Senior Patrol Leader

The Senior Patrol Leader (SPL) is in charge of troop meetings from beginning to end. He chairs meetings of the Patrol Leaders' Council (PLC) 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
- Run all troop meetings, events, activities, and the annual program planning conference
- Run the Patrol Leaders' Council (PLC) meetings
- Assign duties and responsibilities to junior leaders
- Assist the Scoutmaster with junior leader training
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

Assistant Senior Patrol Leader

Among the Assistant Senior Patrol Leader's 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 such as Troop 20 may have more than one scout in this position.

Summary of Duties:

- Read the Senior Patrol Leader's handbook
- Help the Senior Patrol Leader (SPL) lead meetings and activities
- Run the troop in the absence of the SPL
- Help train and supervise the Troop Guide, Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide
- Serve as a member of the Patrol Leaders' Council (PLC)
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

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 ski1l 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
- Help new Scouts earn First Class rank in their first year
- Attend Patrol Leaders' Council (PLC) meetings with First Class Emphasis (FCE) patrol leaders when requested, and assist the Assistant Scoutmaster for FCE with training
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

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 (PLC) 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:

- Keep records on patrol and troop equipment
- Make sure equipment is in good working condition
- Issue equipment and make sure it's returned in good condition
- Make suggestions for new or replacement items
- Work with the Troop Committee member responsible for equipment
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

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 reveille at troop campouts
- Sound Assembly at weekly meetings
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

Scribe

The Scribe is the troop's secretary. He keeps the minutes of the Patrol Leaders' Council (PLC) 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 website 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:

- Attend and keep a log of PLC meetings
- Record individual Scout attendance and dues payments
- Record individual Scout advancement progress
- Work with the Treasurer for maintaining records and finance
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	**Tracking Progress in Current Leadership Position**

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.

- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit
- Attends OA meetings and events

Date	Tracking Progress in Current Leadership Position

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 a Court of Honor, Troop Open House, and other special Scouting occasions.

Summary of Duties:

- Gather pictures and facts about past troop activities and keeps them in a historical file or scrapbook.
- Take care of troop trophies, ribbons, and souvenirs of troop activities
- Take regular opportunities to publicize troop activities and accomplishments
- Keep information about former members of the troop
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

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:

- Set up and take care of the troop library
- Keep records of books and pamphlets owned by the troop
- Add new or replacement items as needed
- Keep books and pamphlets available for borrowing
- Keep a system for checking books and pamphlets in and out
- Follow up on late returns
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

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:

- Plan regular sessions to teach basic Scouting skills in troop and patrols
- Other training duties as requested by SPL, Scoutmaster or JSM
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

Chaplain Aide

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:

- 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
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

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:

- Know the purposes of Cub Scouting
- Help Cub Scouts advance through Cub Scout ranks
- Encourage Cub Scouts to join a Boy Scout troop upon graduation
- Assist with activities in the den meetings
- Be a friend to the boys in the den
- Help out at weekly den meetings and monthly pack meetings
- Meet with adult members of the den, pack, and troop as necessary
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

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:

- Function as an Assistant Scoutmaster
- Perform duties as assigned by the Scoutmaster
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

Patrol Leader

The Scoutmaster determines the requirements, if any, for patrol leaders, such as age and rank. Once a patrol has decided, the Troop Guide or Senior Patrol Leader should give each new Patrol Leader all the support and guidance he can. Some of a Patrol Leader's key responsibilities are to 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. * Indicates Troop 20 Requirement.

Summary of Duties:

- Read the Patrol Leader's handbook
- Appoint the Assistant Patrol Leader (APL)
- Represent the patrol on the PLC
- Plan and steer patrol meetings
- Help Scouts advance
- Act as the chief recruiter of new Scouts
- Keep patrol members informed
- Know what his patrol members and other leaders can do
- Set a good example and enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position

Assistant Patrol Leader (This position does not count toward rank advancement)
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:

- Help the Patrol Leader plan and steer patrol meetings and activities
- Help him keep patrol members informed
- Help the Patrol Leader get ready for all troop activities
- Represent his patrol at Patrol Leaders' Council (PLC) when the Patrol Leader cannot attend
- Lend a hand organizing the patrol and building patrol spirit
- Set a good example and enthusiastically wear the uniform correctly
- Live by the Scout Oath and Law and show Scout spirit

Date	Tracking Progress in Current Leadership Position