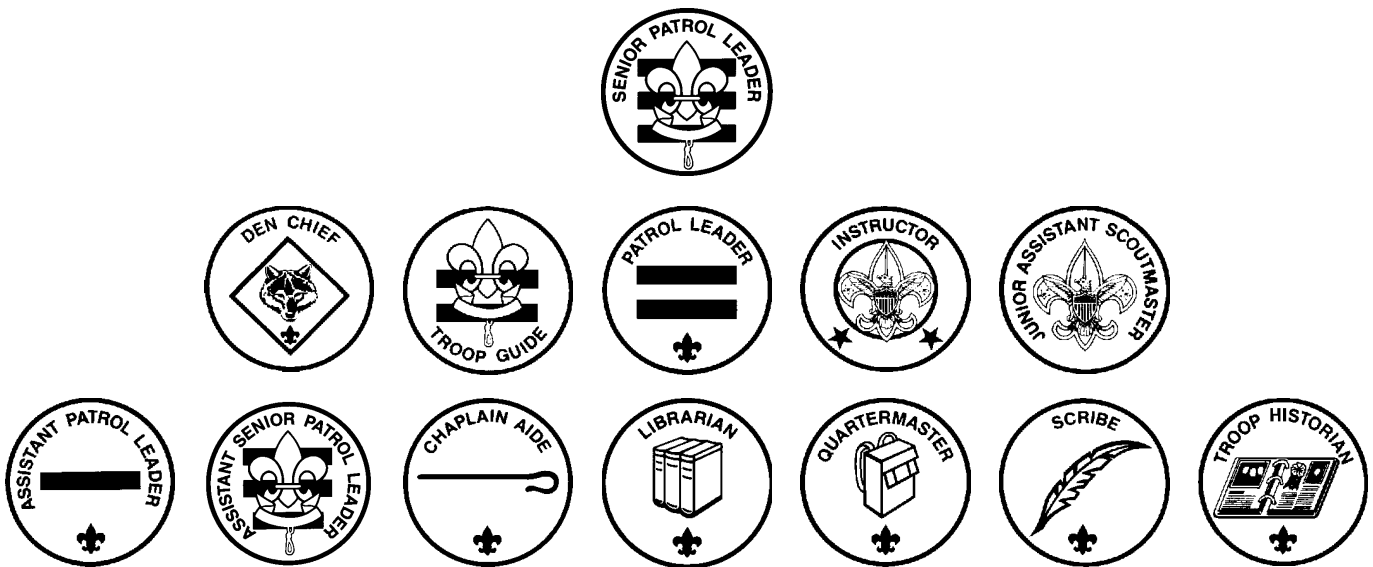




Leading the way...



**Troop 50 Scout Leadership Positions
Duties and Responsibilities**



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 50
Leadership Position Description**

SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Elected by the members of the troop

Term: 6 months

Reports to: Scoutmaster

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

Comments: 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.

QUALIFICATIONS

Age: none

Rank: First Class or higher

Experience: Previous service as SPL, ASPL, PL, or APL

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 85% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

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. 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 the Assistant Senior Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Runs all troop meetings, events, activities, and the annual program planning conference.

Runs the Patrol Leader's Council meeting.

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

Assigns duties and responsibilities to junior leaders.

Assists the Scoutmaster with Junior Leader Training.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50 Leadership Position Responsibilities

SENIOR PATROL LEADER

Weekly Duties

Friday

- Contact the PL responsible for next week's meeting. Make sure they are ready to go. Make sure they are following their Meeting Plan.
- Provide assistance as needed. If necessary, contact the Adult Patrol Mentor for that patrol if additional assistance is needed.

Tuesday

- Come to the Troop meeting early. Make sure room is prepared. Discuss last minute preparations with PL running meeting. Assign color guard for that meeting
- Call Scouts to meet promptly at 7:00
- Run Opening and Announcements. Turn meeting over to PL in charge for the week. Ensure that scouts are well-behaved during meeting
- Run Closing Ceremony

PLC Duties

- Run PLC meeting.
- Fill out Monthly Meeting Plan.
- Ensure PLs fill out Meeting Plan for their week.
- Ensure we have 2 scouts assigned to work on outing 2 months out.

Campout Duties

- Ensure Patrols get set up quickly the first night. Oversee choice of camp sites to ensure they are safe.
- Gather scouts for morning flag ceremony and announcements.
- Ensure scouts are participating in the planned event for the campout.
- Ensure scouts are well-behaved during campout.
- Ensure patrols are packed up quickly at end of campout.
- Ensure area is cleaned (leave no trace).
- Assemble scouts for Vespers.

Annual Planning Duties

- Gather input from patrols on activities and topics they want to cover.
- Review with Scoutmaster
- Run Annual Planning meeting with PLC to formalize calendar, select locations.



Troop 50 Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by members of the patrol
Term: 6 months
Reports to: Senior Patrol Leader
Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.
Comments: 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 SPL and ASPL Leader are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

- Age:** none
Rank: First Class or higher
Experience: none
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 80% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- 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. 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 Senior Patrol Leader or 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 the Assistant Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's 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.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50 Leadership Position Responsibilities

PATROL LEADER

Weekly Duties

Friday

- Make sure you've got everything prepared if you are running next week's meeting. Involve ALL the scouts in your patrol in preparing for the meeting. **Don't try to do it all yourself!**
- Contact your SPL or APM (Adult Patrol Mentor) if you need any help. Don't wait until Monday night!
- Call Patrol members who have missed meetings recently to make sure they know what is planned. Encourage them to attend the Troop meetings.

