

Troop Roles and Responsibilities

Youth Leadership an essential component of the Troop 1600 program.

This document contains the position descriptions for the Youth Leadership positions within our Troop. Use this guide to get a better understanding of the roles and expectations for each of these important positions. Training for these positions is provided bi-annually following our Troop elections.

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All Leaders...

- Set a good example
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit
- Work as a team with other leaders to make the troop run well
- Earn Advancement
- Develop Three attainable goals



Senior Patrol Leader (SPL):

- **Responsible To:** Scoutmaster and Troop Members
- **Qualifications:**
 - Be a registered Boy Scout for one year and a member of this Troop for at least 6 months
 - Advanced to the rank of First Class or above
 - Served actively for at least 6 months as a Patrol Leader or another Troop Leadership position
 - Approved by the Scoutmaster and elected by a majority vote of the members present at the Troop Election Meeting.
- **Specific Duties:**
 - Preside at all troop meetings, events, activities, and planning meetings
 - Chair the Patrol Leaders' Council
 - Appoint boy leaders with the advice and consent of the Scoutmaster
 - Assign duties and responsibilities to other junior leaders
 - Work with the Scoutmaster in training junior leaders
- **Other Duties:**
 - Motivate troop members
 - Report troop activities and needs to the troop committee
 - Assist in running Troop Junior Leader Training and Planning Events

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Assistant Senior Patrol Leader (ASPL):

- **Responsible To:** Senior Patrol Leader
- **Qualifications:**
 - Be a registered Boy Scout for one year and a member of this Troop for at least 6 months
 - Advanced to the rank of First Class or above
 - Served actively for at least 6 months as a Patrol Leader or another Troop Leadership position
 - Approved by the Scoutmaster and appointed by the Senior Patrol Leader
- **Specific Duties:**
 - Be responsible for training and giving direct leadership to the following appointed leaders: Historian, OA Rep, Scribe, Librarian, Instructor, Quartermaster, and Chaplain Aide
 - Help lead meetings and activities as called upon by the Senior Patrol Leader
 - Guide the troop in the senior patrol leader's absence
 - Perform tasks assigned by the senior patrol leader
 - Function as a member of the patrol leaders' council
- **Other Duties:**
 - Assist in planning activities
 - Assist in reporting troop activities to the troop committee

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Patrol Leader (PL):

- **Responsible To:** Senior Patrol Leader
- **Qualifications:**
 - Be a registered Boy Scout of this Troop for at least 6 months
 - Advanced to the rank of First Class or above
 - Approved by the Scoutmaster and elected by a majority vote of the Patrol members present at the Troop Election Meeting.
- **Specific Duties:**
 - Plan and lead patrol meetings and activities
 - Keep patrol members informed through effective communications
 - Assign each patrol member a task and **help them succeed**
 - Represent the patrol at all patrol leaders' council meetings
 - Prepare the patrol to take part in all troop activities
 - Show and help develop Patrol spirit
 - Know what patrol members and other leaders can do
- **Other Duties:**
 - Assist Troop Scribe and the Advancement Chairperson in tracking the advancement of patrol members.
 - Help to integrate new members into the patrol

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Assistant Patrol Leader (APL):

- **Responsible To:** Patrol Leader
- **Qualifications:**
 - Be a registered Boy Scout and an active member of the Troop
 - Approved by the Scoutmaster and appointed by the Patrol Leader
- **Specific Duties... Help the Patrol Leader:**
 - Plan and lead patrol meetings and activities
 - Keep patrol members informed
 - Prepare your patrol to take part in all troop activities
 - Lead the patrol in the patrol leaders' absence
 - Show and develop patrol spirit
- **Other Duties:**
 - Learn about leadership and develop skills to become a patrol leader in the future

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Troop Guide:

- **Responsible To:** Assistant Scoutmaster of the new-Scout Patrol, and Senior Patrol Leader
- **Qualifications:**
 - Be a registered Boy Scout and an active member of the Troop
 - Approved by the Scoutmaster and appointed by the Senior Patrol Leader
- **Specific Duties:**
 - Introduce new Scouts to Troop operations
 - Guide new Scouts through the early scouting activities
 - Shield new Scouts from harassment by older scouts
 - Help the new Scouts earn First Class rank in their first year
 - Teach basic scout skills and Coach individual scouts
 - Coach the patrol leader of the new-scout patrol on his duties
 - Attend the PLC meetings with the patrol leader of the new scout patrol
- **Other Duties:**
 - Transition records from previous troop guide
 - Assist Troop Scribe in updating the Troop Advancement records for new scouts
 - Make sure we elect a new scout patrol leader every 2 months

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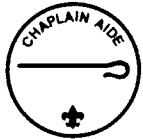


Troop Scribe:

- **Responsible To:** Assistant Senior Patrol Leader
- **Qualifications:**
 - Be a registered Boy Scout and an active member of the Troop
 - Approved by the Scoutmaster and appointed by the Senior Patrol Leader
- **Specific Duties:**
 - Attend and keep a log of patrol leaders' council meetings – *distribute notes on a timely basis*
 - Record attendance of all troop members
 - Record advancement in the Troop Advancement Chart
 - Work with troop committee members responsible for finance, records and advancement
 - Handle correspondence appropriately
- **Other Duties:**
 - Run roses and thorns sessions after each event
 - Provide trip summary and roses and thorns results to Troop Historian

