

TROOP 110 LEADERSHIP ROLES & RESPONSIBILITIES



Senior Patrol Leader (SPL)

Job Description:

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

Reports to: Scoutmaster

Qualifications: Star or Above

Age: 14 or older

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

Senior Patrol Leader duties:

- Runs all troop meetings, events, activities, and the annual program planning conference
- Runs the Scout Leaders' Council (SLC) meeting
- Appoints Assistant Senior Patrol Leader and troop officers with the advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to junior leaders including reassigning duties, if necessary
- Assists the Scoutmaster with junior leader training
- Leads Troop by following the highest standards of Scouting
- Uses the Patrol Method and appropriately **delegates** authority to junior leaders for action
- Inform Scoutmaster and Assistant Senior Patrol Leader as soon as possible if unable to perform duties or missing a meeting.
- Enthusiastically wears the Scout uniform correctly keeping your shirt tucked in and buttoned
- Lives by the Scout Oath and Law, Shows Scout spirit and sets a good example
- Be prepared and early to meetings to give direction

Qualifications: Rank: First Class or above, **Attendance: 80%** (3 unexcused absences may result in removal)



Assistant Senior Patrol Leader (ASPL)

Job Description:

The Assistant Senior Patrol Leader is the second highest-ranking junior leader in the Troop. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the Senior Patrol Leader or when called upon. He also provides leadership to other junior leaders in the Troop.

Reports to: Senior Patrol Leader

TROOP 110 LEADERSHIP ROLES & RESPONSIBILITIES

Qualifications: Star or above

Assistant Senior Patrol Leader duties:

- Helps the senior patrol leader lead meetings and activities. Shadow SPL.
- Runs the troop in the absence of the senior patrol leader. In charge of weekly hikes.
- Helps train, direct and supervise the Troop Officers: scribe, quartermaster, instructors, librarian, historian, leave-no-trace, instructor, bugler, chaplain aide, den chiefs, etc.
- Uses the Patrol Method and appropriately delegates authority to officers for action
- Serves as a member of the Patrol Leaders' Council
- Inform the Senior Patrol Leader if you are unable to perform your duties or missing a meeting.
- Leads by setting the example for others to follow
- Enthusiastically wears the Scout uniform correctly keeping your shirt tucked in and buttoned
- Lives by the Scout Oath and Law, Shows Scout spirit and sets a good example
- Be early to meetings to prepare and give direction

Qualifications: Rank: First Class or above, Attendance: 75% (3 unexcused absences may result in removal),

Troop Scribe



Job Description:

The Troop Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of Scout attendance at troop meetings and events.

Reports to: The Senior Patrol Leader

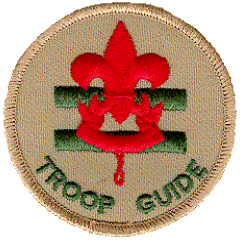
Qualifications: Second Class or been in the Troop a year

Troop Scribe duties:

- Attends and keeps a log of Patrol Leaders' Council (PLC) Meetings and distributes copies to PLC Members and Adult Leaders.
- Keeps a list of upcoming Merit Badge opportunities for the Troop
- Records individual Scout attendance at all Troop events and submit to Adult Committee Member, and sends out monthly Birthday cards
- Has good attendance at Troop Meeting, and inform the Assistant Senior Patrol Leader if you are unable to perform your duties or missing a meeting.
- Sets a good example and Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law, Shows Scout spirit
- Be prepared and early to meetings

Qualifications: Able to attend Green Bar meetings and send out minutes

TROOP 110 LEADERSHIP ROLES & RESPONSIBILITIES



Troop Guide

Job Description: The Troop Guide works with new Scouts. He helps them feel comfortable and obtain skills towards their First Class rank.

Reports to: The Senior Patrol Leader and Assistant Scoutmaster

Qualifications: Star or above

Troop Guide duties:

- Greet scouts weekly
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Ensures that new Scouts are treated positively by the older scouts and prevents harassment or bullying
- Help new Scouts earn advancement requirements through First Class.
- Teaches basic Scout skills
- Acts as the chief recruiter of new Scouts
- Helps Scouts advance by checking on their progress every week
- Coaches the new Patrol Leaders to encourage advancements within patrols
- Attends Patrol Leaders' Council meetings
- Advise patrol leader on his duties and responsibilities at Patrol Leaders' Council (PLC) meetings.
- Assists with counseling individual Scouts if Scouts not following the Scout Law, Oath and Spirit
- Inform the Senior Patrol Leader if you are unable to perform your duties, need assistance from Officers or missing a meeting.
- Sets a good example and Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law, Shows Scout spirit
- Be early to meetings to prepare and give direction
- Help Assistant Scoutmaster train new Scouts by older Scouts.



