

## SENIOR PATROL LEADER

### GENERAL INFORMATION

- Type:** Elected by the members of the troop to the position of ASPL where, following 6 months of quality performance and Scoutmaster approval, moves up to the SPL position. May also be appointed by the Scoutmaster in the event that an ASPL does not move up to SPL.
- Term:** 6 months
- Reports to:** Scoutmaster
- Description:** The Senior Patrol Leader is the TOP youth leadership position in the troop. He is the Scout that all other scouts in the troop should look to for example and leadership with regard to troop operations.
- Comments:** The junior leader with the most responsibility in a troop is the senior patrol leader. He is elected by all members of the troop to serve a 6 month term as ASPL before moving up to the SPL position. During a Scout's tenure as senior patrol leader, he is not a member of any patrol. The senior patrol leader 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. The relationship between a senior patrol leader and his Scoutmaster is often one of friendship and mutual admiration.

### QUALIFICATIONS

- Age:** none
- Rank:** 1st Class or higher
- Experience:** Previous service as ASPL
- Attendance:** 90% attendance over the previous 6 months at troop meetings, events and campouts. We need to count on this scout being present to lead.

### PERFORMANCE REQUIREMENTS

- Training:** Must have attended SEALS and completed the contract for receiving the SEALS strip. Recommend attending the National Youth Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be no less than 15 minutes early for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

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

I have read and understand my duties: \_\_\_\_\_

Date: \_\_\_\_\_

## ASSISTANT SENIOR PATROL LEADER

### GENERAL INFORMATION

**Type:** Elected by the troop’s youth members from a pool of scouts approved by the Scoutmaster. Moves up to SPL following six months of quality performance as ASPL (based on Scoutmaster assessment of performance and attendance requirements). If the ASPL steps down or otherwise doesn’t move up to the SPL position, the new SPL can be appointed by the Scoutmaster and an election held for a new ASPL.

**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:** 1st Class or higher

**Experience:** Troop Quartermaster, Troop Scribe, Patrol Leader, Troop Guide or Troop Instructor. Also have attended and completed SEALS training including the contract.

**Attendance:** 90% attendance over the previous 6 months at troop meetings, events and campouts. We need to count on this scout being present to lead.

**Training:** You must attend the Troop Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend 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.

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

### GENERAL LEADERSHIP RESPONSIBILITIES

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

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be no less than 15 minutes early for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Senior Patrol Leader is knows that you won't be in attendance.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

Helps the Senior Patrol Leader lead meetings and activities.

Runs the troop in the absence of the Senior Patrol Leader.

Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide. Is aware of what is going on with each of these and is prepared to report on their activities at any time.

Serves as a member of the Patrol Leader's Council.

I have read and understand my duties: \_\_\_\_\_

Date: \_\_\_\_\_

## PATROL LEADER

### GENERAL INFORMATION

- Type:** Elected by members of the patrol
- Term:** 6 months
- Reports to:** Senior Patrol Leader
- Description:** The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.
- Comments:** The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council. One patrol leader is elected by the members of each patrol. He takes responsibility for the patrol's activities and represents the patrol as a member of the patrol leaders' council. Each patrol leader appoints an assistant patrol leader to serve with him.

### QUALIFICATIONS

- Age:** none
- Rank:** none
- Experience:** none
- Attendance:** 90% attendance over the previous 6 months at troop meetings, events and campouts. We need to count on this scout being present to lead.

### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Leader Training even if you have attended in the past. You must attend the next available SEALS training course available if you have not already.
- Attendance:** You are expected to attend 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.
- Effort:** You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be no less than 15 minutes early for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council
- Plans and steers patrol meetings
- Keeps patrol "under control" during meetings and assemblies and build patrol spirit.
- 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.

I have read and understand my duties: \_\_\_\_\_

Date: \_\_\_\_\_

## ASSISTANT PATROL LEADER

### GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader
- Term:** 6 months
- Reports to:** Patrol Leader
- Description:** The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.
- Comments:** Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

### QUALIFICATIONS

- Age:** none
- Rank:** none
- Experience:** none
- Attendance:** 90% attendance over the previous 6 months at troop meetings, events and campouts. We need to count on this scout being present to lead.
- Training:** You must attend the Troop Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend 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.
- Effort:** You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be no less than 15 minutes early for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

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

I have read and understand my duties: \_\_\_\_\_

Date: \_\_\_\_\_

## TROOP QUARTERMASTER

### GENERAL INFORMATION

**Type:** Appointed by the Senior Patrol Leader

**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 in the weeks leading up to, during and in the weeks after campouts. There are times when the Quartermaster has to be available to check equipment in and out. The Quartermaster, his advisor and the Patrol Quartermasters also use the PLC night each month to perform whatever needs to be done regarding troop equipment.

### QUALIFICATIONS

**Age:** none

**Rank:** none

**Experience:** Patrol Quartermaster

**Attendance:** 90% attendance over the previous 6 months at troop meetings, events and campouts. We need to count on this scout being present to lead.

### PERFORMANCE REQUIREMENTS

**Training:** You must attend the Troop Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend 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.

