

Leading the way...



Troop 89 Scout & Adult
Leadership Positions
Duties and Responsibilities

Leading the way...

What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot of different and fun things. But who decided what to do and who planned the activities? The Den Leaders, right?

Sports teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach, right?

There is one thing that makes Scouting different from all other youth groups. Do you know what it is? Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform. It is not the fun activities. There are a lot of other things that are fun. And it certainly isn't cleaning dirty pots and pans on a campout!

What makes Scouting special is that YOU make the decisions!

That's right! YOU run the troop. Baden-Powell made it very plain in Aids to Scoutmastership when he wrote, "The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders." This is real decision-making power. And it's not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will:

- Plan and run troop meetings,
- Pick troop outings, where to camp, what to do,
- Plan advancement opportunities for all troop members
- Select High-Adventure programs
- Determine troop policy
- Help other Scouts along the trail to Eagle.

Sound cool? It really is! The adults are there to provide support but YOU will be making the decisions. Because being a leader is more than just sewing on a patch we have put together job descriptions for the troop leadership positions. They will give you a good idea of what each job is all about and what you will be required to do.

Here's how to be considered for a position. First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position. Finally, get a troop job application form, fill it out, have your parent(s) read and sign it and turn it in.

So, are you ready to "Lead the way"? We sure hope so!



Leadership Position Description SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Elected by the members of the troop **Term:** 6 months

Reports to: Scoutmaster

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

Comments: The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

QUALIFICATIONS

Age: none **Rank:** Star or higher

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

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leader's Council meeting.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.



Leadership Position Description PATROL LEADER

GENERAL INFORMATION

Type: Elected by members of the patrol

Term: 6 months

Reports to: Senior Patrol Leader

Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.

Comments: The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

Age: none

Rank: First Class or higher

Experience: 1 year in the Troop

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council
- Plans and steers patrol meetings
- Helps Scouts advance
- Acts as the chief recruiter of new Scouts
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do.



Leadership Position Description JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: Until 18th Birthday

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 is 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: 16 years old

Rank: At least Life, Eagle preferred

Experience: Previous leadership positions

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Functions as an Assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.



Leadership Position Description DEN CHIEF

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster and Den Leader

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

Comments: The Den Chief provides knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

QUALIFICATIONS

Age: None

Rank: Tenderfoot

Experience: 1 year in Troop

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office. In terms of attendance with your den, you are expected to attend all den meetings and Pack functions. You must inform the Den Leader if you will be absent.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Assist with activities in the den meetings.
- Is a friend to boys in the den.
- Helps out at weekly den meetings and monthly pack meetings.
- Meets with adult members of the den, pack, and troop as necessary.



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 scout craft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: PL, APL, or Guide preferred

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Teaches basic Scouting skills in troop and patrols.



Leadership Position Description TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader **Term:** 6 Months

Reports to: Senior Patrol Leader

Description: The Troop Guide works with new Scouts. He helps them feel comfortable and helps them 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: None **Rank:** 1st Class or higher

Experience: PL or APL preferred

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Introduces new Scouts to troop operations.
- Guides new Scouts through early Scouting activities.
- Shields new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class in their first year.
- Teaches basic Scout skills.
- Works with the patrol leader at Patrol Leaders' Council meetings.
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on scouting challenges.



Leadership Position Description ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader **Term:** 6 months

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader is the second highest-ranking leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

Comments: The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

QUALIFICATIONS

Age: None **Rank:** 1st Class or higher

Experience: PL, APL, or Guide preferred

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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



Leadership Position Description ASSISTANT PATROL LEADER

GENERAL INFORMATION

Type: Appointed by the Patrol Leader **Term:** 6 months

Reports to: Patrol Leader

Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.

Comments: Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

QUALIFICATIONS

Age: none **Rank:** none

Experience: 6 months in troop

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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



Leadership Position Description CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader **Term:** 6 months

Reports to: Assistant Senior Patrol Leader

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

Comments: "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have another troop member help.

QUALIFICATIONS

Age: none **Rank:** First Class or higher

Experience: PL, APL, or Guide preferred

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assists the Troop Chaplain with religious services at troop activities.
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during troop program planning.
- Helps plan for religious observance in troop activities.



Leadership Position Description TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader **Term:** 6 months

Reports to: Assistant Senior Patrol Leader

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

Comments: The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

QUALIFICATIONS

Age: none

Rank: none

Experience: 6 months in troop, but interest in photography is helpful

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.
- Takes care of troop trophies, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop.



Leadership Position Description TROOP LIBRARIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader **Term:** 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Librarian takes care of troop literature.

Comments: The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

QUALIFICATIONS

Age: none

Rank: none

Experience: 6 months in troop

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Sets up and takes care of a troop library
- Keeps records of books and pamphlets owned by the troop.
- Add new or replacement items as needed.
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out.
- Follows up on late returns.
- Issues vouchers for purchase of used merit badge books.