Patrol Leader (PL)

Job Description: You are responsible for the members of your Patrol. He represents his patrol on the patrol leaders' council.

Reports to: the senior patrol leader.

Patrol leader Requirements:

- First Class or above

Duties

- Appoints the Assistant Patrol Leader, *(They are not required to attend Patrol Leaders' Council meetings).*
- Plan and lead patrol meetings and activities.
- Prepares the patrol to take part in all troop activities, and develop patrol spirit.

TROOP 110 LEADERSHIP ROLES & RESPONSIBILITIES

- Get to know your patrol members well. Always have available their names, phone numbers and email. Know their interests and help guide them through Scouting, also provides direction.
- Responsible for patrol members' attendance, completing their assigned tasks, ensuring they are where they need to be at the right time, and general behavior
- Represents the patrol on the Patrol Leaders' Council.
- Receives patrol tasking from Senior Patrol Leader and provides direction to Patrol members to complete the tasking. Ensures tasks are completed in a proper and timely manner.
- Helps Scouts advance by checking on their progress every week
- Keeps patrol members informed and Assistant ready to take charge of troop events and work with other troop leaders to make the troop run well
- Leads his patrol by setting the example
- Inform the Senior Patrol Leader and Assistant Patrol Leader if you are unable to perform your duties or missing a meeting.
- Enthusiastically wears the Scout uniform correctly keeping your shirt tucked in and buttoned
- Lives by the Scout Oath and Law and Shows Scout spirit
- Be early to meetings to prepare and give direction

Deliverables:

1. Work with Senior Patrol Leader to complete all tasks assigned and to complete them in a timely fashion.
2. Ensure all Patrol members are either present at activity and know where they are and what they are doing.
3. Assist Troop Guide teaching Scout skills.

Qualifications: 2nd class or above, available time to commit to weekly communication to patrol and campouts



Assistant Patrol Leader (APL)

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

Reports to: The Patrol Leader

Requirements: First Class or Above

Assistant Patrol Leader duties:

- Assist the Patrol Leader in:
 - Planning and leading patrol meetings and activities.
 - Assist with keeping patrol members informed.
 - Assist with preparing your patrol to take part in all troop activities.
 - Lends a hand controlling the patrol and building patrol spirit
- Take charge of the patrol in the absence of the Patrol Leader.

TROOP HQ LEADERSHIP ROLES & RESPONSIBILITIES

- Represent the patrol at Patrol Leaders' Council (PLC) meetings in the absence of the Patrol Leader.
- Inform Patrol Leader if you are unable to perform your duties or missing a meeting.
- Work with the other troop leaders to make the troop run well. Help develop patrol spirit.
- Set a good example. Lives by the Scout Oath and Law
- Shows Scout spirit
- Wear the Scout Uniform correctly.
- Be early to meetings to prepare and give direction

Assistant Patrol Leader (NOT AN OFFICIAL "POSITION OF RESPONSIBILITY")



Troop Quartermaster

Job Description: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.

Reports to: The Senior Patrol Leader

Qualifications: Been in the Troop one year

Troop Quartermaster duties:

- Keep records on patrol and troop equipment.
- Gets the US and Troop flags for all meetings and puts them away
- Makes sure equipment is in good working condition
- Issues equipment and makes sure it's returned in good condition
- Suggest new or replacement items.
- Work with the troop committee member responsible for equipment.
- Have good attendance at Troop meeting.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- Keeps records on patrol and troop equipment
- Inform the Senior Patrol Leader if you are unable to perform your duties or missing a meeting.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly keeping your shirt tucked in and buttoned
- Lives by the Scout Oath and Law and Shows Scout spirit
- Be early to meetings to prepare and give direction

Deliverables:

1. Ensure the Troops supplies and equipment is available, clean and in working condition.
 - a. Issue equipment from the trailer and track who has it and when returned.