Tuesday

- Come to the Troop meeting early. Make sure your patrol area is prepared, including your patrol flag. Discuss last minute preparations with SPL if you are running the meeting.
- Ensure that your patrol is well-behaved and paying attention during the meeting. Keep your patrol together.
- Run Patrol meetings if one is needed that week. Make sure everyone participates. Stay on the task at hand, and keep track of your time.

Monthly Duties

- Encourage your patrol to select a patrol activity that month. Do something fun!

PLC Duties

- Participate in PLC meeting.
- Fill out a Meeting Plan for the week you are running.
- Have 2 scouts working on the campout you are planning.

Campout Duties

- Have a menu and duty roster prepared the Tuesday before the campout. Review with your APM.
- Ensure your Patrol gets equipment checked out and set up quickly the first night. Oversee choice of camp sites to ensure they are safe.
- Ensure that scouts follow the duty roster.
- Ensure scouts are participating in the planned event for the campout.
- Ensure scouts are well-behaved during campout. Any issues should be brought to the SPL (or an ASM if necessary).
- Ensure patrols are packed up quickly at end of campout.
- Ensure area is cleaned (leave no trace).

Annual Planning Duties

- Gather input from your patrol on activities and topics they want to cover.
- Represent your patrol during the Annual Planning meeting. Provide input and ideas.
- Volunteer to have your patrol help plan one of the campouts.



**Troop 50
Leadership Position Description**

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

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's appointed by the Scoutmaster because of his leadership ability.

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

QUALIFICATIONS

Age: At least 16 years old

Rank: Life or Eagle

Experience: Previous leadership positions

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 40% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

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. 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 Senior Patrol Leader or 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Functions as an Assistant Scoutmaster.

Performs duties as assigned by the Scoutmaster.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50 Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster and Den Leader

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

Comments: The Den Chief provides 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.

QUALIFICATIONS

Age: 14 or older

Rank: First Class or higher

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 75% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

In terms of attendance with your den, you are expected to attend 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

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. 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 Senior Patrol Leader or 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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.

Helps out at weekly den meetings and monthly pack meetings.

Meets with adult members of the den, pack, and troop as necessary.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50 Leadership Position Responsibilities

DEN CHIEF

Weekly Duties

Den Meeting Days

- Work with your Den Leader to plan meetings. Ensure Webelos are advancing.
- Participate in Den meeting. Come in full uniform. Be a good role model for the Webelos.

Tuesday

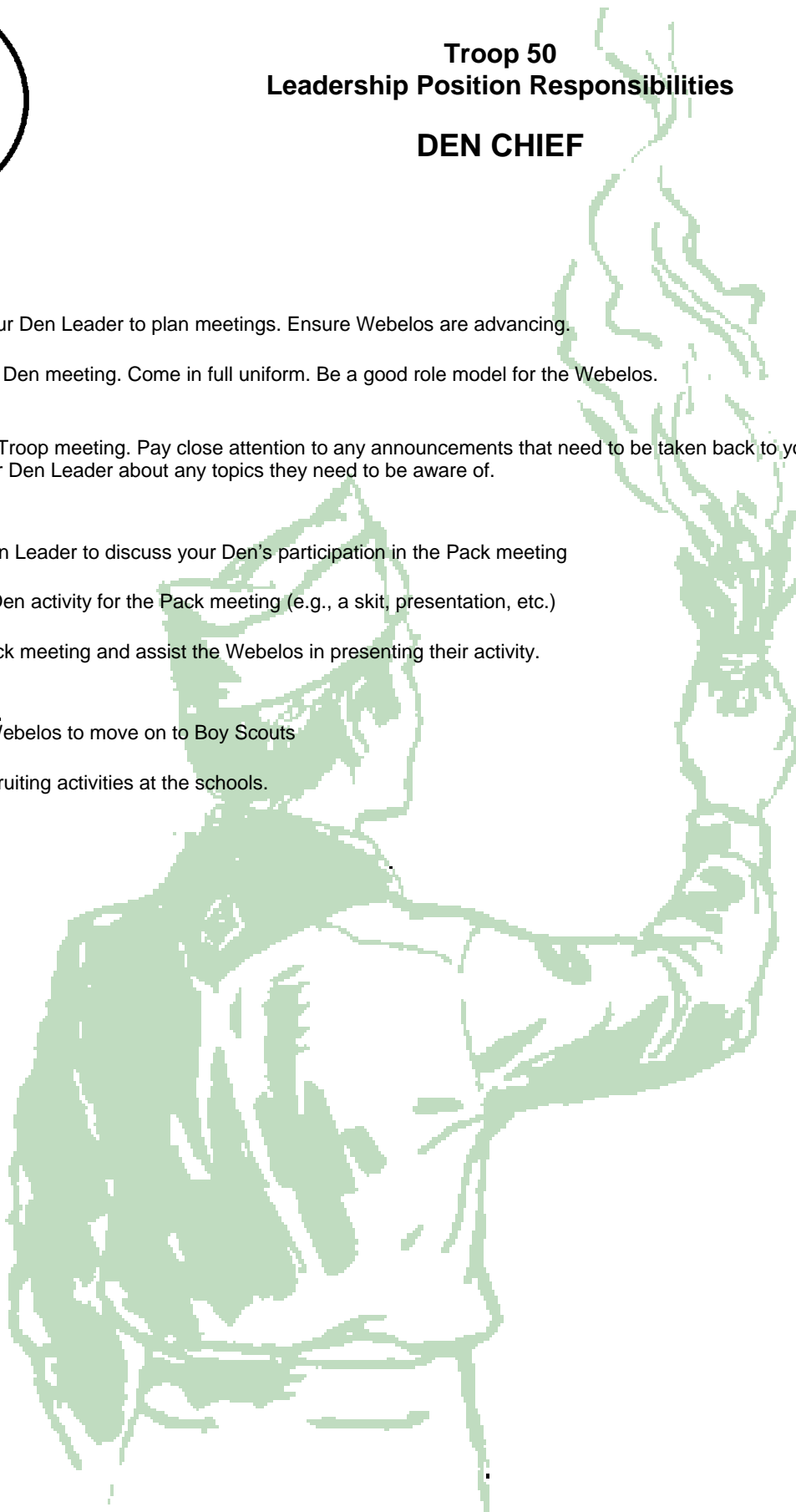
- Come to the Troop meeting. Pay close attention to any announcements that need to be taken back to your Webelos den. Tell your Den Leader about any topics they need to be aware of.

