

## Troop 20 Leadership Handbook\*

### General requirements for all Positions

In order for an appointed or elected leadership position within Troop 20 to qualify for Star, Life, or Eagle advancement, a Scout must understand and carry out the duties of the leadership position as described in the Junior Leader's Handbook. Furthermore, he must agree to the following additional conditions:

A Scout serving in a Troop 20 leadership position must attend at least three out of every four meetings (Monday night meetings, as well as other scheduled leadership meetings). He must be prepared and help begin each meeting promptly at the designated time. If a Scout serving in a leadership position cannot be present at a particular meeting, he must ensure that a replacement will be present to carry out his duties.

A Scout serving in a Troop 20 leadership position must have the intent to attend every planned Troop 20 and Toqua District activity for which he is eligible. The Scoutmaster or an Assistant Scoutmaster can excuse a Scout from his leadership responsibilities for a particular activity if the Scout has a valid reason and has ensured an assistant will be able to carry out his duties.

All members of the Patrol Leaders' Council are required to attend Monthly PLC meetings. Also any other leadership positions that are needed to provide information to the PLC are required to attend or if acceptable to the PLC submit the requested information in writing.

Each leadership position should have an adult advisor. For the SPL and ASPLs this should always be the scoutmaster. For other positions, an advisor should be selected by the scout. This individual could be recommended by the Leadership Chairman but ultimately should be an Asst. Scoutmaster that the scout knows and can work well with.

A Scout serving in a Troop 20 leadership position must successfully meet all of these requirements. Otherwise, he will be replaced with another Scout, and will forfeit existing time served for the leadership position associated with this form.

Everyone in a leadership position should read the BSA publication The Patrol Leader's Handbook. Anyone in the SPL or ASPL position should read The Senior Patrol Leader's handbook within a month of accepting the position.

Troop 20 has several leadership positions which are described here. In addition to the list of positions there are listed the number of positions required in Troop 20, whether the position is eligible for use for Advancement to Star, Life and Eagle and whether the position is a voting member of the Patrol Leader's Council. Any of these positions may be requested at the PLC to deliver reports on their various leadership duties.

Position	Number required	Adv. to Star, Life and Eagle	On PLC
Senior Patrol Leader	1	Yes	Yes
Asst. Senior Patrol Leader	3	Yes	Yes
Troop Guide	1-2 per new patrol	Yes	Yes
Troop Quartermaster	1-2	Yes	No
Troop Bugler	1	Yes <sup>1</sup>	No
Troop Scribe	1	Yes	No <sup>2</sup>
OA Troop Representative	1	Yes	No
Troop Historian	1	Yes	No
Librarian	1	Yes	No
Instructor	Depending on Needs	Yes	No
Chaplain Aide	1	Yes	No
Den Chief	Depending on Needs	Yes	No
Junior Assistant Scoutmaster	2-4	Yes	No