TROOP 110 LEADERSHIP ROLES & RESPONSIBILITIES

- b. Inspect equipment immediately when returned. Do not accept equipment that is not clean.
 - c. Set up Trailer days
 - i. Quartermaster is responsible for cleaning all equipment that is found dirty in the trailer
 - d. Report damaged, missing or malfunctioning equipment to Troop Adult Quartermaster
 - i. Report any misuse or malicious behavior to SPL and Scoutmaster immediately
 - e. Make recommendations for replacements or new equipment
 - f. Inform Troop Adult Quartermaster of any supplies that need to replenish.
2. Attend all campouts and functions requiring trailer. If unable to attend, inform SPL and Scoutmaster so a substitute Quartermaster may be appointed.



Historian

Job Description: The Historian keeps a historical record or scrapbook of troop activities and creates a PowerPoint for all COH and Webelos Nights.

Reports to: The Assistant Senior Patrol Leader

Qualifications: Been in the Troop one year

Historian duties:

- Gather pictures and facts about past troop activities and keeps them in scrapbooks, wall displays or informational (historical) files.
- Take care of troop trophies, ribbons, and souvenirs of troop activities.
- Monthly Provide reports of troop campouts and activities., using a slide show or PowerPoint
- Keeps information about former members of the troop (Honor Rolls: Eagles, Scoutmaster, Cmt Chair)
- Set a good example.
- Set-up a Troop blog with the Historian including information on activities/ campouts
- Works with adult leader to update the shutterfly T 110 site and Instagram
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law and Show Scout spirit.



Librarian

Job Description: The Librarian takes care of troop literature.

Reports to: The Assistant Senior Patrol Leader

Qualifications: Been in the Troop one year

Librarian duties:

- Sets up and takes care of a troop library.

TROOP 110 LEADERSHIP ROLES & RESPONSIBILITIES

- Maintains a library check out/in system ensuring all items returned in good order and in a timely manner.
- Updates and provides an index of all library materials and items for loaning. Submits list of Troop Library materials to Webmaster for publishing
- Ensures Merit Badge pamphlets in the troop library are current
- Keeps books and pamphlets available for borrowing by keeping materials in a safe location and being able to retrieve them for the next meeting when requested.
- Keeps a system for checking books and pamphlets in and out
- Follows up on late returns and informs troop leadership of problems
- Develops a list of recommended books for purchase by the troop and requests funds for these from the Troop Committee
- Adds new or replacement items as needed
- Inform the Assistant Senior Patrol Leader if you are unable to perform your duties or missing a meeting.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly keeping your shirt tucked in and buttoned
- Lives by the Scout Oath and Law Shows Scout spirit
- Be early to meetings to prepare and give direction

Deliverables:

1. Maintain library catalog information
 - a. List of Merit Badge pamphlets is accurate and pamphlets are available (<http://usscouts.org/mb/mbbooks.asp>)
 - i. Name of merit badge pamphlet
 - ii. Pamphlet publication number
 - iii. Pamphlet copyright date
 - iv. Current (latest) pamphlet copyright date
 - v. Number of pamphlets in Troop library with that publication number
 - vi. Note: there may be multiple listing for the same merit badge given different copyright dates
2. Track who and when pamphlet was loaned from library
 - a. Name, pamphlet, when first loaned for 1 month, first renewal, second renewal, & date returned.
 - b. If no one else has requested pamphlet, then Scout may renew loan up to two times. All pamphlets must be physically returned to Librarian every three (3) months. At which time, a Scout may then start the loan process from the beginning.



Troop Webmaster

Job Description: Responsible for maintaining the troop's Calendar. They make sure that information posted on the Calendar is correct and up to date.

Reports to: Senior Patrol Leader

TROOP 110 LEADERSHIP ROLES & RESPONSIBILITIES

Qualifications: Been in the Troop one year

Troop Webmaster duties:

- Post the new Troop 1110 calendar at all meetings.
- Work with Historian and Adult leaders to set-up a Troop blog including information on activities/ campouts
- Set a good example.
- Ensure Scouts are receiving weekly emails
- Enthusiastically wear the Scout Uniform correctly. Live by the Scout Oath and Law, and Show Scout spirit.



Chaplain Aide

Job Description: The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the Scouts in the troop. He also works to promote the religious emblems program. Prepares a invocation for COH and other campouts.