Monthly Duties

- Meet with Den Leader to discuss your Den's participation in the Pack meeting
- Help plan a Den activity for the Pack meeting (e.g., a skit, presentation, etc.)
- Go to the Pack meeting and assist the Webelos in presenting their activity.

Ongoing Duties

- Encourage Webelos to move on to Boy Scouts
- Help with recruiting activities at the schools.





Troop 50 Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
- Term:** 1 year
- Reports to:** Scoutmaster
- Description:** The Instructor teaches scouting skills.
- Comments:** 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.

QUALIFICATIONS

- Age:** 14 or older
- Rank:** First Class or higher
- Experience:** none
- Attendance:** 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend 75% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- 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. 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 Senior Patrol Leader or 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Teaches basic Scouting skills in troop and patrols.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50
Leadership Position Responsibilities

INSTRUCTOR

Weekly Duties

Tuesday

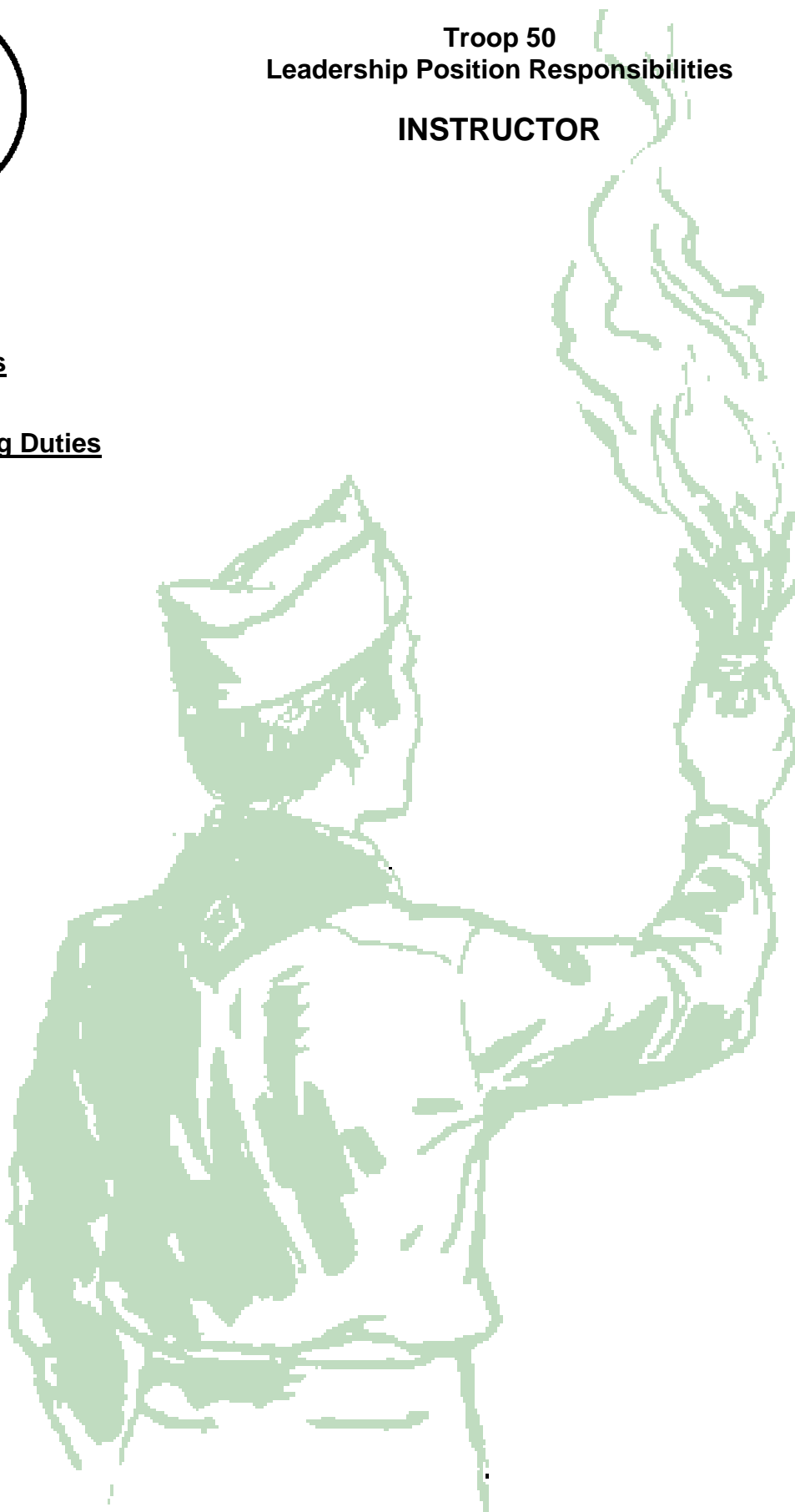
- TBD

Campout Duties

- TBD

Annual Planning Duties

- TBD





Troop 50 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Scoutmaster
Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.
Comments: 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.

