



BSA Troop 486

Boy Scout Leadership Positions

September 2015 (Subject to review)

TROOP POSITIONS

Senior Patrol Leader (SPL)

Job 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
- Appoint other boy leaders with the advice and consent of the Scoutmaster
- Assign duties and responsibilities to other junior leaders
- Assist Scoutmaster in training junior leaders
- Delegate tasks to the ASPLs. Makes sure an ASPL attends any meeting/function he will not be able to attend (troop, PLC, Committee Meeting, etc.)
- Oversee the planning efforts of Scouts for all Troop campouts (whether he attends these outings or not)
- Have good attendance at Troop meetings
- Attend at least 2/3 of the monthly events during his service period
- Set a good example
- Enthusiastically wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Assistant Senior Patrol Leader (ASPL)

Job 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
- Serve as a member of the Patrol Leaders' Council (PLC)
- Attend at least 2/3 of the PLC meetings occurring during his service period

- Have good attendance at Troop meetings
- Attend at least 2/3 of the monthly events during his service period
- Set a good example
- Enthusiastically wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Troop Quartermaster

Job Description: The Troop Quartermaster keeps track of Troop equipment and assures it is in working order.

Reports to: Assistant Senior Patrol Leader

Troop Quartermaster duties:

- Keep records on patrol and Troop equipment
- Keep equipment in good repair
- Issue equipment and see that it is returned in good order
- Suggest new or replacement items
- Work with the Troop committee member responsible for equipment
- Have good attendance at Troop meetings
- Attend at least 2/3 of the monthly events during his service period
- Set a good example
- Enthusiastically wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Troop Scribe

Job Description: The Troop Scribe keeps the Troop records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of dues, advancement, and Scout attendance at Troop meetings.

Reports to: Assistant Senior Patrol Leader

Troop Scribe duties:

- Attend and keep a log of Patrol Leaders' Council (PLC) Meetings
- Record attendance at Troop functions
- Record advancement in Troop records
- Work with the Troop committee member responsible for finance, records, and advancement
- Have good attendance at Troop meetings
- Attend at least 2/3 of the monthly events during his service period
- Set a good example
- Enthusiastically wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Troop Guide

Job Description: To work actively with new Scouts. The Troop Guide introduces new Scouts to Troop operations and help them feel comfortable in the Troop.

Reports to: Assistant Scoutmaster

Troop Guide duties:

- Help new Scouts earn advancement requirements through First Class
- Advise patrol leader on his duties and responsibilities at PLC meetings
- Attend Patrol Leaders Council (PLC) meetings with the New Scout Patrol Leader
- Prevent harassment of new Scouts by older Scouts
- Help Assistant Scoutmaster train new Scouts by older Scouts
- Guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors
- Teach basic Scout skills
- Have good attendance at Troop meetings
- Attend at least 2/3 of the monthly events during his service period
- Set a good example
- Enthusiastically wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Instructor

Job Description: The Instructor teaches scouting skills.

Reports to: Assistant Senior Patrol Leader

Instructor duties:

- Instruct scouting skills as needed within the Troop or patrols
- Attend at least 2/3 of the Troop meetings during his service period
- Prepare well in advance for each teaching assignment
- Set a good example
- Enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Bugler

Job Description: The Bugler plays the bugle at Troop ceremonies.

Reports to: Assistant Senior Patrol Leader

Bugler duties:

- Play bugle as requested by Troop leadership
- Play taps during evening closing ceremony

Librarian

Job Description: The Librarian takes care of troop literature.

Reports to: Assistant Senior Patrol Leader

Librarian 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
- Attend at least 2/3 of the monthly events during his service period
- Set a good example
- Wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Historian

Job Description: The Historian keeps a historical record or scrapbook of Troop activities.

Reports to: Assistant Senior Patrol Leader

Historian 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
- Attend at least 2/3 of the monthly events during his service period
- Set a good example
- Enthusiastically wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

OA Troop Representative

Job Description: 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.