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

### GENERAL LEADERSHIP RESPONSIBILITIES

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

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be no less than 15 minutes early for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

Keeps records on patrol and troop equipment

Makes sure equipment is in good working condition

Issues equipment and makes sure it is returned in good condition

Makes suggestions for new or replacement items

Works with the Troop Committee member responsible for equipment

Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.

I have read and understand my duties: \_\_\_\_\_

Date: \_\_\_\_\_

## TROOP SCRIBE

### GENERAL INFORMATION

**Type:** Appointed by the Senior Patrol Leader

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader

**Description:** The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council meetings, completes the meeting planners for each meeting (and makes copies for the webmaster and scoutmaster and distributes them), and keeps the written reports from the other troop leaders.

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

### QUALIFICATIONS

**Age:** none

**Rank:** none

**Experience:** none

**Attendance:** 90% attendance over the previous 6 months at troop meetings, events and campouts. We need to count on this scout being present to lead.

### PERFORMANCE REQUIREMENTS

**Training:** You must attend the Troop Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend 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.

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

### GENERAL LEADERSHIP RESPONSIBILITIES

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

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be no less than 15 minutes early for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends and keeps a log of Patrol Leaders' Council meetings

Fills out meeting planners during PLC meetings and gets copies to the Webmaster and Scoutmaster.

Works with the Troop Committee members responsible for records and finance.

I have read and understand my duties: \_\_\_\_\_

Date: \_\_\_\_\_

## TROOP HISTORIAN

### GENERAL INFORMATION

**Type:** Appointed by the Senior Patrol Leader

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader

**Description:** The Troop Historian keeps the records of troop activities. He records, through written word and pictures the activities of the troop. He keeps notes of funny or interesting things that happen on trips and who was in attendance. He should also include a short synopsis of each activity as part of his notes.

**Comments:** To be a good Troop Historian you need to attend nearly all troop activities so they can be properly documented.

### QUALIFICATIONS

**Age:** none

**Rank:** none

**Experience:** none

**Attendance:** 90% attendance over the previous 6 months at troop meetings, events and campouts. We need to count on this scout being present to lead.

### PERFORMANCE REQUIREMENTS

**Training:** You must attend the Troop Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend troop 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.

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

### GENERAL LEADERSHIP RESPONSIBILITIES

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

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be no less than 15 minutes early for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

Works hard to document the troop's activities through written word and pictures

Writes a short synopsis of each outing to accompany the pictures

Keeps a record of who was in attendance at each outing.

I have read and understand my duties: \_\_\_\_\_

Date: \_\_\_\_\_

## TROOP GUIDE

### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
- Term:** 1 year
- Reports to:** Scoutmaster
- Description:** The Troop Guide works with new Scouts. He 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 first year fun and successful. This is an important position.

### QUALIFICATIONS

- Age:** 14 or older
- Rank:** 1st Class or higher
- Experience:** none
- Attendance:** 90% attendance over the previous 6 months at troop meetings, events and campouts. We need to count on this scout being present to lead.

### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend 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.
- Effort:** You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be no less than 15 minutes early for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

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

I have read and understand my duties: \_\_\_\_\_

Date: \_\_\_\_\_



## 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:** 14 or older

**Rank:** 1st Class or higher

**Experience:** none

**Attendance:** 90% attendance over the previous 6 months at troop meetings, events and campouts. We need to count on this scout being present to lead.

**Training:** You must attend the Troop Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend 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.

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

### GENERAL LEADERSHIP RESPONSIBILITIES

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

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be no less than 15 minutes early for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

Teaches basic Scouting skills in troop and patrols.

I have read and understand my duties: \_\_\_\_\_

Date: \_\_\_\_\_

## CHAPLAIN’S AIDE

### GENERAL INFORMATION

**Type:** Appointed by the Senior Patrol Leader, and the Patrol Leader  
**Term:** 6 months  
**Report to:** Assistant SPL, and Assistant PL  
**Description:** The Chaplain’s Aide is the spiritual leader.  
**Comments:** The Chaplain’s Aide leads Scouts in prayer and through the Scouts Own worship service.

### QUALIFICATIONS

**Age:** none  
**Rank:** none  
**Experience:** None. Preference may be given to a Scout who has completed the God and Country Award or is currently working on this award, but it is not mandatory for this position as it is a learning opportunity. Regular attendance to a Sunday School Class and church is recommended for Christians, but it is not mandatory for this position as it is a learning opportunity.  
**Attendance:** 90% attendance....

### PERFORMANCE REQUIREMENTS

**Training:** You must attend the Troop Leader Training.  
**Attendance:** You are expected to attend troop meetings.  
**Effort:** You are expected to give this job your best effort; after all you have given your oath: On my honor, I will do my best to do my duty to God....

### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set the example by wearing your uniform correctly.  
**Behavior:** Set the example.  
**Attendance:** Set the example.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Open a meeting/Court of Honor with a prayer.
- Say/lead a grace at meals.
- Close a meeting/Court of Honor with a benediction.
- Organize a Scout’s Own.
- Assist another Scout to answer, “What is my duty to God?”
- Assist another Scout to answer, “What does it mean to be reverent?”
- Be familiar with the scripture of your faith.
- Be willing to comfort/stay with another Scout at a time of homesickness, disappointment, illness, or injury.

I have read and understand my duties: \_\_\_\_\_

Date: \_\_\_\_\_