QUALIFICATIONS

- Age:** 14 or older
Rank: First Class or higher
Experience: none
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 90% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- 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. 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 Senior Patrol Leader or 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- 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 in their first year.
- 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 individual Scouts on Scouting challenges.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50 Leadership Position Responsibilities

TROOP GUIDE

Weekly Duties

Friday

- Call Patrol members who have missed meetings recently to make sure they know what is planned. Encourage them to attend the Troop meetings.

Tuesday

- Come to the Troop meeting early. Make sure your patrol area is prepared, including your patrol flag.
- Ensure that your patrol is well-behaved and paying attention during the meeting. Keep your patrol together, don't let scouts wander off.
- Help your Patrol Leader run Patrol meetings if one is needed that week. Make sure everyone participates. Stay on the task at hand, and keep track of your time.

Monthly Duties

- Rotate the Patrol Leader position in your patrol so everyone gets a chance. Walk them through what needs to be done.
- Encourage your patrol to select a patrol activity that month. Do something fun!

PLC Duties

- Participate in PLC meeting with your Patrol Leader.
- Work with the other Troop Guides to plan alternate training during the Troop Meetings, specific to new scout advancement. Fill out a Meeting Plan for the week you are running.

Campout Duties

- Help your Patrol Leader plan a menu and duty roster the Tuesday before the campout. Review with your APM.
- Ensure your Patrol gets set up quickly the first night. Oversee choice of camp sites to ensure they are safe.
- Ensure that scouts follow the duty roster.
- Ensure scouts are participating in the planned event for the campout.
- Ensure scouts are well-behaved during campout. Any issues should be brought to the SPL (or an ASM if necessary).
- Ensure patrols are packed up quickly at end of campout.
- Ensure area is cleaned (leave no trace).

Annual Planning Duties

- Gather input from your patrol on activities and topics they want to cover.
- Represent your patrol during the Annual Planning meeting. Provide input and ideas.



Troop 50
Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months
Reports to: Senior Patrol Leader
Description: The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.
Comments: 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.

QUALIFICATIONS

- Age:** none
Rank: First Class or higher
Experience: none
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 80% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- 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. 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 Senior Patrol Leader or 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplin Aide.
- Serves as a member of the Patrol Leader's Council.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50
Leadership Position Responsibilities

ASSISTANT SENIOR PATROL LEADER

Weekly Duties

Tuesday

- Come to the Troop meeting early. Make sure room is prepared. Discuss last minute preparations with SPL.
- Run Meeting if SPL not available.
- Ensure that scouts are well-behaved during meeting
- Ensure that Scribe takes attendance, and that attendance is turned in to Advancement Chair.

Monthly Duties

- Meet with Scribe, Quartermaster, Librarian, Historian, and Chaplain's Aide to ensure that they are all handling their responsibilities. Make note of any items that they need to be brought up to the PLC.
- Ensure Scribe and Historian have updated bulletin board with this month's material.

PLC Duties

- Run PLC meeting if SPL absent.
- Present any items from other officers that require PLC review.
- Ensure scribe takes minutes of meeting. Follow-up on any items that need to be resolved.

Campout Duties

- Fill in for SPL if not available.
- Ensure scouts are participating in the planned event for the campout.
- Ensure scouts are well-behaved during campout.
- Ensure area is cleaned (leave no trace).

Annual Planning Duties

- Gather input from patrols on activities and topics they want to cover.
- Review with Scoutmaster
- Assist with Annual Planning meeting with PLC to formalize calendar, select locations.



Troop 50 Leadership Position Description

ASSISTANT PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader
Term: 6 months
Reports to: Patrol Leader
Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.
Comments: Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

QUALIFICATIONS

- Age:** none
Rank: none
Experience: none
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 75% of all troop meetings, PLC meetings in the Patrol Leader's absence, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- 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. 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 Senior Patrol Leader or 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Patrol Leader plan and steer patrol meetings and activities.
- Helps the Patrol Leader keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50 Leadership Position Responsibilities

ASSISTANT PATROL LEADER

Weekly Duties

Friday

- Assist Patrol Leader in planning Troop meeting.

Tuesday

- Come to the Troop meeting early. Make sure your patrol area is prepared, including your patrol flag.
- Ensure that your patrol is well-behaved and paying attention during the meeting. Keep your patrol together, don't let scouts wander off.
- If PL not available, run Patrol meetings if one is needed that week. Make sure everyone participates. Stay on the task at hand, and keep track of your time.

Monthly Duties

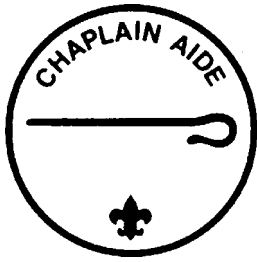
- Encourage your patrol to select a patrol activity that month. Do something fun!

PLC Duties

- Fill in for Patrol Leader if not available.

