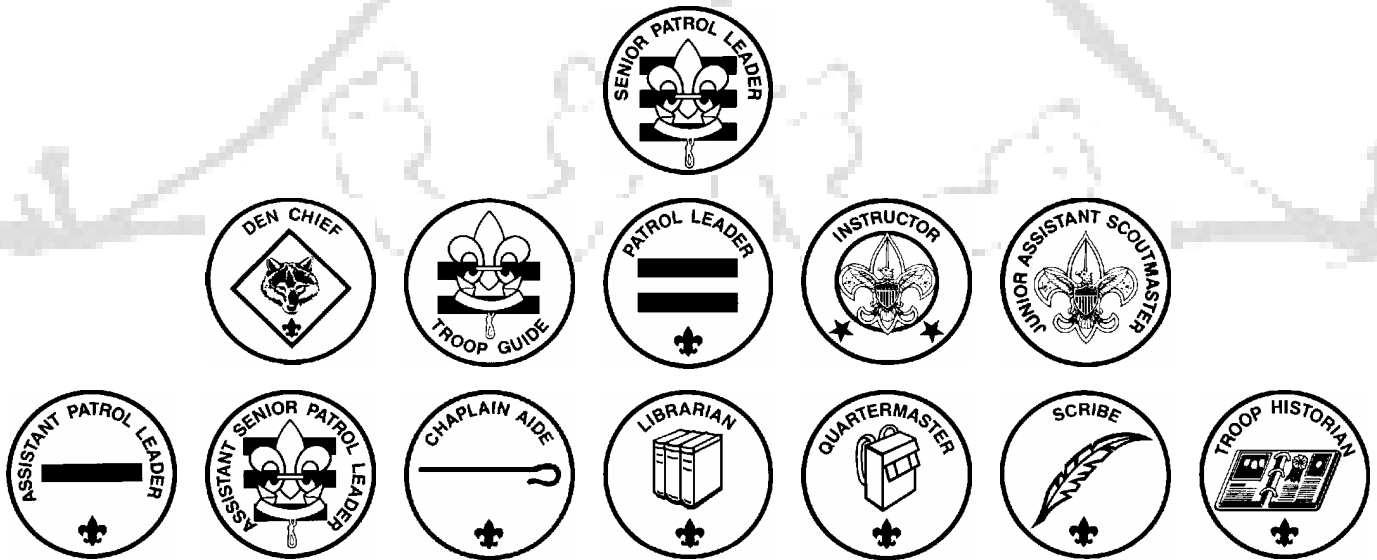


Troop 982



Troop 982 Scout Leadership Positions Duties and Responsibilities



Leading the way...

What makes Scouting special is that as Leaders, 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 not 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
- Determine troop Guidelines
- 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. All positions must have the Scoutmaster's approval.

GENERAL LEADERSHIP RESPONSIBILITIES FOR ALL POSITIONS

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. Maintain discipline within the Troop.

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

Duties: Lead by example. Perform the duties of your position. Demonstrate your Leadership Skills



Troop 982
Leadership Position Description
SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Elected by the members of the troop with Scoutmaster approval for nomination.

Term: 6 months

Reports to: Scoutmaster

Description: The Senior Patrol Leader is to represent the Troop 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 demonstrate leadership through his example. He must choose other leaders who are able, not just his friends or other popular Scouts. Communication is a key factor to being a good SPL.

QUALIFICATIONS

Age: 13 or older

Rank: 1st Class or higher

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

Attendance: 75% over previous 6 months, registered with the Troop for 1 year or more

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, 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.

As the SPL, you are invited to attend Troop Committee Meetings.

Effort: **You are expected to give this job your best effort and complete all items on your Leadership Position Ticket.**

SPECIFIC LEADERSHIP RESPONSIBILITIES

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

Run the Patrol Leader's Council meeting.

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

Assign duties and responsibilities to junior leaders.

Assist the Scoutmaster with Junior Leader Training.

Account for scout's presents on outings.

Be prepared for all meetings and outings

Communicate with the members of the PLC and the Scoutmaster.



Troop 982
Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

Type: Elected by the members of the patrol with Scoutmaster approval for nomination.

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: none

Rank: none

Experience: none

Attendance: 75% over previous 6 months with the Troop (except for the new scout patrol)

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, 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.

Effort: **You are expected to give this job your best effort and complete all items on your Leadership Position Ticket.**

SPECIFIC LEADERSHIP RESPONSIBILITIES

Appoint the Assistant Patrol Leader.

Prepare duty roster assignments for patrol and Troop outings

Prepare assignments and represents the patrol on the Patrol Leader's Council

Oversee the performance of patrol duties

Plan and steer patrol meetings and activities

Help Scouts advance

Act as the chief recruiter of new Scouts

Keep patrol members informed

Develop patrol spirit

Know what his patrol members and other leaders can do.



Troop 982
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. JASMs will eat and function as adults (except where BSA age requirements apply.)

QUALIFICATIONS

Age: At least 16 years old

Rank: Life Scout for at least 6 months or Eagle Scout / have passed the Eagle Board of Review

Experience: Previous leadership positions

Attendance: 75% over the previous 6 months with the Troop

As a JASM, you are invited to attend all Assistant Scoutmaster Meetings.

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, 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.

Effort: You are expected to given this job your best effort and complete all items on your Leadership Position Ticket.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Function as an Assistant Scoutmaster.

Perform duties as assigned by the Scoutmaster.



Troop 982
Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 school 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 a 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: 12 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, 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.

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 given this job your best effort and complete all items on your Leadership Position Ticket.

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.

Assist with activities in the den meetings.

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.



**Troop 982
Leadership Position Description**

INSTRUCTOR

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 months

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: 13 or older

Rank: 1st 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, 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.