Reports to: Assistant Senior Patrol Leader

OA Troop Representative duties:

- Serve as a communication link between the lodge or chapter and the troop
- Encourage year round and resident camping in the Troop
- Encourage older Scout participation in high adventure programs
- Encourage Scouts to actively participate in community service projects
- Assist with leadership skills training in the Troop
- Encourage Arrowmen to assume leadership positions in the Troop
- Encourage 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.
- Set a good example
- Enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath, Scout Law and OA Obligation
- Show Scout spirit

OA Troop Representative Qualifications:

- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing

Chaplain Aide (optional)

Job Description: The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the Scouts in the Troop. He also works to promote the religious emblems program.

Reports to: Assistant Senior Patrol Leader (and works with the Chaplain)

Chaplain Aide duties:

- Keep Troop leader apprised of religious holidays when planning activities
- Assist Chaplain or religious coordinator in meeting the religious needs of Troop members while on activities
- Encourage saying grace at meals while camping or on activities
- Tell Scouts about the religious emblem program of their faith
- Help plan for religious observance in Troop activities
- Set a good example
- Enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Junior Assistant Scoutmaster (optional)

Job 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 demonstrated leadership ability.

Reports to: Scoutmaster

Junior Assistant Scoutmaster duties:

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older)
- Accomplish any duties assigned by the Scoutmaster
- Attend at least 5/6 of the PLC meetings occurring during his service period
- Set a good example
- Enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

PATROL POSITIONS

Patrol Leader (PL)

Job Description: The Patrol Leader is elected by the patrol and leads the patrol.

Reports to: Senior Patrol Leader

Patrol Leader duties:

- Plan and lead patrol meetings and activities
- Keep patrol members informed
- Assign each patrol member a job and help them succeed
- Represent the patrol at all Patrol Leaders' Council (PLC) meetings and at the annual program planning conference
- Prepare the patrol to take part in all Troop activities
- Develop patrol spirit
- Attend at least 2/3 of the monthly events during his service period
- Work with other Troop leaders to make the Troop run well
- Know what patrol members and other leaders can do
- Set the example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Assistant Patrol Leader (APL)

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

Reports to: Patrol Leader

Assistant Patrol Leader duties:

- Assist the Patrol Leader in:
 - Planning and leading patrol meetings and activities
 - Keeping patrol members informed
 - Preparing your patrol to take part in all Troop activities

- Steer patrol 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
- Help develop patrol spirit
- Attend at least 2/3 of the monthly events during his service period
- Set a good example
- Wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout Spirit

Patrol Quartermaster

Job Description: The Patrol Quartermaster is appointed by the Patrol Leader and checks out and in required equipment from the Troop Quartermaster. He also makes sure everyone in his patrol has required equipment for each event. He keeps patrol gear organized.

Reports to: Both the Patrol Leader and the Troop Quartermaster

Patrol Quartermaster duties:

- Can always find his handbook quickly and knows where he put it
- Keeps all the patrol gear in order
- Make sure gear is in proper shape when it's time to check the Troop gear back into the supply room
- Set a good example
- Wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout Spirit

Patrol Scribe

Job Description: The Patrol Scribe is appointed by the Patrol Leader and keeps patrol records.

Reports to: Patrol Leader

Patrol Scribe duties:

- Keep the patrol log which contains minutes of last patrol meeting, duty roster, etc.
- Read the log of the last patrol meeting
- Keep attendance records and collects dues
- Prepare budget for buying patrol equipment
- Collect the money for buying food
- Give the Grubmaster a receipt for his records
- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Grubmaster

Job Description: The Grubmaster is appointed by the Patrol Leader and shops for food. Duties rotate each outing.

Reports to: Patrol Leader

Grubmaster duties:

- See that the patrol eats proper, nutritional food
- Set a good example
- Wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Chief Cook

Job Description: The Chief Cook is appointed by the Patrol Leader and prepares eatable food for the patrol. Duties rotate for each outing.

Reports to: Patrol Leader

Chief Cook duties:

- Gather food from the chow box
- Organize the meal
- Supervise helpers (if any)
- Make sure the meal is prepared well and on time
- Assign cleaning up jobs for the pots, pans, and patrol cooking utensils
- Set a good example
- Wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Cheerleader

Job Description: The Cheerleader is appointed by the Patrol Leader and is responsible for keeping morale high in the Patrol.

Reports to: Patrol Leader

Cheerleader duties:

- Keep morale high
- Learn songs, yells, stunts and campfire programs
- Set a good example
- Wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit