



Leading the way . . .



BSA TROOP 918

## SCOUT POSITIONS OF RESPONSIBILITY

### DUTIES AND RESPONSIBILITIES

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*## ADAPTED FROM US SCOUTING SERVICE PROJECT, LEADERSHIP DESCRIPTIONS ##*

[HTTP://CLIPART.USSCOOTS.ORG/SCOUTDOC/TROOPS/TROOP POSITIONS.DOC](http://clipart.usscouts.org/ScoutDoc/Troops/Troop%20Positions.doc)

## LEADING THE WAY



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 Boy Scouting different from all other youth groups. Do you know what it is?

Well, it is not just 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 BOY 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 Positions of Responsibility 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

PROVIDE SERVICE TO YOUR TROOP BY GIVING BACK

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 and to ensure a safe environment 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 Positions of Responsibility. 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 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, fill out a Troop job application form, have your parent(s) read and sign it and turn it in. Please note that due to fluctuations in Troop size, age and different levels of experience, not all positions may be filled during any given year or term. The PLC and Scoutmaster may adjust these duties, responsibilities, or expectations as necessary at least one month before the beginning of a new term.

GENERAL REQUIREMENTS THAT APPLY TO ALL POSITIONS OF RESPONSIBILITY:

**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 in your everyday life. Show Scout Spirit in everything you say and do.

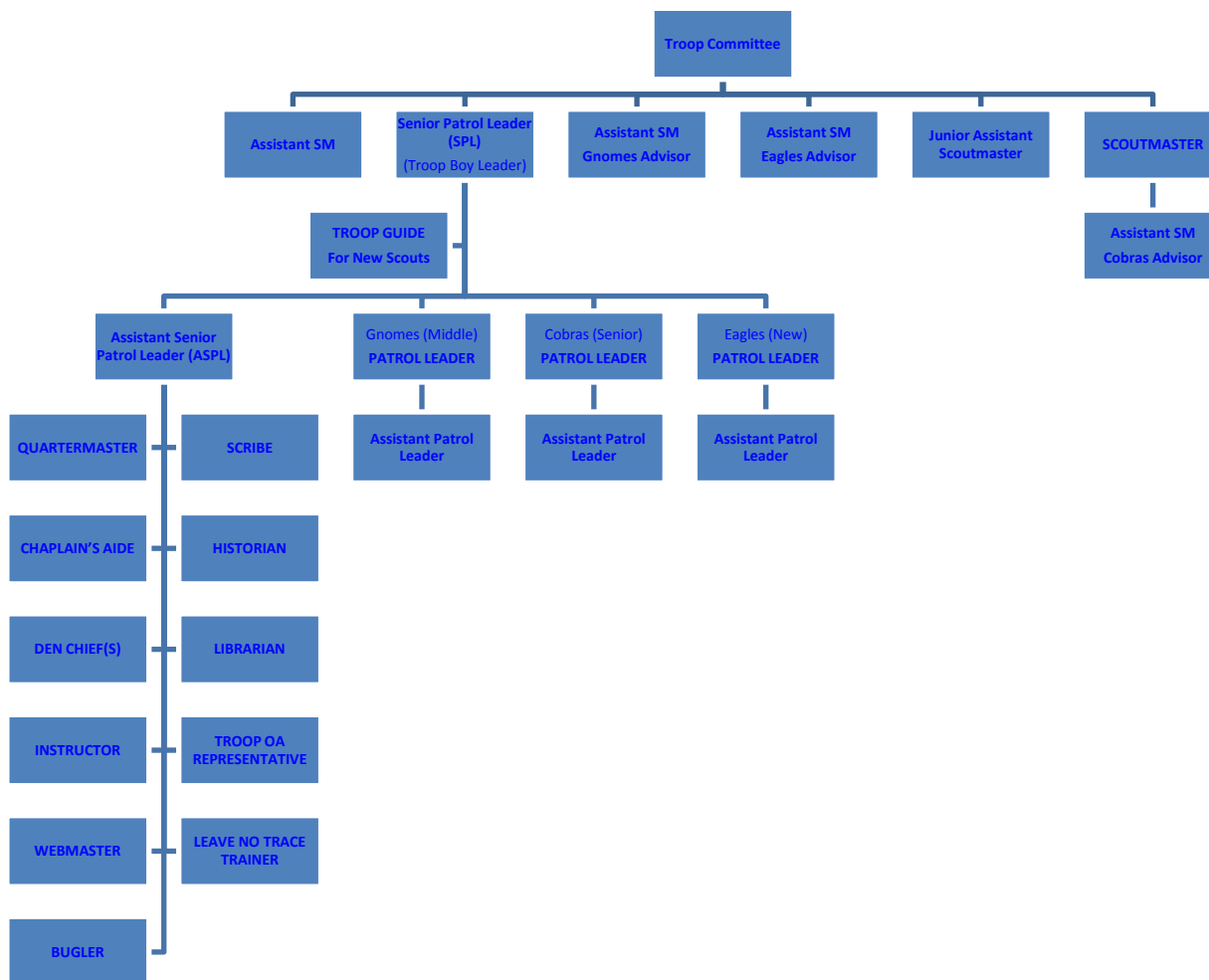
**ATTENDANCE:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call your Patrol Leader or SPL if you are not going to be at a meeting or if you suddenly have to miss an event or outing. You also need to make sure that your assistant or backup leader is ready to assume your responsibilities.

**TERM LIMITS:** All positions hold a one year term limit that may be re-held after “sitting out” one term (most positions have a 6 month term) for that same position, unless no other interested or qualified candidate is available. The intent of this requirement is to provide opportunities for the entire Troop to the maximum extent possible.

**ELECTIONS:** As of the initial release of this document, elections will be held the last meeting in September and March. The March elections are for Patrol Leaders only; September for the Senior Patrol Leader and Patrol Leaders.

**TRANSITION:** When leaving a position, the Scout is responsible to transfer the knowledge required by the new Scout to assume the position and begin performing. Also, the Scout leaving the position is encouraged to help, mentor and guide the new Scout in his position.

## Troop 918 Structure



*SO, ARE YOU READY TO "LEAD THE WAY"?*

*WE SURE HOPE SO!*

*Note: Position titles with an ## indicate that the position qualifies for the Star, Life, and Eagle Scout Rank leadership requirements. Position titles with an # indicate that the position only qualifies for the Star and Life Rank leadership requirements.*



## Position of Responsibility Description

### **SENIOR PATROL LEADER##**

#### **GENERAL INFORMATION**

- Type:** Elected by the members of the Troop  
**Term:** One year  
**Reports to:** Scoutmaster  
**Description:** The Senior Patrol Leader is elected by the Scouts to represent them as the top boy 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. The SPL is expected to lead by example and act appropriately for all scouting meetings and events

#### **QUALIFICATIONS**

- Age:** At least 13 years old  
**Rank:** Star or higher  
**Experience:** Previous service as SPL, ASPL, PL, or Den Chief; Council Level JLT a plus  
**Attendance:** 75% over previous 6 months

#### **PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and two documented attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**Attendance:** You are expected to attend at least 85% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will be warned once and can be removed from office. You must call the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an event or outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.  
**Effort:** You are expected to give this job your best effort by maintaining and executing complete meeting and event plans, communicating with the boy and Adult Leaders weekly, and actively participating in the Troop's program.

#### **SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Run all Troop meetings, events, activities, and the annual program planning conference
- Organize and Run the Patrol Leader's Council meeting
- Compile monthly Leader reports and Provide monthly report to Committee
- Assist the Scoutmaster with Junior Leader Training
- Assist the ASPL, as necessary, with the appointment of other Junior Leaders



## Position of Responsibility 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 Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

#### **QUALIFICATIONS**

- Age:** At least 12 years old  
**Rank:** 1st Class or higher  
**Experience:** Previous service as APL, Den Chief, or similar level of responsibility  
**Attendance:** 70% over previous 6 months

#### **PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and two documented attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**Attendance:** You are expected to attend 80% of all Troop meetings, Patrol Leaders' Council 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. 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 event or outing. You also need to make sure that your Assistant Patrol Leader is ready to assume your responsibilities.  
**Effort:** You are expected to give this job your best effort.

#### **SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Appoint the Assistant Patrol Leader
- Represent the Patrol on the Patrol Leader's Council
- Plan and Steer Patrol meetings and keeps Patrol members informed
- Provide monthly Patrol report to PLC
- Help Scouts advance and Act as the chief recruiter of new Scouts
- Know what his Patrol members can do and assigns duties to all members of the Patrol



## Position of Responsibility Description

### **TROOP GUIDE##**

#### **GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** 6 months to One year  
**Reports to:** Senior Patrol Leader  
**Description:** The Troop Guide works with the New Scout Patrol (if it exists). He helps them acclimate to Boy Scouting and earn their First Class rank within their first 18 months.  
**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. This is an important position.

#### **QUALIFICATIONS**

- Age:** 14 or older  
**Rank:** 1st Class or higher  
**Experience:** Previous service as APL, Den Chief, or similar level of responsibility  
**Attendance:** 70% over previous 6 months

#### **PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and two documented attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**Attendance:** You are expected to attend 80% of all Troop meetings, Patrol Leaders' Council 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. 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 event or outing.  
**Effort:** You are expected to give this job your best effort.

#### **SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Introduce new Scouts to Troop operations
- Guide new Scouts through early Scouting activities
- Shield new Scouts from harassment by older Scouts
- Help new Scouts along the trail to First Class within their first 18 months
- Teach basic Scout skills and counsels individuals on scouting challenges
- Coach the Patrol Leader of the new Scout Patrol on his duties
- Attend and works with the Patrol Leader at Patrol Leaders' Council meetings
- Provide monthly Patrol report to PLC



Position of Responsibility Description

**ASSISTANT SENIOR PATROL LEADER##**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader with counsel of the Scoutmaster
- Term:** One year
- 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 job is to appoint and work with the other Junior Leaders. He must choose leaders who are able, not just his friends or other popular Scouts. The ASPL should be familiar with the other positions and stay current with the work being done.

**QUALIFICATIONS**

- Age:** At least 13 years old
- Rank:** 1st Class or higher
- Experience:** Previous service as PL, Den Chief, or Troop Guide, or equivalent leadership experience
- Attendance:** 70% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and two documented attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.
- Attendance:** You are expected to attend 80% of all Troop meetings, Patrol Leaders' Council 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. 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.
- Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Help the Senior Patrol Leader, as requested, lead meetings and activities
- Run the Troop in the absence of the Senior Patrol Leader
- Select, Help train, and supervise the Scribe, Quartermaster, Instructor, Librarian, Historian, Order of the Arrow Troop Representative, Bugler, Chaplain Aide, Leave No Trace Trainer, and Webmaster
- Compile and Provide monthly Leader report to SPL for Committee report
- Serve as a member of the Patrol Leader's Council





Position of Responsibility Description

**JUNIOR ASSISTANT SCOUTMASTER##**

**GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster
- Term:** One 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:** Eagle Scout
- Experience:** Previous service as SPL, ASPL, PL, Guide, Instructor
- Attendance:** 75% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and two documented attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year, and complete Youth Protection training.
- Attendance:** You are expected to attend 80% of all Troop meetings, Patrol Leaders' Council 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. 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 for that event or outing.
- Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Function as an Assistant Scoutmaster
- Perform duties as assigned by the Scoutmaster
- Provide monthly report to Scoutmaster



## Position of Responsibility Description

### **DEN CHIEF##**

#### **GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** One year (term limit requirement does not apply to this position)  
**Reports to:** Assistant Senior Patrol Leader and Den Leader  
**Description:** The Den Chief works with the Cub Scouts, Webelos Scouts, Cubmaster, 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 that will come from Cub Scouting.

#### **QUALIFICATIONS**

- Age:** At least 11 years old  
**Rank:** First Class or higher  
**Experience:** At least one year active in Troop  
**Attendance:** 75% over previous 6 months

#### **PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**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.

#### **SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Know the purposes of Cub Scouting
- Help Cub Scouts advance through Cub Scout ranks
- Encourage Cub Scouts to join a Boy Scout Troop upon graduation
- Is a friend to the boys in the den
- Help out at weekly den meetings and monthly pack meetings
- Meet with adult members of the den, pack, and Troop as necessary
- Provide monthly report to PLC



Position of Responsibility 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:** At least 12 years old  
**Rank:** Second Class or higher  
**Experience:** At least one year active in Troop  
**Attendance:** 50% over previous 6 months

**PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**Attendance:** You are expected to attend 75% of all Troop meetings, Patrol Leaders' Council 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. You must call the Patrol Leader or SPL if you are not going to be at a meeting or if you suddenly have to miss an event or outing. You should attempt to find someone to assume your duties or responsibilities.  
**Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Help the Patrol Leader plan and steer Patrol meetings and activities
- Help the Patrol Leader keep Patrol members informed
- Help the Patrol get ready for all Troop activities
- Assist representing his Patrol at Patrol Leader's Council meetings
- Lend a hand controlling the Patrol and building Patrol spirit
- Help Patrol Leader generate monthly Patrol report



## Position of Responsibility Description

### **INSTRUCTOR##**

#### **GENERAL INFORMATION**

- Type:** Appointed by the Assistant Senior Patrol Leader  
**Term:** 6 months to One year  
**Reports to:** Assistant Senior Patrol Leader  
**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:** 1st Class or higher  
**Experience:** Demonstrated proficiency in Scouting skills  
**Attendance:** 50% over previous 6 months

#### **PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**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. You must call the Assistant Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an event or outing. You also need to make sure that someone will assume your responsibilities for that event or outing.  
**Effort:** You are expected to give this job your best effort.

#### **SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Teach basic Scouting skills in Troop and Patrols
- Assist the ASPL, SPL, ASM, and SM with other teaching opportunities
- Provide monthly report to PLC



## Position of Responsibility Description

### CHAPLAIN AIDE##

#### GENERAL INFORMATION

- Type:** Appointed by the Assistant 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

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**Attendance:** You are expected to attend 60% 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. You must call the Assistant Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an event or outing. You also need to make sure that someone will assume your responsibilities for that event or outing.  
**Effort:** You are expected to give this job your best effort.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assist the Troop Chaplain with religious services at Troop activities
- Tell Scouts about the religious emblem program for their faith
- Make sure religious holidays are considered during Troop program planning
- Help plan for religious observance in Troop activities
- Provide monthly report to PLC



## Position of Responsibility Description

### **HISTORIAN##**

#### **GENERAL INFORMATION**

- Type:** Appointed by the Assistant 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**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**Attendance:** You are expected to attend 60% 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. You must call the Assistant Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an event or outing. You also need to make sure that someone will assume your responsibilities for that event or outing.  
**Effort:** You are expected to give this job your best effort.

#### **SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Gather pictures and facts about past Troop activities and keeps them in a historical file or scrapbook.
- Take care of Troop trophies, ribbons, and souvenirs of Troop activities
- Keep information about former members of the Troop
- Provide monthly report to PLC



## Position of Responsibility Description

### **LIBRARIAN##**

#### **GENERAL INFORMATION**

- Type:** Appointed by the Assistant 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**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**Attendance:** You are expected to attend 60% 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. You must call the Assistant Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an event or outing. You also need to make sure that someone will assume your responsibilities for that event or outing.  
**Effort:** You are expected to give this job your best effort.

#### **SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Set up and takes care of a Troop library
- Keep records of books and pamphlets owned by the Troop
- Add new or replacement items as needed
- Keep books and pamphlets available for borrowing
- Keep a system for checking books and pamphlets in and out
- Follow up on late returns
- Issue vouchers for purchase of used merit badge books
- Provide monthly report to PLC



Position of Responsibility Description

**QUARTERMASTER##**

**GENERAL INFORMATION**

- Type:** Appointed by the Assistant 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. The Troop Quartermaster also assists with Troop food and cooking supplies as required supporting outings and Troop events.
- 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**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.
- Attendance:** You are expected to attend 60% of all Troop meetings, service projects, and 75% of all outings/camping trips. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. You must call the Assistant Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an event or outing. You also need to make sure that someone will assume your responsibilities for that event or outing.
- Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Keep records on Patrol and Troop equipment and inventory of Troop's non-perishable food
- Make sure equipment is in good working condition
- Issue equipment and makes sure it is returned in good condition
- Make suggestions for new or replacement items
- Work with the Troop Committee member/Adult Leader responsible for equipment
- Get the US and Troop flags for meetings and ceremonies and puts them away afterwards
- Provide monthly report to PLC





## Position of Responsibility Description

### SCRIBE##

#### GENERAL INFORMATION

- Type:** Appointed by the Assistant 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

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**Attendance:** You are expected to attend 60% of all Troop meetings, outings, and service projects. As the Troop scribe, you are expected to attend at least 75% of the PLC meetings. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. You must call the Assistant Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an event or outing. You also need to make sure that someone will assume your responsibilities for that event or outing.  
**Effort:** You are expected to give this job your best effort.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attend and Keep a log of Patrol Leaders' Council meetings
- Record individual Scout attendance and dues payments
- Assist the Advancement Chair with recording individual Scout advancement progress
- Work with the Troop Committee members responsible for records and finance
- Provide monthly report to PLC



Position of Responsibility Description

**ORDER OF THE ARROW  
TROOP REPRESENTATIVE##**

**GENERAL INFORMATION**

- Type:** Appointed by the Assistant Senior Patrol Leader  
**Term:** 6 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The OA Rep keeps the Troop informed of local and chapter OA activities. He attends the monthly district OA meetings, concurrent with the District roundtable meetings.  
**Comments:** To be a good OA Rep you need to be active in the Chapter OA events, meetings, and encourage your fellow arrow-men to do the same.

**QUALIFICATIONS**

- Age:** OA requirements only  
**Rank:** First Class or higher  
**Experience:** Member of the Order of the Arrow  
**Attendance:** 50% over the previous six months

**PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**Attendance:** You are expected to attend 60% of all Troop meetings, outings, and service projects. In addition, you are expected to attend 75% of the OA events/meetings. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. You must call the Assistant Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an event or outing. You also need to make sure that someone will assume your responsibilities for that event or outing.  
**Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Attend District OA meetings and Reports back to the Troop's OA members
- Encourage OA members to advance in the Order to Brotherhood and Virgil
- Encourage OA members to attend to OA fellowships and participate in lodge activities
- Provide monthly report to PLC



## Position of Responsibility Description

### **BUGLER#**

#### **GENERAL INFORMATION**

- Type:** Appointed by the Assistant Senior Patrol Leader  
**Term:** 6 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Bugler assists the Troop Leadership at events by “announcing” various activities such as the start of the day, flag raising, chow call, flag lowering, and the end of the day.  
**Comments:** A Bugler brings life to the mundane, but important activities.

#### **QUALIFICATIONS**

- Age:** none  
**Rank:** none  
**Experience:** Commit to earning the Bugler or Music Merit Badge  
**Attendance:** 50% over the previous 6 months

#### **PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**Attendance:** You are expected to attend 60% 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. You must call the Assistant 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 for that event or outing.  
**Effort:** You are expected to give this job your best effort.

#### **SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Plan for events to announce activities
- Volunteer at district and council events to support event gathering and flag ceremonies
- Provide monthly report to PLC



Position of Responsibility Description

**WEBMASTER##**

**GENERAL INFORMATION**

- Type:** Appointed by the Assistant Senior Patrol Leader  
**Term:** 6 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Webmaster assists the Troop Leadership by maintaining, updating and posting required information to the Troop Website.  
**Comments:** A Webmaster keeps Scouts and Families informed.

**QUALIFICATIONS**

- Age:** none  
**Rank:** none  
**Experience:** Commit to earning learning webpage management  
**Attendance:** 50% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.  
**Attendance:** You are expected to attend 60% 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. You must call the Assistant Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing.  
**Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Maintain Troop webpage
- Post required information in a timely manner
- Provide monthly report to PLC



Position of Responsibility Description

**LEAVE NO TRACE TRAINER##**

**GENERAL INFORMATION**

- Type:** Appointed by the Assistant Senior Patrol Leader
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensures that the Troop follows the principles of Leave No Trace on all outings such as camping and other outdoor activities. He can also help Scouts earn the Leave No Trace award. He should have a thorough understanding of and commitment to Leave No Trace
- Comments:** A Leave No Trace Trainer is committed to the Leave No Trace principles.

**QUALIFICATIONS**

- Age:** none
- Rank:** none
- Experience:** Completed Leave No Trace Training and commit to earning the Camping and Environmental Science Merit Badges
- Attendance:** 50% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

Failure to meet the performance requirements of the position can result in the removal from office after reasonable warnings and attempts to correct the situation.

- Training:** You must attend the Troop or district Junior Leader Training each year.
- Attendance:** You are expected to attend 60% 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. You must call the Assistant 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 for that event or outing.
- Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Teach Leave No Trace Principles
- Provide monthly report to PLC



## BSA Troop 918 Position of Responsibility Application

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Current Position: \_\_\_\_\_ Previous Positions: \_\_\_\_\_

Attendance (6 months): \_\_\_\_\_ (get from Troop Scribe records)

List your first three choices

1st Choice	2nd Choice	3rd Choice

For your first choice, use this space to tell why you want this job, how you would do the job, and why you are the best choice for this position.

### Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, Troop meetings, and Troop activities as well as with encouragement at home. I realize that once selected his presence and active participation is necessary for the smooth functioning of the Troop.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

1. Counseling or Corrective Action Discussion  
Specific Issue and Corrective Action

Date: \_\_\_\_\_

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Scoutmaster or Assistant: \_\_\_\_\_

Scout: \_\_\_\_\_

Parents Initials: \_\_\_\_\_

2. Counseling or Corrective Action Discussion  
Specific Issue and Corrective Action

Date: \_\_\_\_\_

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Scoutmaster or Assistant: \_\_\_\_\_

Scout: \_\_\_\_\_

Parents Initials: \_\_\_\_\_

3. Counseling or Corrective Action Discussion  
Specific Issue and Corrective Action

Date: \_\_\_\_\_

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Scoutmaster or Assistant: \_\_\_\_\_

Scout: \_\_\_\_\_

Parents Initials: \_\_\_\_\_