Leadership Position Description TROOP QUARTERMASTER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader **Term:** 6 months

Reports to: Assistant Senior Patrol Leader & Adult Quartermaster

Description: The Troop Quartermaster works with the adult troop quartermaster to keep track of troop equipment and sees that it is in good working order.

Comments: The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

QUALIFICATIONS

Age: none **Rank:** none

Experience: 6 months in troop

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keeps records on patrol and troop equipment
- Makes sure equipment is in good working condition
- Issues equipment and makes sure it is returned in good condition
- Makes suggestions for new or replacement items
- Works with the Troop Committee member responsible for equipment
- With the help of the service patrol, gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.



Leadership Position Description TROOP SCRIBE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader **Term:** 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of advancement, and Scout attendance at troop meetings.

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

QUALIFICATIONS

Age: none **Rank:** none

Experience: 6 months in troop

Attendance: 85% 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 all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, you can be removed from office.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law 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 the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records individual Scout attendance.
- Records individual Scout advancement progress
- Works with the Troop Committee members responsible for records.



Troop 89 Adult Leadership Positions
Duties and Responsibilities

Leading the way...

What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot of different and fun things. But who decided what to do and who planned the activities? The Den Leaders, right?

Sports teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach, right?

There is one thing that makes Scouting different from all other youth groups. Do you know what it is?

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform.

It is not the fun activities. There are a lot of other things that are fun.

And it certainly isn't cleaning dirty pots and pans on a campout!

What makes Scouting special is that YOU make the decisions!

That's right! YOU run the troop. Baden-Powell made it very plain in Aids to Scoutmastership when he wrote,

"The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders."

This is real decision-making power. And it's not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will:

Plan and run troop meetings,

Pick troop outings, where to camp, what to do,

Plan advancement opportunities for all troop members

Select High-Adventure programs

Determine troop policy

Help other Scouts along the trail to Eagle.

Sound cool? It really is! The adults are there to provide support but YOU will be making the decisions.

Because being a leader is more than just sewing on a patch we have put together job descriptions for the troop leadership positions. They will give you a good idea of what each job is all about and what you will be required to do.

Here's how to be considered for a position. First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position. Finally, get a troop job application form, fill it out, have your parent(s) read and sign it and turn it in.

So, are you ready to "Lead the way"? We sure hope so!



Leadership Position Description Committee Chair

Job Description: Serve as the Chief Executive Officer of the Troop Committee. The Committee Chair votes only in the event of a tie vote. The Committee Chair is elected by the Troop Committee and shall hold that office at the pleasure of the Committee until he/she resigns or a replacement is voted into office.

Committee Chair duties:

- Organize the committee to see that all functions are delegated, coordinated, and completed
- Authority to appoint and remove all other persons holding committee positions
- Accountable for the performance of all persons holding committee positions in completing their appointed functions
- Call, preside over, and promote attendance at monthly Troop committee meetings
- Prepare Troop committee meeting agenda
- Maintain a close relationship with the chartered organization representative and the Scoutmaster
- Appoint the selection committee members and serve as the chair with regard to the selection of candidates for the position of Scoutmaster
- Interpret national and local policies to the Troop
- Ensure Troop representation at monthly District Roundtable
- Secure top-notch, trained individuals for camp leadership
- Arrange for charter review and re-charter annually
- Plan the Charter presentation



Leadership Position Description Committee Secretary

The Committee Secretary is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee.

Committee Secretary duties:

- Keep minutes of meetings and send out committee meeting notices
- At each committee meeting report the minutes of the last meeting
- Assures tour permits and permission slips are properly prepared and submitted
- Assures membership and registration material is distributed and properly completed
- Coordinate the following activities: Phone Tree, Troop Roster, Photo Copy Resources, Newsletter, Hospitality, and Web Page
- Maintains and distributes Troop policies and procedures
- Handle publicity
- Conduct the Troop resource survey



Leadership Position Description Committee Treasurer

The Committee Treasurer is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee.

Committee Treasurer duties:

- Handle all Troop funds.
- Maintain checking and savings accounts
- Pay bills on recommendation of the Scoutmaster and authorization of the Troop committee
- Maintain adequate records for IRS filing purposes
- Train and supervise the Troop Scribe in record keeping
- Keep adequate records in the Troop Record Book
- Supervise money-earning projects, including obtaining proper authorizations
- Supervise the camp savings plan
- Lead in the preparation of the annual Troop budget
- Lead the Friends of Scouting campaign
- Report to the Troop Committee at each meeting
- Coordinate the following activities: Fundraising, Scrip, Troop T-Shirts, Patches, Nametags, Popcorn Sales, and Scout-O-Rama Ticket sales.



Leadership Position Description Committee Membership Coordinator

The Committee Membership Coordinator is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee. Troop membership duties may instead be assigned to an Assistant Scoutmaster rather than an appointed committee position. An Assistant Scoutmaster reports to the Scoutmaster.