Campout Duties

- Ensure Patrol functions as a team, especially if Patrol Leader not available.
- Have a menu and duty roster prepared the Tuesday before the campout. Review with your APM.
- Ensure your Patrol gets set up quickly the first night. Oversee choice of camp sites to ensure they are safe.
- Ensure that scouts follow the duty roster.
- Ensure scouts are participating in the planned event for the campout.
- Ensure scouts are well-behaved during campout. Any issues should be brought to the SPL (or an ASM if necessary).
- Ensure patrols are packed up quickly at end of campout.
- Ensure area is cleaned (leave no trace).



Troop 50 Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

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

Comments: "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps 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 can have other troop members help.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

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. 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 Senior Patrol Leader or 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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 troop program planning.

Helps plan for religious observance in troop activities.

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)

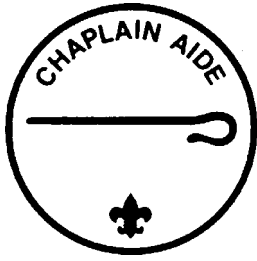
(date)

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50 Leadership Position Responsibilities

CHAPLAIN AIDE

Weekly Duties

Tuesday

- Present opening and closing prayers at all troop meetings. If possible, prayer should be relevant to that week's activity.

Monthly Duties

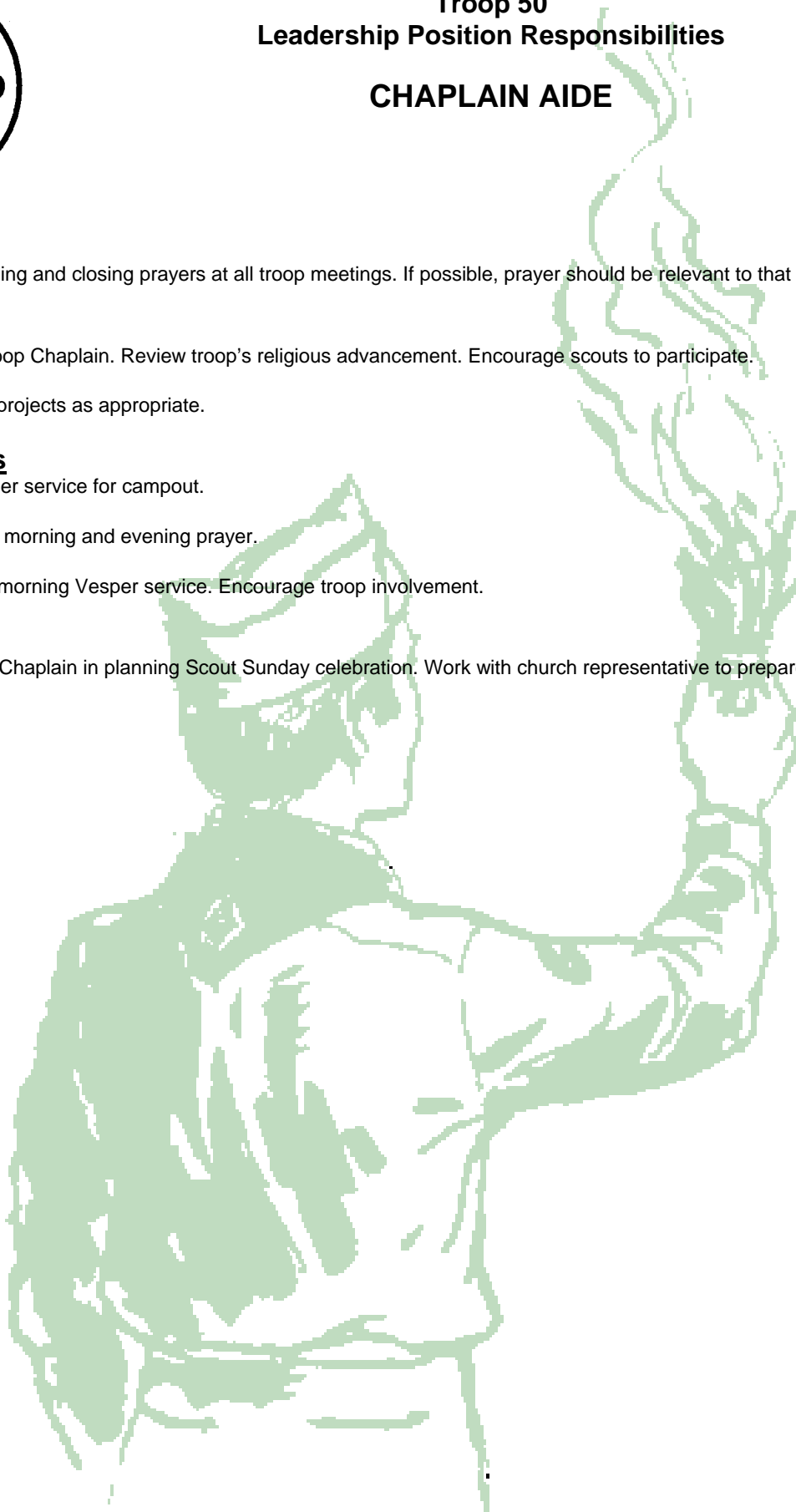
- Meet with Troop Chaplain. Review troop's religious advancement. Encourage scouts to participate.
- Plan service projects as appropriate.

Campout Duties

- Prepare vesper service for campout.
- Lead troop in morning and evening prayer.
- Run Sunday morning Vesper service. Encourage troop involvement.

