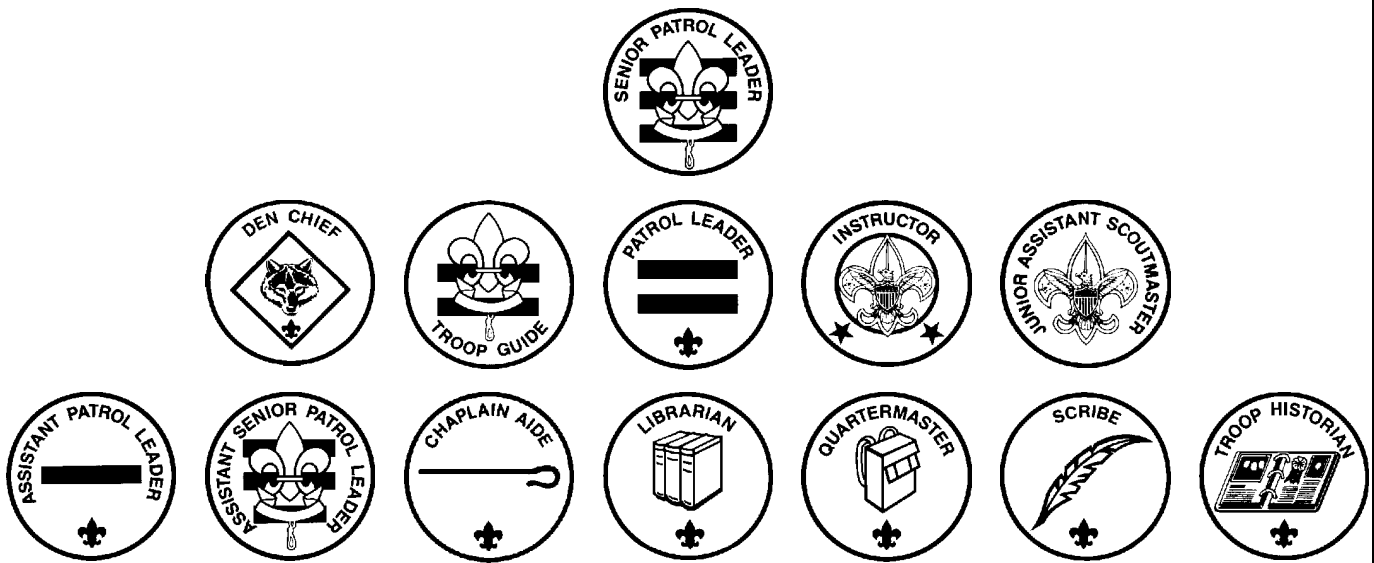




Leading the way...



Troop 391 Scout 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.

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 or patrol advisor. 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, and turn it in.

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

Normal Leadership Position terms will run from **February to August** and **August to February**

Elections will be held 1 to 2 weeks before these dates during a normal Troop Meeting.

The Troop will provide Junior Leadership Training in the months of March and September.

The Scoutmaster may assign some leadership positions beginning at different times throughout the year.



Troop 391
Leadership Position Description
SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Elected by fellow scouts of the troop if multiple candidates vying for the position.

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. An important part of the SPL's job is to appoint other troop leaders when required or requested. He must choose leaders who are able, not just his friends or other popular Scouts. SPL's are encouraged to attend National Youth Leadership Training, the troop funding a portion of the attendance fees.

QUALIFICATIONS

Age: none

Rank: Life Scout or higher

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

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 70% of all troop functions, including 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on-time for meetings and activities.
- Contact the Scoutmaster if you are not going to be at a troop function or if you suddenly have to miss an outing and make sure that the Assistant Senior Patrol Leader is ready to assume your 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.



Troop 391
Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with counsel from the Scoutmaster

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.