Committee Membership Coordinator duties:

- Responsible for Webelos-to-Scout transition
- Coordinates Troop representation at District transition night
- Coordinates Troop visits by Webelo Scouts, their Den Leaders, and their parents
- Welcomes Webelo Scouts, Den Leaders, and their parents visiting the Troop
- Discusses Troop operation with prospective Webelo parents
- Coordinates Webelo Scouts with their parents to attend Scouting-On-Display with the Troop



Leadership Position Description Committee Outdoors & Activities Coordinator

The Committee Outdoor & Activities Coordinator is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee.

Committee Outdoor & Activities Coordinator duties:

- Promotes the National Camping Award
- Ensures a monthly Outing Program
- Consults with the Scoutmaster to prepare for each outing or activity
- Arranges through the outing Point Of Contact (POC) to secure all required permits, permission slips, campsites, and transportation
- Coordinates with the POC the following annual outings/activities: Scouting For Food, Camporee, Scouting On Display, Scout-O-Rama, and Summer Camp
- Coordinates the activities of the adult committee member POCs for Service Projects
- Report to the Troop Committee at each meeting.



Leadership Position Description Committee Advancement Coordinator

The Committee Advancement Coordinator is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee.

Committee Advancement Coordinator duties:

- Encourages Scouts to advance in rank
- Works with the Troop Scribe to maintain all Scout advancement records
- Arranges Troop Board of Reviews and quarterly Courts of Honor
- Develops and maintains a Merit Badge Counselor list
- Complete and submit the correct form to the Council Service Center to secure badges and certificates
- Work with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets and other advancement literature
- Recruit committee members to serve as Life to Eagle Advisors
- Report to the Troop Committee at each meeting



Leadership Position Description Committee Training Coordinator

The Committee Training Coordinator is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee.

Committee Training Coordinator duties:

- Ensures Troop adult leaders and committee members have opportunities for training
- Maintains an inventory of up-to-date training materials, videotapes, and other training resources
- Maintains a record of adult training for purposes of re-certification and fulfilling BSA requirements
- Works with the District training team in scheduling Scout Adult Leadership Training (SALT) for all new adult leaders
- Responsible for BSA Youth Protection training within the Troop
- Encourages Junior Leadership Training (JLT) within the Troop and at the council and national levels
- Reports to the Troop Committee at each meeting



Leadership Position Description Troop Chaplain

The Troop Chaplain is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee.

Troop Chaplain duties:

- Provides a spiritual tone for Troop meetings and activities
- Gives guidance to the Chaplain Aide
- Promotes regular participation of each member in the activities of the religious organization of his choice
- Coordinates visits to homes of Scouts in time of sickness or need
- Gives spiritual counseling service when needed or requested
- Encourages Boy Scouts to earn their appropriate religious emblems
- Reports to the Troop Committee at each meeting



Leadership Position Description Committee Equipment Coordinator

The Committee Equipment Coordinator is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee. The Committee Equipment Coordinator is sometimes referred to as the Adult Quartermaster or simply Quartermaster, and should not be confused with the Troop Quartermaster which is a junior leadership position.

Committee Equipment Coordinator duties:

- Supervise and help the Troop procure equipment
- Work with the Troop Quartermaster on inventory and proper storage and maintenance of all Troop equipment
- Make periodic safety checks on all troop gear, and encourage Scouts in the safe use of all equipment
- Report to the Troop Committee at each meeting



Leadership Position Description Committee Point of Contact

For each outing and activity there is a Committee Member volunteer assigned to be the Point Of Contact (POC).

Point Of Contact duties:

- Coordinate with the Scoutmaster, Committee Outings and Activities Coordinator, Committee Equipment Coordinator, Committee Secretary, and Committee Treasurer to ensure a successful outing or activity
- Provide Troop representation for outings and activities at the District or Council level



Leadership Position Description Committee Grubmaster

For each outing there is a Committee Member volunteer assigned to be the Adult Patrol's Grubmaster.

Committee Grubmaster duties:

- Coordinate activities with the outing Point Of Contact (POC)
- Prepare a menu
- Collect grub money from POC
- Retrieve ice chest from Committee Equipment Coordinator
- Purchase food and other needed items
- Bring food to outing location
- Prepare and post Duty Roster



Leadership Position Description Parents' Role

The role of parents is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel.

Parents should:

- Read their Scout's handbook
- Understand the Aims and Methods of Scouting
- Undertake Youth Protection training and Scout Adult Leadership Training (SALT)
- Actively follow their Scout's progress or lack thereof and offer encouragement and a push when needed
- Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor and as many Troop meetings as possible
- Assist, as requested, in all Troop fundraisers, activities, and outings
- Participate on Boards of Review
- Carry out your responsibilities as a Troop Committee member