Reports to: the Assistant Senior Patrol Leader (and works with the Chaplain)

Qualifications: Been in the Troop one year

Chaplain Aide duties:

- Keep troop leader apprised of religious holidays when planning activities.
- Assist Chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Tell Scouts about the religious emblem program of their faith.
- Help plan for religious observance in troop activities.
- Inform the Assistant Senior Patrol Leader if you are unable to perform your duties or missing a meeting.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law, and Show Scout spirit.
- Be early to meetings to prepare and give direction

Deliverables:

1. Provide invocation at Scouting events (i.e. Court of Honor). If unavailable, ensure you have a replacement available with a prayer.



Bugler

Job Description: The Bugler plays the bugle at troop ceremonies and as needed at Troop Meetings.

Reports to: The Assistant Senior Patrol Leader

Bugler duties:

TROOP 110 LEADERSHIP ROLES & RESPONSIBILITIES

- Plays bugle as requested by troop leadership.
- Plays taps during evening closing ceremony.
- Inform the Assistant Senior Patrol Leader if you are unable to perform your duties or missing a meeting.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law, and Show Scout spirit.
- Be early to meetings to prepare and give direction

Acceptable for the Star and Life ranks, is not an approved position of responsibility for the Eagle Scout rank.



Outdoor Ethics Guide

Job Description: Outdoor ethics guides help troops plan and conduct an outdoor program that emphasizes effectively practicing the Outdoor Code, the Leave No Trace principles, and the Tread Lightly! Principles. Guides work to help Scouts improve their outdoor ethics decision-making skills to help minimize impacts as they hike, camp, and participate in other outdoor activities. In particular, they should support Scouts who are working to complete the relevant requirements for the Tenderfoot, Second Class, and First Class

Reports to: Assistant Senior Patrol Leader

Duties:

- Assures the troop adheres to the Principles of Leave No Trace, Tread Lightly, and the Outdoor Code
- sets a good example
- wears the Scout uniform correctly
- lives by the Scout Oath and Law and shows Scout spirit



Instructor

Job Description: The Instructor teaches scouting skills and works with the Troop Guide. The Instructor must be able to teach Scouting skills needed to obtain the Scout, Tenderfoot, Second Class and First Class ranks.

Reports to: The Assistant Senior Patrol Leader

Qualifications: Star Scout or above

Instructor duties:

- Knowledgeable in all Scout Skills to obtain Scout, Tenderfoot, Second Class and First Class.
- Instruct Scouting skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment.
- Use the EDGE (Explain, Demonstrate, Guide and Enable) model to instruct. First give a quick Explanation of what you are teaching, why it is important, when

TROOP 110 LEADERSHIP ROLES & RESPONSIBILITIES

they will use it and where they will use it. Next slowly Demonstrate how to do it then Guide the students through their own individual demonstration of the skill you just taught by helping them to it correctly. Once they learn the skill Enable them to teach others the skill that you just taught them.

- Inform APL is you are having trouble preparing for your instructional assignments or are unable to complete assignment or will be absent.
- Study carefully the skill to be taught. Make sure you have all necessary equipment. Use the Boy Scout Handbook, Boy Scout Field Book, Merit Badge books and other materials to add interesting facts and knowledge to your presentations.
- Instructor will be familiar with all skill areas so he may assist other Instructors when required.
- Starts and ends instruction on time and is prepared with lesson and materials.
- Enthusiastically wear the Scout uniform correctly.
- Sets a good example
- Live by the Scout Oath and Law, and Show Scout spirit.
- Be early to meetings to prepare and give direction

Qualifications: 1st class or above



OA Troop Representative

Job Description: An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.

Reports to: The Senior Patrol Leader

OA Troop Representative duties:

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law, Shows Scout spirit and OA Obligation .

OA Troop Representative Qualifications:

- Under 18 years old
- Appointed by SPL with SM approval

TROOP 110 LEADERSHIP ROLES & RESPONSIBILITIES

- OA Member in good standing

Junior Assistant Scoutmaster

Job 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 and be an Eagle Scout. He is appointed by the Scoutmaster because of his demonstrated leadership ability.

Reports to: The Scoutmaster

Junior Assistant Scoutmaster duties:

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for scouts 16 and above).
- Accomplish any duties assigned by the Scoutmaster.
- Attends at least 5/6 of the PLC meetings occurring during his service period.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Boy Scout troop Approved positions for Rank Advancements: Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, bugler*, junior assistant Scoutmaster, chaplain aide, instructor, webmaster or outdoor ethics guide.