QUALIFICATIONS

Age: none

Rank: Life Scout or higher

Experience: none

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 70% of all troop functions including 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on-time for meetings and activities.
- Contact 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.
- Make sure that someone will assume your responsibilities in the event of your absence.
- 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 Chaplin Aide.
- Serve as a member of the Patrol Leader's



Troop 391 Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

Type: Elected by members of his 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. Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

Age: 12 or older

Rank: 1st Class Scout

Experience: none

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 and make sure that the Assistant Patrol Leader is ready to assume your responsibilities.
- Coordinate, guide and verify patrol planning of assigned troop meetings, campouts, campout menus, service projects and all other patrol activities.
- Record then submit to the Scoutmaster all duty rosters, menu plans and other patrol notes prior to participation in campouts, services projects and other patrol activities.
- Appoint the Assistant Patrol Leader with the help of Patrol Advisor
- Represent the patrol on the Patrol Leader's Council
- Plan and steer patrol meetings and keep patrol members informed of Troop activities.
- Help Scouts advance
- Act as the chief recruiter of new Scouts



Troop 391
Leadership Position Description

ASSISTANT PATROL LEADER

GENERAL INFORMATION

Type: Appointed by the Patrol Leader with help of Patrol Advisor with counsel from the Scoutmaster

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: 2nd Class Scout

Experience: none

Attendance: Equal to and more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on-time for meetings and activities.
- Contact 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 ensure that someone will assume your responsibilities.
- Help the Patrol Leader plan and steer patrol meetings and activities and keep patrol members informed.
- Assume the duties of Patrol Leader in his absence during troop and patrol activities.
- 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 391
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. The Scoutmaster appoints him because of his leadership ability.

Comments: In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

Age: At least 16 years old

Rank: Eagle

Experience: Previous leadership positions

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on-time for meetings and activities.
- Contact 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 ensure someone will assume your responsibilities.
- Function as an Assistant Scoutmaster.
- Perform duties as assigned by the Scoutmaster.



Troop 391 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 the Cub Scout pack.

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

QUALIFICATIONS

Age: 12 or older

Rank: 2nd Class Scout

Experience: none

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training or complete the training during term of position. Participation in Den Chief Training is strongly encouraged.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

In terms of attendance with your den, you are encouraged to attend more than 70% of den meetings and pack functions. You must inform the Den Leader if you will be absent for an activity.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 and ensure that someone will assume your responsibilities.
- Know the purposes of Cub Scouting and assist Scouts with advancement through scouting ranks.
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.
- Assists leaders with activities in the den meetings.
- Assist Den Leader at weekly den meetings and monthly pack meetings.
- Meet with adult members of the den, pack, and troop as necessary.



**Troop 391
Leadership Position Description**

INSTRUCTOR

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

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 Scout or higher

Experience: none

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 70% 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 ensure that someone will assume your responsibilities.
- Teach assigned Scouting skills to fellow Scouts.



Troop 391 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: The Troop Guide works with new Scouts, 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 their first year fun and successful.

QUALIFICATIONS

Age: 13 or older

Rank: 1st Class Scout or higher

Experience: none

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

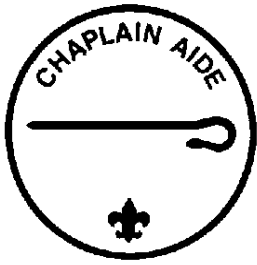
PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 ensure that someone will assume your responsibilities.
- Introduces new Scouts to troop operations and guide the new Scouts through early Scouting activities
- Shield new Scouts from harassment by older Scouts.
- Help new Scouts earn First Class in their first year and teaches basic Scout skills.
- Coach the patrol leader of the new Scout patrol on his duties.
- Support the patrol leader at Patrol Leaders' Council meetings.
- Counsel individual Scouts in the new patrol on Scouting challenges.



Troop 391 Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with counsel from the Scoutmaster

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: 1st Class Scout

Experience: none

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 ensure that someone will assume your 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 391 Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with counsel from the Scoutmaster

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: 1st Class Scout

Experience: none, but interest in photography is helpful

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 ensure that someone will assume your responsibilities.
- Gather pictures and facts about past troop activities and keeps them in a historical file or scrapbook.
- Care for troop trophies, ribbons, and souvenirs of troop activities.
- Gather and maintain information about former members of the troop.
- Regularly update troop bulletin boards with information about future and past troop events.



Troop 391 Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with counsel from the Scoutmaster

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: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports

Training: Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 ensure that someone will assume your responsibilities.
- Sets up and takes care of a troop library
- Organize and maintain Troop records, books and pamphlets and add or replace items as needed.
- Maintain a borrowing system for Troop records, books and pamphlets.
- Follow up on late returns.
- Issues voucher for purchase of used merit badge books.



Troop 391 Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with counsel from the Scoutmaster

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.

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: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 ensure that someone will assume your responsibilities.
- Keep records on patrol and troop equipment
- Ensure equipment is in good working condition
- Issue equipment and ensure it is returned in good condition
- Suggest new and replacement items to add to equipment inventory.
- Work with the Troop Committee member responsible for equipment.
- Ensure availability of the U.S., troop, and patrol flags for meetings and ceremonies and stores the items after the activity.