Annual Duties

- Assist Troop Chaplain in planning Scout Sunday celebration. Work with church representative to prepare plans.





Troop 50 Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

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

Comments: 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 past.

QUALIFICATIONS

Age: none

Rank: none

Experience: none, but interest in photography is helpful

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

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. 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 Senior Patrol Leader or 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Gathers pictures and facts about past 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.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50 Leadership Position Responsibilities

TROOP HISTORIAN

Weekly Duties

Tuesday

- Come to Troop meetings prepared with camera, especially if troop is having a special guest speaker or some special event.

Monthly Duties

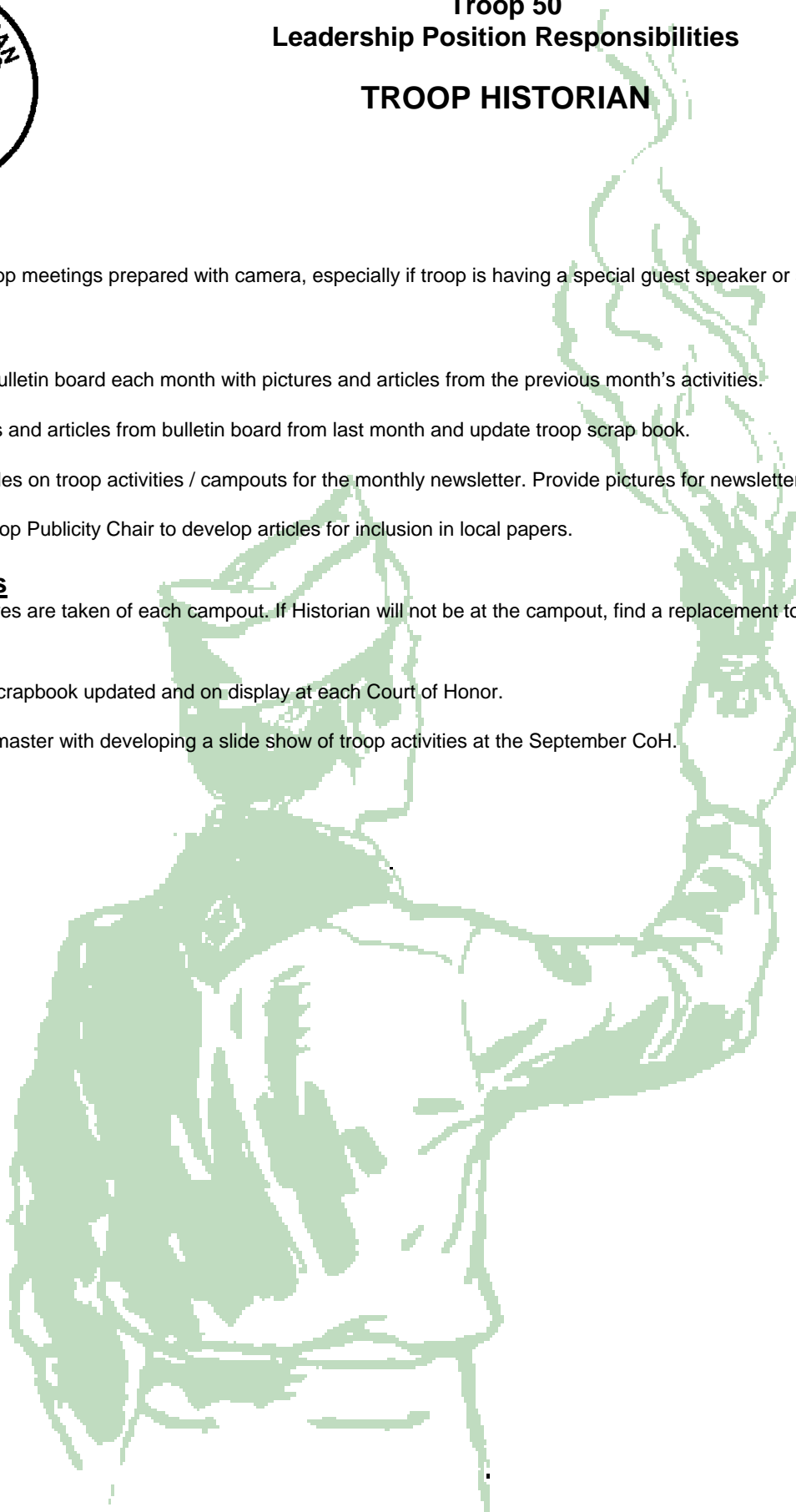
- Update the bulletin board each month with pictures and articles from the previous month's activities.
- Take pictures and articles from bulletin board from last month and update troop scrap book.
- Prepare articles on troop activities / campouts for the monthly newsletter. Provide pictures for newsletter.
- Work with troop Publicity Chair to develop articles for inclusion in local papers.

Campout Duties

- Ensure pictures are taken of each campout. If Historian will not be at the campout, find a replacement to take pictures.

COH Duties

- Have troop scrapbook updated and on display at each Court of Honor.
- Assist Scoutmaster with developing a slide show of troop activities at the September CoH.