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Troop Chaplain Aid:

- **Responsible To:** Assistant Senior Patrol Leader (and works with the Chaplain)
- **Qualifications:**
 - Be a registered Boy Scout and an active member of the Troop
 - Approved by the Scoutmaster and appointed by the Senior Patrol Leader and ASPL
- **Specific Duties:**
 - Keep troop leaders apprised of religious holidays when planning activities
 - Assist the troop chaplain in meeting the religious needs of troop members while on activities
 - Encourage saying grace at meals while camping and on activities
 - Lead "Scouts own" services on camp outs
 - Tell troop members about religious emblems programs for their faith
- **Other Duties:**
 - Assist in planning activities for Scout Sunday at Jordan UCC

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Troop Quartermaster:

- **Responsible To:** Assistant Senior Patrol Leader and works with the committee equipment coordinator
- **Qualifications:**
 - Be a registered Boy Scout and an active member of the Troop
 - Approved by the Scoutmaster and appointed by the Senior Patrol Leader and ASPL
- **Specific Duties:**
 - Keep records of patrol and troop equipment
 - Keep equipment in good repair
 - Keep equipment storage area and trailer neat and clean
 - Issue equipment and see that it is returned in good order
 - Suggest new or replacement items
 - Work with the troop committee member responsible for equipment
- **Other Duties:**
 - Keep track of consumable equipment (propane, mantles)
 - Establish and maintain a troop food bank

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Troop Instructor:

- **Responsible To:** Assistant Senior Patrol Leader
- **Qualifications:**
 - Be a registered Boy Scout and an active member of the Troop
 - Approved by the Scoutmaster and appointed by the Senior Patrol Leader and ASPL
- **Specific Duties:**
 - Instruct Scouting skills as needed within the troop or patrols
 - Prepare well in advance for each teaching assignment
 - Tests Scouts on their advancement requirements as needed
- **Other Duties:**
 - Assist Troop Guide in teaching new scouts basic skills
 - Help organize a network of older scouts that can teach Scout skills when needed.

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Troop Librarian:

- **Responsible To:** Assistant Senior Patrol Leader
- **Qualifications:**
 - Be a registered Boy Scout and an active member of the Troop
 - Approved by the Scoutmaster and appointed by the Senior Patrol Leader and ASPL
- **Specific Duties:**
 - Establish and maintain a troop library at the Troop meeting place
 - Keep records on literature owned by the troop
 - Add new or replacement items as needed
 - Have literature available for borrowing at troop meetings
 - Maintain a system to check literature in and out – follow-up on late returns
- **Other Duties:**
 - Remind scouts of this resource and promote its use

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Troop Order of the Arrow Representative:

- **Responsible To:** Assistant Senior Patrol Leader
- **Qualifications:**
 - Be a registered Boy Scout and an active member of the Troop
 - Approved by the Scoutmaster and appointed by the Senior Patrol Leader and ASPL
- **Specific Duties:**
 - Serve as a communication link between the lodge or chapter and the troop
 - Encourage year round and resident camping in the troop
 - Encourage older scout participation in high adventure programs
 - Encourage scouts to actively participate in community service projects
 - Assist with leadership skills training
 - Encourage Arrowmen to assume leadership positions in the Troop
 - Encourage Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the OA by becoming Brotherhood members

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Den Chief:

- **Responsible To:** Scoutmaster, Cubmaster, Den Leader
- **Qualifications:**
 - Be a registered Boy Scout and an active member of the Troop
 - Approved by the Scoutmaster and appointed by the Senior Patrol Leader and ASPL
- **Specific Duties:**
 - Helps lead the weekly den meeting.
 - Assists with assigned den activities at the monthly pack meetings.
 - Shares responsibility with the den leaders in all den activities, looking to them for adult leadership and inspiration.
 - Meets with the den leader to plan his part of the program for the den meetings.
 - Helps plan activities between the Den and Scout Troop (applies to Webelos Den Chiefs)
 - Recognizes the denner (a member of the den, chosen by his peers) as his right-hand man by giving him opportunities to serve.
 - Takes part in all training opportunities so he may become a better leader

Troop Roles and Expectations

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Junior Assistant Scoutmaster:

- **Responsible To:** Scoutmaster, Assistant Scoutmasters
- **Qualifications:**
 - Be a registered Boy Scout and an active member of the Troop
 - Advanced in rank to Life or Eagle
 - Appointed by the Scoutmaster
- **Specific Duties:**
 - Functions as an Assistant Scoutmaster (ASM)
 - Performs duties as assigned by the Scoutmaster
 - Help lead troop meetings and activities
 - Help train and supervise Scouts that are or will be part of the Patrol Leaders Council
 - Serve as an active member of the Patrol Leaders Council
 - Always lend a hand running the troop and building Troop spirit
 - Attends monthly ASM meetings