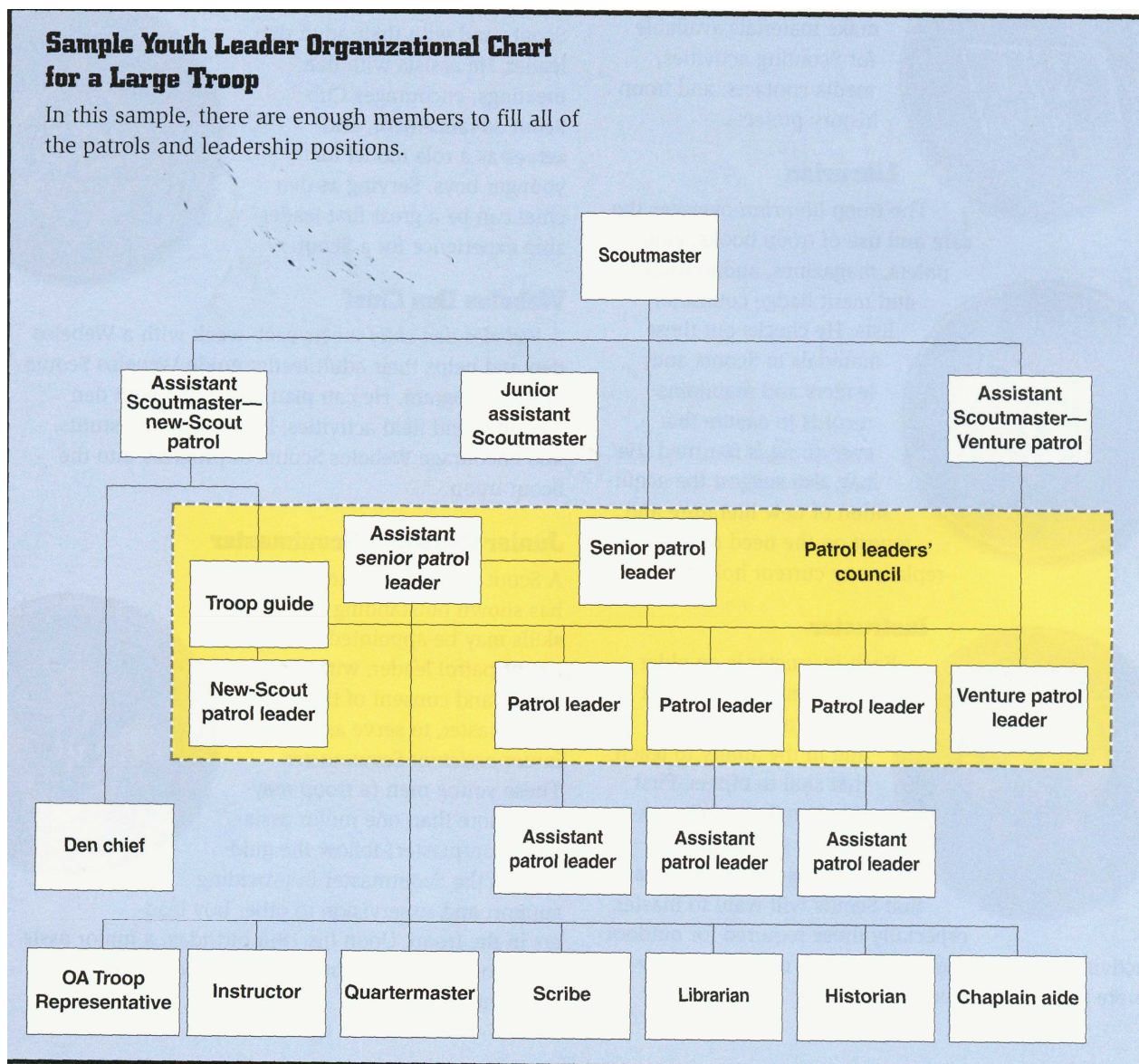
Venture Patrol Leader	1	Yes	Yes
Patrol Leader	1 per patrol	Yes	Yes
Asst. Patrol Leader	1 per patrol	No	No
Patrol Quartermaster	1 per patrol	No	No
Patrol Scribe	1 per patrol	No	No
Patrol Grubmaster	1 per patrol	No	No
Patrol Cheermaster	1 per patrol	No	No

<sup>1</sup> Can not be used for Life to Eagle

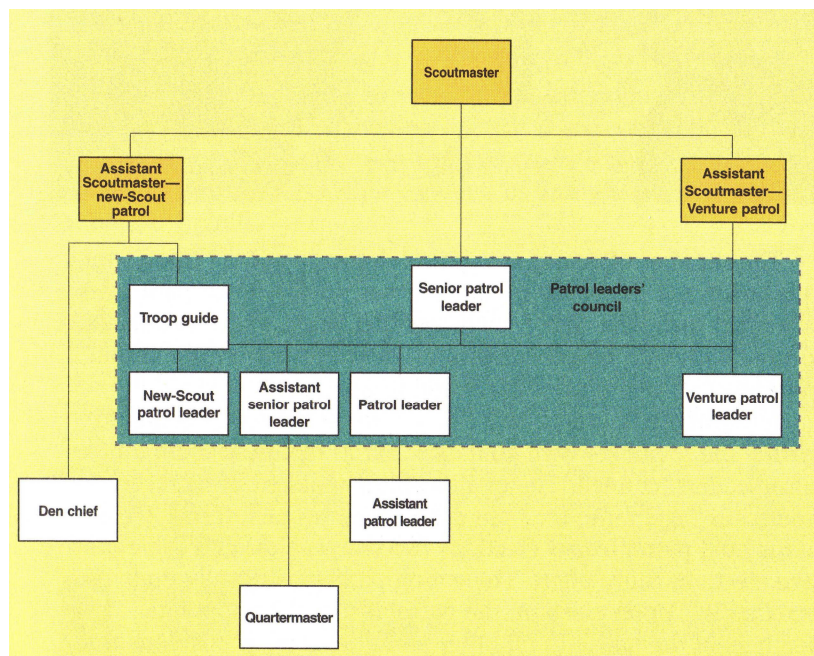
<sup>2</sup> Must attend PLCs but is not a voting member

## Troop Structure

A typical troop structure would look as follows for a large troop. Troop 20 is a troop that falls into this category. Necessity may dictate that numbers of these positions vary with different situations.



A typical troop structure would look as follows for a small troop. Many troops fall into this category. Necessity may dictate that numbers of these positions vary with different situations. A single scout may be required to fill multiple positions in some situations.



## Annual Troop Program Planning Conference

The troop program planning conference offers the patrol leaders' council the opportunity to draw up an effective, exciting course of action. The conference is organized and conducted by the senior patrol leader with the help of the Scoutmaster and Committee Activities Chairman.

There is no set time of the year to conduct the conference, though many troops prefer late summer after the troop has returned from summer camp. Set the date well in advance so that all members of the patrol leaders' council can clear their schedules to attend. The conference should be in a setting that is free of distractions—a remote cabin or campsite can be ideal. The essential business of the conference usually can be conducted in one day, though the workload can be spread out over two days with an evening of camping in between. The pace of the conference should be relaxed and informal.

Preparing for and conducting a troop program planning conference involves a five-step process:

1. Do your homework.
2. Get patrol input.
3. Hold the planning conference.
4. Consult with the troop committee.
5. Announce the plan.

## Monthly Patrol Leader's Council Meeting

The patrol leaders' council runs the troop according to the policies of the Boy Scouts of America under the guidance and counsel of the Scoutmaster. The patrol leaders' council plans the troop program at the annual program planning conference. It then meets every four weeks to fine-tune the plans for the coming month.

At the conclusion of troop meetings (and at other times the senior patrol leader feels the patrol leaders' council should consider an issue) the council meets informally (a "stand-up meeting") to review the success of a troop activity and to go over responsibilities for future meetings and events.

The Scoutmaster is present at patrol leaders' council meetings, but only in a supportive role to provide information and insight on issues and activities. To the greatest extent possible, it is the members of the patrol leaders' council who plan and carry out the program of a boy-run, boy-led troop.

In addition to program planning, the patrol leaders' council may deal with other issues concerning the troop and its members:

- Advancement needs
- Special ceremonies and awards
- Fund-raising projects
- Good Turn programs
- Conservation projects
- Special programs with the chartered organization
- Scout Sunday, Sabbath, and Scouting Anniversary Week
- Recruitment plans
- Webelos graduation
- Special ceremonies
- Community events such as parades and festivals
- Disciplinary issues
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Patrol leaders' council meetings can be held in any private place free of distractions. The best setting will allow everyone to face each other and have adequate space in which to work. The length of each meeting will vary from 60 to 90 minutes depending on the amount of business before the council.

The senior patrol leader chairs meetings of the patrol leaders' council. Stick to the agenda and keep things moving along. If council members are spending too much time on an issue, it may be necessary to table that item for future consideration and move on with the agenda. Keep the council focused on issues of importance.

## **Troop Position Descriptions**

### **Senior Patrol Leader**

The senior patrol leader is in charge of troop meetings from beginning to end. He chairs meetings of the patrol leaders' council as they plan troop activities and programs. In short, the senior patrol leader's job is to see that the troop runs in an orderly and timely manner. To help the senior patrol leader achieve that leadership goal, you should meet with the Scoutmaster regularly to keep him apprised of arising situations and seek his guidance. In order to discuss issues that will enhance his ability to lead the troop and improve the quality of experience the Scouts are enjoying.

#### **Summary of Duties**

- Read the Senior Patrol Leader's handbook
- Runs all troop meetings, events, activities, and the annual program planning conference
- Runs the Patrol Leaders' Council (PLC) meetings
- Assigns duties and responsibilities to junior leaders
- Assists the Scoutmaster with junior leader training
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

### **Assistant Senior Patrol Leader**

Among his specific responsibilities are training and providing direction for the troop quartermaster, scribe, Bugler, Order of the Arrow troop representative, historian, librarian, and instructors. During his tenure as assistant senior patrol leader, the Scout is not a member of a patrol. Large troops may have more than one assistant senior patrol leader.