Troop 50 Leadership Position Description

LIBRARIAN

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months
Reports to: Assistant Senior Patrol Leader
Description: The Troop Librarian takes care of troop literature.
Comments: The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

QUALIFICATIONS

- Age:** none
Rank: none
Experience: none
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- 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. 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 Senior Patrol Leader or 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- 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.
- Follows up on late returns.
- Issues vouchers for purchase of used merit badge books.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50 Leadership Position Responsibilities

LIBRARIAN

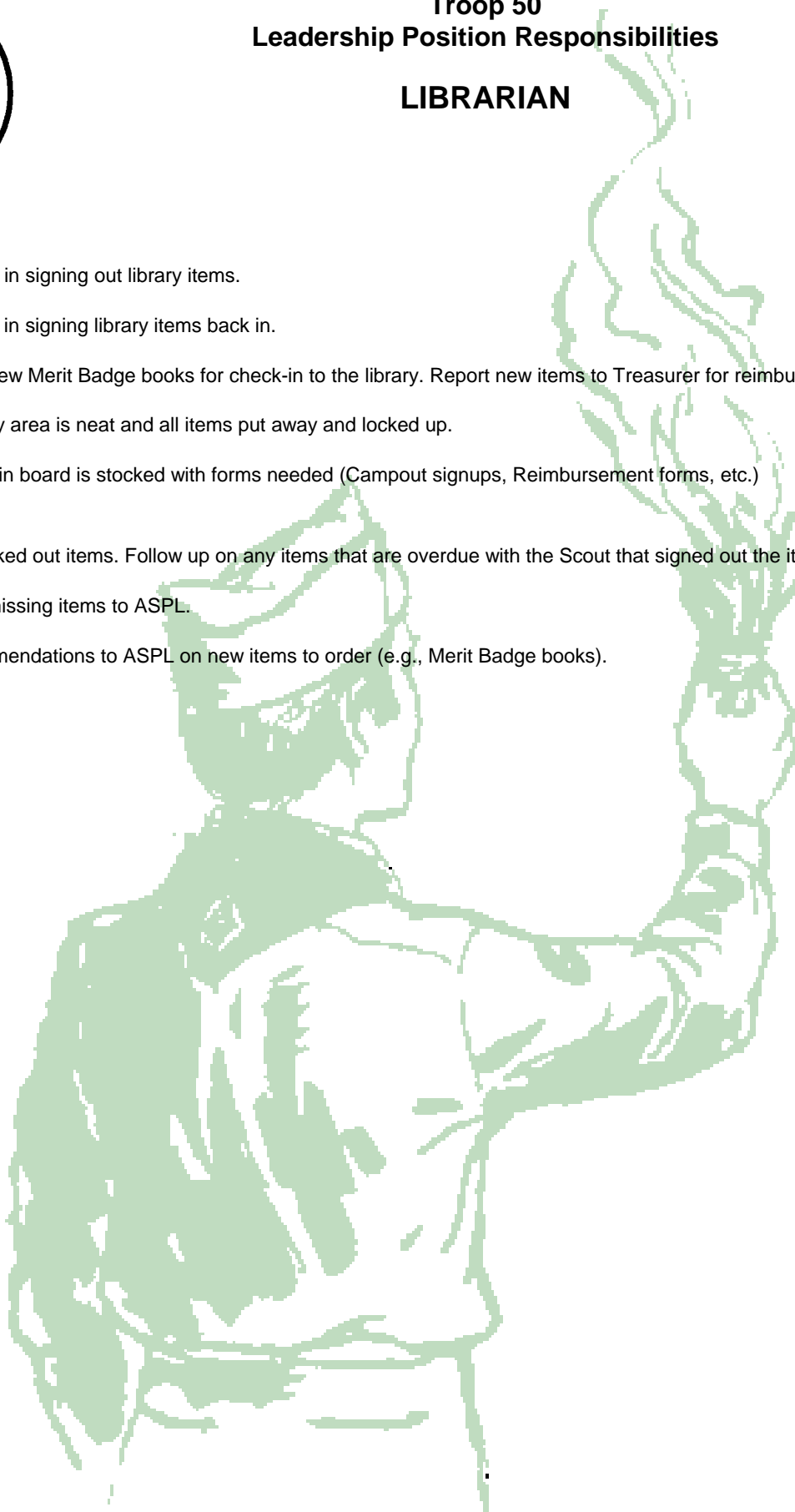
Weekly Duties

Tuesday

- Assist scouts in signing out library items.
- Assist scouts in signing library items back in.
- Accept any new Merit Badge books for check-in to the library. Report new items to Treasurer for reimbursement.
- Ensure library area is neat and all items put away and locked up.
- Ensure bulletin board is stocked with forms needed (Campout signups, Reimbursement forms, etc.)

Monthly Duties

- Review checked out items. Follow up on any items that are overdue with the Scout that signed out the item.
- Report any missing items to ASPL.
- Make recommendations to ASPL on new items to order (e.g., Merit Badge books).





Troop 50 Leadership Position Description

QUARTERMASTER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months
Reports to: Assistant Senior Patrol Leader
Description: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.
Comments: 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.

QUALIFICATIONS

- Age:** none
Rank: none
Experience: none
Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- 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. 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 Senior Patrol Leader or 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- 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
- Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50 Leadership Position Responsibilities

QUARTERMASTER

Weekly Duties

Tuesday

- Receive any equipment that is being returned. Check to ensure that it is in good condition. Return equipment to trailer or shed as appropriate and check it back in.
- Assist scouts who need equipment for the meeting in getting it checked out.
- Follow-up on equipment that is not being returned promptly. Report any problems to ASPL.

