



## **Troop 436 – Scout Position Descriptions**

*Revised: 3/1/17*

**Senior Patrol Leader.** The Senior Patrol Leader (SPL) is an elected position and is the senior Scout leader in the Troop. The Scoutmaster mentors and provides guidance to the SPL and is responsible for signing off this leadership requirement. Successful completion of this position entails:

1. Provide leadership for the Patrol Leader's Council (PLC). The SPL is the leader of the PLC, and is expected to attend and run the monthly PLC meetings held on the first Monday of each month. He should lead PLC discussions on Troop activities and policy. He should prepare a written agenda for each meeting.
2. The SPL attends monthly Troop Committee meetings representing the youth at said meetings.
3. Supervise Troop meetings and preparation for Troop meetings. The SPL is expected to attend Troop meetings, and supervise conduct of the Troop meetings by the members of the PLC.
4. Provide overall Scout leadership in the Troop. He should attend Troop meetings, camping trips, and so on. He supervises the Assistant Senior Patrol Leaders (ASPLs).
5. Holds Patrol Leader training within one month of being elected.
6. Chair PLC's, meetings, outings, and Courts of Honor or, with permission of the Scoutmaster, has one of the ASPL's do so. Ensure meetings and outings have a Scout appointed as the outing/meeting leader.
7. Assign duties and responsibilities to junior leaders, and work with the Scoutmaster in training them.
8. Take action with the Scoutmaster to resolve disciplinary/behavioral issues in the Troop.
9. Attend at minimum 90% of all Troop meetings and 75% of all other activities.
10. *Adult Mentor:* Scoutmaster

**Assistant Senior Patrol Leader.** The Senior Patrol Leader, with the approval of the Scoutmaster, appoints Assistant Senior Patrol Leaders (ASPLs), as many as he deems necessary. The Scoutmaster mentors and provides guidance to the ASPL(s) and is responsible for signing off this leadership requirement. The duties of an ASPL include the following:

1. Assist the SPL in his duties. The ASPL is a member of the PLC and is expected to attend PLC meetings. The ASPL works closely with the SPL and assists the SPL in completion of his responsibilities, as requested. The ASPL acts for the SPL in his absence.
2. Provides Scout leadership in the Troop. He should attend and actively participate in Troop meetings, camping trips, and so on. He assists the SPL and the Troop Guides and Patrol Leaders with enforcement of discipline at troop activities.
3. Supervise and assist assigned Patrol Leaders.
4. Attend at minimum 90% of all Troop meetings and 75% of all other activities.
5. *Adult Mentor:* Scoutmaster

**Troop Guide.** The Troop Guide introduces new Scouts to Troop operations and guides them through their first year in the Troop. The Scoutmaster mentors and provides guidance to the Troop Guide and is responsible for signing off this leadership requirement. Successful completion of this position entails:

1. Serve as Patrol Leader for the New Scout Patrol during "basic training" from bridge-over to Troop year-end picnic at which time new Scouts get assigned to regular troop patrols.

2. Teach first-year Scouts rank advancement skills—Scout, Tenderfoot, Second Class, and First Class. Help new Scouts earn First Class rank in their first year.
3. Attends PLC meetings.
4. Assists with Patrol Leader trainings.
5. Provides Scout leadership in the Troop. He should attend and actively participate in Troop meetings, overnights, etc. He assists the SPL and Patrol Leaders with enforcement of discipline at Troop activities.
6. Plan new scout orientation session.
  - a. Explain rank requirements and how to use the BSA Handbook to complete rank requirements.
  - b. Explain Troop activities and what's happening during different parts of the Troop meeting.
  - c. Explain the functions of the various Scout and adult leaders.
  - d. Teach uniform requirements; ensure Scouts have all the required patches.
7. Ensure new Scouts are afforded as many opportunities as possible for advancement. Mentor them and help them keep records of their achievements.
8. Attend at minimum 90% of all Troop meetings and 75% of all other activities.
9. *Adult Mentor: Scoutmaster*

**Patrol Leader.** The Patrol Leader is usually a First Class Scout elected by the Patrol and is the leader of the Patrol once elected. He appoints an Assistant Patrol Leader (not an official leadership position). An ASPL is assigned to supervise and assist Patrol Leaders and is available to help Patrol Leader with fulfilling his responsibilities. The assigned ASPL or SPL is responsible for signing off this leadership position. Successful completion of this position entails:

1. Provide leadership and supervision for his patrol. The Patrol Leader supervises his patrol during Troop and patrol activities. He teaches Scout skills and assists the other Troop leaders in enforcing discipline.
2. Keep patrol members informed.
3. Attend PLC's, meetings and outings.
4. Ensure applicable menus and duty rosters are completed for overnights.
5. Attend at minimum 90% of all Troop meetings and 75% of all other activities.