### Summary of Duties

- Read the Senior Patrol Leader's handbook
- Helps the SPL lead meetings and activities
- Runs the troop in the absence of the SPL
- Helps train and supervise the troop scribe, quartermaster, instructor, librarian, historian, and chaplain aide
- Serves as a member of the Patrol Leaders' Council
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

### Troop Guide

The Troop guide is both a leader and a "mentor" to the members of a new-scout patrol. He is an older Scout, at least First Class in rank, has strong teaching skills, and possesses the patience to work with new Scouts. He provides direction for the patrol leader and helps him with his patrol leader responsibilities. The troop guide accompanies the new-Scout patrol on troop campouts and he makes himself available to assist the new Scouts as they learn fundamental Scouting skills. He helps the patrol leader of a new-Scout patrol in much the same way that a Scoutmaster works with a senior patrol leader—providing direction, coaching, and support as determined by the skill level and morale of the patrol leader and members of the new-Scout Patrol. The troop guide is not a member of the new-scout patrol.

### Summary of Duties:

- Be familiar with the Scout Handbook skills and requirements
- Introduces new Scouts to troop operations
- Guides new Scouts through early Scouting activities
- Helps new Scouts earn First Class rank in their first year
- Teaches basic Scout skills
- Coaches the FCE patrol leaders on their duties
- Attends Patrol Leaders' Council (PLC) meetings with FCE patrol leaders when requested
- Works with the FCE patrol leaders at PLC meetings when requested
- Assists the Assistant Scoutmaster for FCE with training
- Counsels individual Scouts on Scouting challenges
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

### Quartermaster

The quartermaster is the troop's supply boss. He keeps an inventory of troop equipment and sees that the gear is in good condition. He works with patrol quartermasters as they check out equipment and return it, and at meetings of the patrol leaders' council reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he may have the guidance of a member of the troop committee.

### Summary of Duties

- Keeps records on patrol and troop equipment
- Makes sure equipment is in good working condition
- Issues equipment and makes sure its returned in good condition
- Makes suggestions for new or replacement items
- Works with the troop committee member responsible for equipment
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law



- Shows Scout spirit

### **Bugler**

The bugler plays the bugle at troop functions. This would include troop meetings, campouts, flag ceremonies and other appropriate occasions. Other calls should be learned as needed.

#### **Summary of Duties**

- Sound Taps, Assembly and revelry at troop campouts
- Sound Assembly at weekly meetings
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

### **Scribe**

The scribe is the troop's secretary. He keeps the minutes of the patrol leaders' council meetings but is not a voting member of the council. The scribe may also keep attendance records of other troop activities, such as campouts and service projects. During troop meetings, he works with patrol scribes to ensure the accurate recording of attendance and payment of dues, and to keep advancement records up-to-date. The scribe may also be responsible for maintaining a troop Web site with information that is current and correct. An adult who is a member of the troop committee may be assigned to carry out his responsibilities.

#### **Summary of Duties**

- Attends and keeps a log of PLC meetings
- Records individual Scout attendance and dues payments
- Records individual Scout advancement progress
- Works with the Treasurer for maintaining records and finance
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

### **Troop Order of the Arrow Representative**

An Order of the Arrow representative is the link between the troop and the local Order of the Arrow lodge. By enhancing the image of the Order as a service arm to the troop, the representative promotes the OA, urges troop members to take part in resident camping, and encourages older Scouts to seek out opportunities for high adventure. The OA representative assists with leadership skills training in the troop and supports fellow Arrowmen undertaking unit leadership roles. He reports to the assistant senior patrol leader.

### **Troop Historian**

The troop historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards and other memorabilia. He may also gather and organize information about the troop's former members and leaders, and make those materials available for Scouting activities, media contacts, and troop history projects. Troop displays prepared by the historian can be used during courts of honor, troop open houses, and other special Scouting occasions.

#### **Summary of Duties**

- 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
- Takes regular opportunities to publicize Troop activities and accomplishments
- Keeps information about former members of the troop
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law

- Show Scout spirit

### **Troop Librarian**

The troop librarian oversees the care and use of troop books merit badge pamphlets, magazines, audiovisuals, diskettes and lists of merit badge counselors. He checks out these materials to Scouts and leaders and maintains records to ensure that all items are returned. He may also suggest the purchase of new literature and report the need to repair or replace any current items.

#### **Summary of Duties**

- Sets up and takes care of the troop library
- Keeps records of books and pamphlets owned by the troop
- Adds 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
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

### **Instructor**

Each instructor is an older troop member who is proficient in Scouting skills and has the ability to teach those skills to others. The subjects that instructors may wish to teach include any of the areas that Scouts want to master, especially those such as first aid, camping, backpacking, orienteering, and others required for outdoor activities and rank advancement. A troop may have more than one instructor.