Effort: You are expected to given this job your best effort and complete all items on your Leadership Position Ticket.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Be knowledgeable of basic scout skills

Be a good communicator.

Teach basic Scouting skills in the troop and patrols.

Help Scouts advance



Troop 982 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 months

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. This is an important position.

QUALIFICATIONS

Age: 13 or older

Rank: 1st Class or higher

Experience: none

Attendance: 75% over previous 6 months with the Troop

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, 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.

Effort: You are expected to given this job your best effort and complete all items on your Leadership Position Ticket.

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 earn First Class in their first year.

Teach basic Scout skills.

Coach the patrol leader of the new Scout patrol on his duties.

Work with the patrol leader at Patrol Leaders' Council meetings.

Attend Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.

Assist the Assistant Scoutmaster with training.

Counsels individual Scouts on Scouting challenges.



Troop 982
Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Elected by the members of the troop with Scoutmaster approval for nomination.

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. Communication is a key factor to being a good ASPL.

QUALIFICATIONS

Age: 13 or older

Rank: 1st Class or higher

Experience: none

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 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.

Effort: **You are expected to given this job your best effort and complete all items on your Leadership Position Ticket..**

SPECIFIC LEADERSHIP RESPONSIBILITIES

Help the Senior Patrol Leader lead meetings and activities.

Run the troop in the absence of the Senior Patrol Leader.

Help train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.

Serve as a member of the Patrol Leader's Council.



Troop 982
Leadership Position Description
ASSISTANT PATROL LEADER

GENERAL INFORMATION

Type: Elected by the members of the patrol with Scoutmaster approval for nomination.

Term: 6 months – DOES NOT COUNT TOWARD LEADERSHIP TIME.

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 (except for the new scout patrol)

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, 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.

Effort: You are expected to given this job your best effort and complete all items on your Leadership Position Ticket.

SPECIFIC LEADERSHIP RESPONSIBILITIES

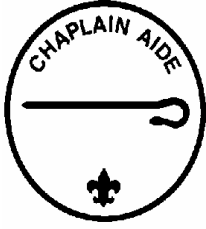
Help the Patrol Leader plan and steer patrol meetings and activities.

Help the Patrol Leader keep patrol members informed.

Help the patrol get ready for all troop activities.

Represent his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.

Lend a hand controlling the patrol and building patrol spirit.



Troop 982
Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with Scoutmaster Approval.

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, 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.

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.



Troop 982
Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

Type: Elected by the members of the troop with Scoutmaster approval for nomination.

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, 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.

Effort: You are expected to given this job your best effort and complete all items on your Leadership Position Ticket.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Gather pictures and facts about past troop activities and keeps them neatly 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.



**Troop 982
Leadership Position Description**

TROOP LIBRARIAN

GENERAL INFORMATION

Type: Elected by the members of the troop with Scoutmaster approval for nomination.

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, 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.

Effort: You are expected to given this job your best effort and complete all items on your Leadership Position Ticket.

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 requests for the purchase of new merit badge books.



**Troop 982
Leadership Position Description**

TROOP QUARTERMASTER

GENERAL INFORMATION

Type: Elected by the members of the troop with Scoutmaster approval for nomination.

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 works closely with the adult Quartermaster.

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, 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.

Effort: You are expected to given this job your best effort and complete all items on your Leadership Position Ticket.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Keep records on patrol and troop equipment

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 Quartermaster) responsible for equipment

Get the US, troop, and patrol flags for meetings and ceremonies and put them away afterwards.



**Troop 982
Leadership Position Description**

TROOP SCRIBE

GENERAL INFORMATION

Type: Elected by the members of the troop with Scoutmaster approval for nomination.

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, 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.

Effort: You are expected to given this job your best effort and complete all items on your Leadership Position Ticket.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Attend and keeps a log of Patrol Leaders' Council meetings

Record individual Scout attendance.

Work with the Troop Committee members responsible for records and finance.



Troop 982
Leadership Position Description
OA TROOP REPRESENTATIVE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Scoutmaster

Description: The OA Troop Representative serves as the troop's direct contact with District OA.

Comments: The OA Representative will work closely with both the Scoutmaster and with the Senior Patrol Leader. The OA Representative does not have to be an expert but should be able to teach the Camping skills needed for Tenderfoot, Second Class, and First Class ranks.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: Be an active member in the Order of the Arrow

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, 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 are expected to attend 75% of all OA chapter meetings. You are expected to maintain your membership in the Amangamek Wipet #470 Lodge (NCAC) by paying lodge dues on time. You are expected to seal your membership in the Order by completing your Brotherhood Honor requirements, if you are not already a Brotherhood member. The OA chapter chief and advisor should be provided both a phone number and e-mail address (if possible) to provide communication to you on behalf of your troop.

Effort: **You are expected to given this job your best effort and complete all items on your Leadership Position Ticket.**

SPECIFIC LEADERSHIP RESPONSIBILITIES

Stay current on the activities of the Order of the Arrow and relay activity information back to the Troop.

Encourage OA members to attend OA functions.

Be a positive representative of the Order of the Arrow

Be able to answer 'common' questions regarding the Order of the Arrow

Troop 982

Leadership Position Ticket

Your Name: _____

Troop Position: _____

List the three ticket items that you will complete during your tenure in this position.

Item	Description	Planned Completion Date	Scoutmaster Approval
1			
2			
3			

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. Additionally, I understand that the three ticket items that I have indicated above must be completed as scheduled in order to qualify for the required Leadership Position for rank advancement.

(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 is necessary for the smooth functioning of the troop.

(signature)

(date)

Scoutmaster Approval: _____

Troop 982

Leadership Position 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 is necessary for the smooth functioning of the troop.

(Signature)

(Date)