**Scribe.** The Scribe is responsible for maintaining records for the Troop as needed during his tenure and contributing articles for the Troop's monthly newsletter as requested by the newsletter editor. The Scribe is also responsible for setting up a youth-member communications network so that information can be disseminated via email, Facebook, and text. An ASM/Adult Mentor is assigned to assist the Scribe position in completion of the listed requirements, should meet periodically with the Troop Scribe to monitor his progress, and is responsible for signing off this leadership position requirement. Successful completion of this position entails:

1. Prepare monthly Troop Report article for Troop 436 Monthly newsletter. He may seek a volunteer to handle this if he himself did not attend monthly overnight.
2. Prepare monthly overnight review article for Troop 436 Monthly newsletter. He may seek a volunteer to handle this if he himself did not attend monthly overnight.
3. Create a communications network of email, Facebook, and text messaging for youth members.
4. Send weekly messages for new information or reminders for troop activities.
5. Stay in contact with Troop Committee Chair on what information should be disseminated.
6. *ASM/Adult Mentor: \_\_\_\_\_*

**Quartermaster.** The Troop Quartermaster is responsible for Troop's camping equipment and supplies as well as Troop trailer inventory and organization. The adult Equipment Coordinator is assigned to mentor him and is responsible for signing off this leadership position requirement. The adult Equipment Coordinator assists the Quartermaster with the repair or replacement of existing equipment, and with the purchase of new equipment.

He should meet at least monthly with the Quartermaster to monitor his progress. Successful completion of this position entails:

1. Maintain a current inventory of all Troop camping equipment, and perform inventories and inspections of Troop equipment. Results of inventories are kept in the Quartermaster's Notebook.
2. Assign equipment to patrols for camping trips; inspect it after the camping trip.
3. Ensure that equipment is ready for use prior to camping trips. Maintain a checklist of durable items (pots, pans, utensils, etc.) kept in each patrol box, and of consumable items (Clorox, paper towels, soap, etc.). Ensure that the equipment is complete (no missing pieces).
4. Make recommendations to the adult Equipment Coordinator concerning the repair/replacement of existing equipment and make recommendations concerning purchase of new equipment. Maintain an equipment information folder for warranty papers, receipts, instructions, etc.
5. Conduct at least one equipment inventory during your tenure as well as one full Trailer cleaning.
6. Responsible for getting flags and any needed supplies to Troop meetings as outlined by SPL.
7. Attend at minimum 90% of all Troop meetings and 75% of all other activities.
8. *ASM/Adult Mentor: Equipment Coordinator*

**Community Service Organizer.** The Troop Community Service Organizer works to set up service hour opportunities for the Troop. The adult Community Service Coordinator is assigned to mentor the Community Service Organizer in completion of the listed requirements, should meet periodically with the Community Service Organizer to monitor his progress, and is responsible for signing off this leadership position requirement. Successful completion of this position entails:

1. Plan and execute at least one troop community service project if holding the position for 4 months, two if holding the position for 6 months.
2. Communicate service hour opportunities to the Troop and work to get attendance to the project.
3. With assistance of adult Community Service Coordinator, record Troop's service hours to Council.
4. *ASM/Adult Mentor: Community Service Coordinator*

**Den Chief.** A Den Chief is usually a First Class Scout or above. The goal of Den Chief is to gain leadership experience and prepare Cub Scouts for their transition to Boy Scouts. As a guide, the Den Chief and Den Leader should refer to the Den Chief Handbook. An ASM/Adult Mentor is assigned to assist Den Chiefs and monitor their performance in their dens through periodic discussions with the Den Leaders. He arranges with a Cub Scout Pack for placement of the Den Chief in a den and signs off this leadership requirement. Prior to sign-off of this requirement, the ASM/Adult Mentor must confirm satisfactory performance of the Den Chief by discussion with the Scout's assigned Den Leader. Successful completion of this position entails:

1. Knows and helps Cub Scouts achieve the purposes of Cub Scouting.
2. Completes Den Chief training.
3. Attends most meetings of the den to which they are assigned.
4. Actively participates and assists in den activities as requested by their Den Leader.
5. Attends most pack meetings with their den.
6. Encourages Cubs to become Webelos and Webelos to become Boy Scouts.
7. *ASM/Adult Mentor: \_\_\_\_\_*