Troop 391 Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with counsel from the Scoutmaster

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: 1st Class Scout

Experience: none

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 ensure that someone will assume your responsibilities.
- Attend and maintain a log of Patrol Leaders' Council meetings
- Record individual Scout attendance and dues payments.
- Assist the quartermaster in recording check in and check out of equipment from troop trailer, and monitoring troop supplies in the trailer.
- Record individual Scout advancement progress
- Work with the Troop Committee member responsible for records and finance.



Troop 391 Leadership Position Description

TROOP BUGLER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with counsel from the Scoutmaster

Term: 6 months

Reports to: Senior Patrol Leader

Description: The Bugler sounds bugle calls as required. Be able to sound at least (4) or the following bugle calls as required: First Call, Reveille, Mess, To the Colors, Officers, Drill, Assembly, Recall, Fatigue, Church, Fire, Swimming, Retreat, Call to Quarters and Taps.

Comments: To be a good Bugler, you must be given the opportunities to play. This will include troop court of honors, campouts and other troop events when appropriate.

QUALIFICATIONS

Age: none

Rank: 2nd Class Scout

Experience: none

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: You Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 ensure that someone will assume your responsibilities.
- Perform bugle calls on at least 3 campouts/events within the 6 month period of the position.
- Ensure the American flag is raised, lowered and displayed properly.



Troop 391
Leadership Position Description
LEAVE NO TRACE TRAINER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: The Scoutmaster

Description: The Leave No Trace Trainer will assist the SPL/ASPL with ensuring the troop abides by the Leave No Trace program and will help in reviewing programs or events to make sure they minimize any impact on the area.

QUALIFICATIONS

Age: None

Rank: Star Scout or above

Experience: Proficient with outdoor skills and knowledgeable of the Leave No Trace program.

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: You must have previously completed Troop Junior Leadership Training or complete the training during term of position.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 ensure that someone will assume your responsibilities.
- Work with the SPL/ASPL on campouts to ensure the events/program fall under the guidelines for Leave No Trace.
- Prepare a program to train the troop twice a year (once per election period) on the elements of Leave No Trace



Troop 391

Leadership Position Description

TROOP WEBMASTER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Scoutmaster and Committee Chair

Description: The Troop Webmaster will assist with content management on the troop website, along with managing the troop Facebook account.

Comments: The Troop Webmaster is the contact point for the troop website and Facebook account. He will be the person who will post items to the Facebook account and provide information to the Scoutmaster or Troop Adult webmaster to post to the troop website.

QUALIFICATIONS

Age: None

Rank: Star Scout or higher

Experience: Proficient knowledge of computers or an eagerness to learn a new skill.

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: You Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

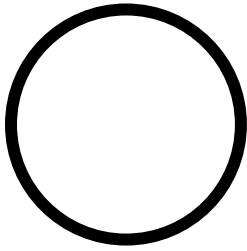
PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 ensure that someone will assume your responsibilities.
- Assist Troop Historian to acquire troop activity photos and articles then post material to the troop website and Facebook account.
- Post information about upcoming troop and patrol activities and reports from previous campouts and events.



Troop 391 Leadership Position Description

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to:

Description: *(There may be a leadership position created to meet the needs of the troop or address the skills of a certain scout. The description of this position will be written by the scoutmaster and agreed upon with scout before he begins his term. Leadership is a key term. The scout is expected to uphold the requirements of similar leadership roles)*

Comments:

QUALIFICATIONS

Age:

Rank:

Experience:

Attendance: Equal to or more than 51% attendance at all troop functions over the previous 6 months according to posted troop attendance reports.

Training: You Must have previously completed Troop Junior Leadership Training or complete the training during term of position.

PERFORMANCE REQUIREMENTS

Attendance: You are encouraged to attend more than 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 upon recommendation by the Scoutmaster and review by the Troop Committee.

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

LEADERSHIP RESPONSIBILITIES

- Set the example by wearing your uniform correctly, wearing all of the parts of the troop uniform, shirttail tucked in, and with all required badges in their correct locations.
- Set the example by living the Scout Oath and Law in your everyday life and show Scout Spirit in everything you say and do.
- Set the example by being an active Scout and being on time for meetings and activities.
- Contact 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 ensure that someone will assume your responsibilities.