Monthly Duties

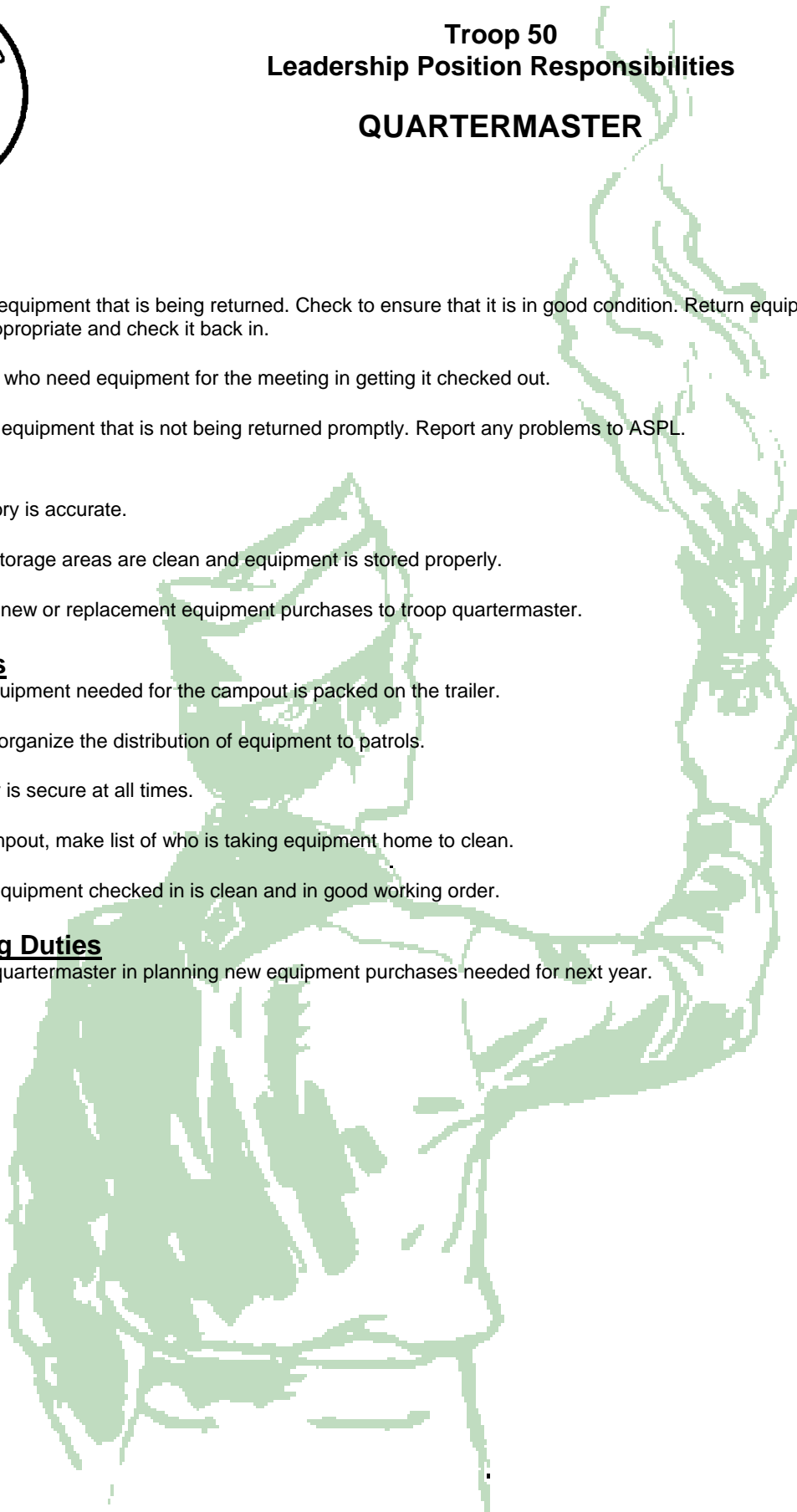
- Verify inventory is accurate.
- Ensure that storage areas are clean and equipment is stored properly.
- Recommend new or replacement equipment purchases to troop quartermaster.

Campout Duties

- Verify that equipment needed for the campout is packed on the trailer.
- At campsite, organize the distribution of equipment to patrols.
- Ensure trailer is secure at all times.
- At end of campout, make list of who is taking equipment home to clean.
- Ensure that equipment checked in is clean and in good working order.

Annual Planning Duties

- Assist troop quartermaster in planning new equipment purchases needed for next year.





Troop 50 Leadership Position Description

SCRIBE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

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.

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

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

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. 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 Senior Patrol Leader or 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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 members responsible for records and finance.

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 his presence is necessary for troop to function smoothly.

(signature)

(date)



Troop 50 Leadership Position Responsibilities

SCRIBE

Weekly Duties

Tuesday

- Make sure attendance is taken at each troop meeting, and given to ASPL.
- Make sure bulletin board is updated as needed.

Monthly Duties

- Ensure that attendance is taken for all functions that month, including:
 - Campouts
 - MarketDay
 - Service Projects
- Ensure attendance is turned in to Advancement Chair each month.
- Assist Advancement Chair in maintaining chart of scout advancements.

PLC Duties

- Review notes from previous month.
- Keep notes of PLC meeting activities. Maintain notes in Scribe binder.
- At end of meeting, review action items that need to be accomplished.
- Update bulletin board to reflect PLC plans for the next month.

Annual Planning Duties

- Keep notes of Annual Planning meeting. Maintain notes in Scribe binder.
- Assist Scoutmaster in developing troop calendar based on meeting outcome.