**Flag Collections.** Troop 436 Patrick Hare's Eagle Scout project was building and placing three flag-collection boxes in Long Valley. As they filled up, Patrick would empty them and dispose of the flags until he left for college. The family has asked the Troop to carry on with the maintenance of this project. This position entails periodically emptying out the three flag-collection boxes and properly retiring the flags. An ASM/Adult Mentor

is assigned to assist the Flag Collections position in completion of the listed requirements, should meet periodically with the Scout to monitor his progress, and is responsible for signing off this leadership position requirement. Successful completion of this position entails:

1. Routinely empty three flag-collection boxes in Long Valley at the WT Library, WT Municipal Building, and the Schooley's Mountain General Store.
2. During the tenure of the position, hold at least one flag retirement ceremony on an overnight using all the collected flags.
3. *ASM/Adult Mentor:* \_\_\_\_\_

**LV Camporee Coordinator.** The Long Valley Camporee Coordinator is the youth leader that represents the Troop at planning meetings for the LV Camporee. In years when Troop 436 is up to host the event (every three years), there will be two LV Camporee Coordinators and as a team they will plan and execute the event. The adult Membership Coordinator is assigned to mentor the LV Camporee Coordinator in completion of the listed requirements, should meet periodically with the LV Camporee Coordinator to monitor his progress, and is responsible for signing off this leadership position requirement. Successful completion of this position entails:

1. In years where Troop 436 hosts the LV Camporee (every three years), two LV Camporee Coordinators plan and execute the event. This begins in March when the first meeting with the other two Long Valley Boy Scout troops is held to begin event planning.
2. In years where Troop 436 is not hosting, only one LV Camporee Coordinator is needed.
3. *ASM/Adult Mentor:* Membership Coordinator

**Instructor.** An Instructor teaches one or more advancement skills to Troop members. An ASM/Adult Mentor is assigned to assist the Instructor in completion of the listed requirements, should meet periodically with the Instructor to monitor his progress, and is responsible for signing off this leadership position requirement. Successful completion of this position entails:

1. Teach Scouts basic Scouting skills during at least 3 troop activities during their tenure. Instructors are expected to teach Scout skills to other Scouts at troop meetings, on troop camping trips, or during other troop activities, as requested by the SPL or Scoutmaster. Instructors will be scheduled for participation during troop activities by the PLC and will be notified of the dates and skill to be taught as far in advance as possible.
2. Maintain proficiency in at least three basic Scouting skills.
3. *ASM/Adult Mentor:* \_\_\_\_\_

**Order of Arrow Representative.** The Order of Arrow Representative serves as a communication link between the lodge or chapter and the Troop. An ASM/Adult Mentor is assigned to assist the Order of the Arrow Representative in completion of the listed requirements, should meet periodically with the OA Rep to monitor his progress, and is responsible for signing off this leadership position requirement. Successful completion of this position entails:

1. Be the Troop's advocate for the Order of the Arrow.
2. Run the annual OA elections.
3. Assist with leadership skills training in the Troop, and encourage Arrowmen to assume leadership positions in the Troop.
4. *ASM/Adult Mentor:* \_\_\_\_\_

**Bugler.** The Troop Bugler should be able to make appropriate bugle calls, as requested, at Troop activities. An ASM/Adult Mentor is assigned to assist the Bugler in completion of the listed requirements, should meet periodically with the Bugler to monitor his progress, and is responsible for signing off this leadership position requirement. Successful completion of this position entails:

1. Sound reveille in the morning and taps in the evening on overnights and while at summer camp, as requested by the SPL or Adult Leader.
2. Open and close troop meetings.
3. Learn at least one new bugle call during his tenure.
4. *ASM/Adult Mentor:* \_\_\_\_\_

**Chaplain Aide.** The Chaplain Aide is responsible for preparing Scouts Own Services to be used on overnights, preparing invocations and benedictions for other activities (such as Courts of Honor) and providing information on the Boy Scout Religious Medal Program to the other Scouts in the Troop. An ASM/Adult Mentor is assigned to assist the Chaplain Aide in completion of the listed requirements, should meet periodically with the Chaplain Aide to monitor his progress, and is responsible for signing off this leadership position requirement. Successful completion of this position entails:

1. Make available Scouts Own Services for overnights planned during his tenure in that position.
2. Prepare invocations and benedictions for Courts of Honor and any other events he is asked to plan for.
3. Give a presentation on the Boy Scout Religious Medal Program for the Troop once during his tenure.
4. *ASM/Adult Mentor:* \_\_\_\_\_