassment of new scouts by older scouts.
- Help Assistant Scoutmaster and other older scouts teach skills to new scouts.
- Guide new scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Teach basic scout skills.
- Participate in outings. Attendance expectation 65%
- Attend troop meetings. Attendance expectation 80%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

OA Troop Representative

An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.

Qualifications:

- Appointed by SPL and ASPL with Scoutmaster approval
- OA Member in good standing
- May not serve three consecutive terms

Reports to: The Assistant Senior Patrol Leader

OA Troop Representative duties:

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages participation in monthly camping outings.
- Encourages participation in summer camp.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- 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.
- Participate in outings. Attendance expectation 80%
- Attend troop meetings. Attendance expectation 50%
- Sets a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Lives by the Scout Oath, Scout Law and OA Obligation .
- Shows Scout spirit

Quartermaster

The Quartermaster keeps track of troop equipment and sees that it is in good working order.

Qualifications:

- Appointed by SPL and ASPL with Scoutmaster approval
- Tenderfoot rank or higher
- May not serve three consecutive terms

Reports to: The Assistant Senior Patrol Leader

Troop Quartermaster duties:

- Update troop equipment inventory quarterly.
- Keep equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Participate in outings. Attendance expectation 80%
- Attend troop meetings. Attendance expectation 50%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Scribe

The Scribe records the minutes of the Patrol Leaders' Council (PLC) and works with the Troop Committee Secretary and Advancement Chair

Qualifications:

- Appointed by SPL and ASPL with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to: The Assistant Senior Patrol Leader

Troop Scribe duties:

- Attend and take minutes of Patrol Leaders' Council (PLC). Attendance expectation 80%
- Distribute copies of PLC minutes to PLC members and adult leaders in a timely manner.
- Record attendance at all troop meetings, outings, and other activities.
- Record advancement on troop advancement chart.
- Share records with the troop committee secretary and advancement chair.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 80%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Bugler

The Bugler plays the bugle at troop ceremonies.

Qualifications:

- Appointed by SPL and ASPL with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to: The Assistant Senior Patrol Leader

Bugler duties:

- Play bugle as requested by troop leadership.
- Play taps during evening closing ceremony.
- Practice bugling daily until proficient.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 50%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law
- Show scout spirit.

Historian

Job Description: The Historian records troop activities.

Qualifications:

- Appointed by SPL and ASPL with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to: The Assistant Senior Patrol Leader

Historian duties:

- Keep a journal of all Troop events for historical purposes.
- Includes in journal reports of each outing or activity.
- Includes in journal entries the place and time of the event, a few paragraphs about the event, and a list of attendees.
- Document journal entries with photographs and maps when possible.
- Bring journal to each Court of Honor so that Troop members may review it.
- Participate in outings. Attendance expectation 80%
- Attend troop meetings. Attendance expectation 30%
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law
- Set a good example.
- Show scout spirit.

Leave No Trace Trainer

The Leave No Trace Trainer ensures that Leave No Trace principles are followed on all troop outings and activities.

Qualifications:

- Appointed by SPL and ASPL with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to: the Assistant Senior Patrol Leader

Leave No Trace Trainer duties:

- Know by heart the Leave No Trace principles and be able to explain them in detail to others.
- Instruct the troop about Leave No Trace principles before outings.
- While on outings, ensure that Leave No Trace principles are followed, providing direction and instruction as necessary.
- Participate in outings. Attendance expectation 80%
- Attend troop meetings. Attendance expectation 30%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Librarian

The Librarian takes care of troop literature.

Qualifications:

- Appointed by SPL and ASPL with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to: The Assistant Senior Patrol Leader

Librarian duties:

- 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.
- Participate in outings. Attendance expectation 30%
- Attend troop meetings. Attendance expectation 80%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law
- Show scout spirit.

Webmaster

The Webmaster posts information about troop outings, service projects, and other events to the SJM website.

Qualifications:

- Appointed by SPL and ASPL with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to: the Assistant Senior Patrol Leader

Webmaster duties:

- Ensures that all event dates and times are listed correctly on the SJM website.
- Obtains information about outings, service projects, and other troop events from the Historian.
- Posts a news article about each troop outing and service project on the SJM website. Articles must be posted within two weeks of the event.
- Posts photos of troop events and service projects on the SJM website.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 50%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Junior Assistant Scoutmaster

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 and be an Eagle Scout. He is appointed by the Scoutmaster because of his demonstrated leadership ability.

Qualifications:

- Appointed by Scoutmaster
- At least 16 years old
- Eagle Scout

Reports to: The Scoutmaster

Junior Assistant Scoutmaster duties:

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 years of age or older).
- Accomplish any duties assigned by the Scoutmaster.
- Attends at least 65% of the PLC meetings occurring during his service period.
- Participate in outings, service projects, events, etc. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 50%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Assistant Patrol Leader

The position of Assistant Patrol Leader does not qualify for the leadership requirements for advancement. If you need a leadership position for rank advancement, you should not choose this position.

The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.

Qualifications:

- Appointed by the Patrol Leader with Scoutmaster approval
- Tenderfoot Rank or higher (Exception: There is no rank requirement for the Assistant Patrol Leader for a new scout patrol)
- May not serve two consecutive terms

Reports to: The Patrol Leader

Assistant Patrol Leader duties:

- Assist the Patrol Leader in planning and leading patrol meetings and activities
- Helps the Patrol Leader keep patrol members informed.
- Assists the Patrol Leader in preparing the patrol to take part in all troop activities.
- Direct the patrol at meetings and activities
- Take charge of the patrol in the absence of the Patrol Leader.
- Represent the patrol at Patrol Leaders' Council (PLC) meetings in the absence of the Patrol Leader.
- Work with the other troop leaders to make the troop run well.
- Participate in outings. Attendance expectation 65%
- Attend troop meetings. Attendance expectation 65%
- Help develop patrol spirit.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout Spirit.