#### **Summary of Duties**

- Plans regular sessions to teach basic Scouting skills in troop and patrols
- Other training duties as requested by SPL, Scoutmaster or JSM
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

### **Chaplain Aid**

The chaplain aide assists the troop chaplain (an adult from the troop committee or the chartered organization) in conducting the troop's religious observances. He sees that religious holidays are considered during program planning, and he promotes the religious emblems program.

#### **Summary of Duties**

- 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
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

### **Webelos Den Chief**

A Webelos den chief meets each week with a Webelos den and helps its adult leader guide the Webelos Scouts to make the most of their program. He can assist with den meetings and activities, lead songs and games, and encourage Webelos Scouts to look forward to the adventure of Boy Scouting that awaits them when they are old enough to join the troop.

#### Summary of Duties

- 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
- Assists with activities in the den meetings
- Is a friend to the 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
- Sets the example
- Wears the uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

#### Junior Assistant Scoutmaster

A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the Scoutmaster to serve as a junior assistant Scoutmaster (JAS). A JAS follows the guidance of the Scoutmaster in providing support and supervision to the troop's other boy leaders. He can be a valuable resource for teaching Scouting skills to younger Scouts and in providing leadership to the troop. Upon turning 18, a junior assistant Scoutmaster is eligible to become an assistant Scoutmaster. A troop may have more than one JAS.

#### Summary of Duties

- Functions as an Assistant Scoutmaster
- Performs duties as assigned by the Scoutmaster
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

#### Venture Patrol Leader

A Venture patrol is a group of older Scouts in the troop. Elected by members of his patrol, the Venture patrol leader in addition to the duties of a regular Patrol Leader helps his patrol get the most out of high-adventure experiences and sports activities.

### Patrol Positions

#### Patrol Leaders

The members of each patrol elect one of their own to serve as their patrol leader. The scoutmaster determines the requirements, if any, for patrol leaders, such as age and rank. Most troops select leaders and other boy leaders twice a year, though a patrol might want to hold elections more frequently in order to allow more boys the chance to lead, particularly in the new-Scout patrols. Patrol elections are not popularity contests but they do present patrol members with the responsibility of selecting someone who will be a good leader. Once a patrol has decided, the Troop Guide or Senior Patrol Leader should give each new patrol leader all the support and guidance you can. Even a boy who at first seems an unlikely choice might develop quickly into an effective leader.

Some of a patrol leader's key responsibilities follow:

- Take a leading role in planning and conducting patrol meetings and activities.
- \*A patrol leader is required to organize and lead at least one patrol activity every 3 months.
- Encourage patrol members to complete advancement requirements.
- Represent the patrol as a member of the patrol leaders' council.



- Set a good example by living up to the Scout Oath and Law.
- Encourage National Honor Patrol Award status for your patrol.

\* Indicates a Troop 20 Requirement

#### Summary of Duties

- Read the Patrol Leader's handbook
- Appoints the Assistant Patrol Leader (APL)
- Represents the patrol on the PLC
- 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
- Sets the example
- Wears the uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

#### **Asst. Patrol Leader**

The assistant patrol leader steps in to serve whenever the patrol leader must be absent. He may carry out special assignments given him by the patrol leader-working with patrol members on advancement for example.

#### Summary of Duties

- Helps the PL plan and steer patrol meetings and activities
- Helps him keep patrol members informed
- Helps the PL get ready for all troop activities
- Represents his patrol at Patrol Leaders' Council (PLC) when the PL cannot attend
- Lends a hand organizing the patrol and building patrol spirit
- Sets a good example
- Wears the uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

#### **Patrol Scribe**

The scribe is the patrol's secretary. He checks attendance, keeps the patrol logbook current, collects and records patrol dues, and helps prepare budgets for outings.

#### **Patrol Quartermaster**

The quartermaster maintains an inventory of the patrol's equipment and patrol box and makes sure it is clean and ready for the patrol to use. He is also responsible for the patrol flag and assuring its presence at each troop meeting and non-backpacking activities.

#### **Patrol Grubmaster**

The grubmaster is in charge of assisting the patrol in putting together menus for hikes and campouts. He takes the lead in making all food-related arrangements for the patrol's outdoor programs. This position may change from outing to outing. In that case it may not be used for an advancement position.

#### **Patrol Cheerleader**

The cheerleader leads the patrol in songs, yells, and skits during meetings and evening campout programs.

\* Many parts of this handbook are copied in part from the BSA Scoutmaster Handbook and BSA Patrol Leader Handbook including the pictures of the troop structure. Also a special thanks to Troop 702 in Capistrano Beach, CA for the duty listings.