

Senior Patrol Leader (SPL)

Job Description:

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

Reports to: Scoutmaster

Senior Patrol Leader duties:

- Preside at all troop meetings, events, activities, and the annual program planning conference.
- Chair the Patrol Leaders' Council (PLC) meeting once a month. Attends at least 5/6 of the PLC meetings occurring during his service period.
- Appointed other boy leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other junior leaders.
- Assists with Scoutmaster in training junior leaders.
- Delegates task to the ASPLs. Makes sure an ASPL attends any meeting/function he will not be able to attend (troop, PLC, Committee Meeting, etc.)
- Oversees the planning efforts of Scouts for all Troop campouts (whether he attends these outing or not).
- Has good attendance at Troop meeting.
- Attends at least 2/3 of the monthly events during his service period.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.



Assistant Senior Patrol Leader (ASPL)

Job Description:

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



Reports to: Senior Patrol Leader

Assistant Senior Patrol Leader duties:

- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Take over troop leadership in the absence of the Senior Patrol Leader.
- Be responsible for training and giving direct leadership to the following appointed junior leaders: Scribe, Librarian, Troop Historian, Instructor, Quartermaster and Chaplain Aide.
- Perform tasks assigned by the Senior Patrol Leader.
- Serves as a member of the Patrol Leaders' Council (PLC) and attends at least 2/3 of the PLC meetings occurring during his service period.
- Attends at least 2/3 of the monthly events during his service period.
- Has good attendance at Troop meeting.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Troop Quartermaster

Job Description:

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

Reports to: The Assistant Senior Patrol Leader

Troop Quartermaster duties:

- Keep records on patrol and troop equipment.
- Keep equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the troop committee member responsible for equipment.
- Have good attendance at Troop meeting.
- Attends at least 2/3 of the monthly events during his service period.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.



Troop Scribe

Job Description:

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



Reports to: The Assistant Senior Patrol Leader

Troop Scribe duties:

- Attend and keep a log of Patrol Leaders' Council (PLC) Meetings.
- Record attendance at troop functions.
- Record advancement in troop records.
- Work with the troop committee member responsible for finance, records, and advancement.
- Have good attendance at Troop meetings.
- Attends at least 2/3 of the monthly events during his service period.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Troop Guide

Job Description:

To work actively with new Scouts in the Baden-Powell program. The Troop Guides introduce new Scouts to troop operations and helps them feel comfortable in the troop.



Reports to: The Assistant Scoutmaster of the New Scout Patrols.

Troop Guide duties:

- Help new Scouts earn advancement requirements through First Class.
- Advise patrol leader on his duties and responsibilities at Patrol Leaders' Council (PLC) meetings.
- Attend Patrol Leaders Council (PLC) meetings with the New Scout Patrol Leader.
- Prevent harassment of new Scouts by older Scouts.
- Help Assistant Scoutmaster train new Scouts by older Scouts.
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Teach basic Scout skills.
- Have good attendance at Troop meeting.
- Attends at least 2/3 of the monthly events during his service period.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Instructor

Job Description: The Instructor teaches scouting skills.

Reports to: The Assistant Senior Patrol Leader

Instructor duties:

- Instruct Scouting skills as needed within the troop or patrols.
- Attends at least 2/3 of the troop meetings during his service period.
- Prepare well in advance for each teaching assignment.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.



Bugler

Job Description: The Bugler plays the bugle at troop ceremonies.

Reports to: The Assistant Senior Patrol Leader

Bugler duties:

- Plays bugle as requested by troop leadership.
- Plays “*reveille*” in the morning at Troop campouts.
- Plays “*taps*” during evening closing ceremony.



Librarian

Job Description: The Librarian takes care of troop literature.

Reports to: The Assistant Senior Patrol Leader

Librarian duties:

- Establish and take care of the troop library.
 - Keep records on literature owned by the troop.
 - Add new or replacement items as needed.
 - Keep books and pamphlets available for borrowing at troop meetings.
 - Keep a system for checking books and pamphlets in and out.
 - Follow up on late returns.

- Set a good example.
- Attends at least 2/3 of the monthly events during his service period.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.



Historian

Job Description: The Historian keeps a historical record or scrapbook of troop activities.

Reports to: The Assistant Senior Patrol Leader

Historian duties:

- Gather pictures and facts about past troop activities and keeps them in scrapbooks, wall displays or informational (historical) files.
- Take care of troop trophies, ribbons, and souvenirs of troop activities.
- Keep information about former members of the troop.
- Set a good example.
- Attends at least $\frac{2}{3}$ of the monthly events during his service period.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.



OA Troop Representative

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



Reports to: The Assistant Senior Patrol Leader

OA Troop Representative duties:

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

OA Troop Representative Qualifications:

- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing

Den Chief

Job Description:

A scout having reach the rank of 1st class, the Den Chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack.



Reports to: The Den Leader in the pack and the Assistant Scoutmaster for the New Scout Patrol in the troop.

Den Chief duties:

- Serve as the activities assistant at den meetings.
- Meet regularly with the Den Leader to review the den and pack meeting plans.
- If serving as a Webelos Den Chief, prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Know the purposes of Cub Scouting.
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.
- Help out at weekly den meetings and monthly pack meetings.
- Attends at least 70% of the den meetings/events during his service period.
- Be a friend to the boys in the den.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by Scout Oath and Law.
- Show scout Spirit.

SERVICE PERIOD: One program year minimum; may be extended at the desire of the Den Chief.

RESOURCES: As a den chief, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members, as well as the Cubmaster and den leader There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Den Chief Handbook*, No. 3211A
- *Junior Leader Handbook*, No. 3500
- *Fieldbook*, No. 3200
- *Boys' Life*
- Copy of troop rules and policies
- Activity calendars (troop, district, school)
- BSA equipment catalog

Chaplain Aide

Job Description:

The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the Scouts in the troop. He also works to promote the religious emblems program.

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

Chaplain Aide duties:

- Keep troop leader apprised of religious holidays when planning activities.
- Assist Chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Tell Scouts about the religious emblem program of their faith.
- Help plan for religious observance in troop activities.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.



Junior Assistant Scoutmaster

Job Description:

The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He is appointed by the Scoutmaster because of his demonstrated leadership ability.



Reports to: The Scoutmaster

Junior Assistant Scoutmaster duties:

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
- Accomplish any duties assigned by the Scoutmaster.
- Attends at least 5/6 of the PLC meetings occurring during his service period.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Patrol Positions

Patrol Leader

Job Description:

The Patrol Leader is elected by the patrol and leads the patrol.

Reports to: The Senior Patrol Leader

Patrol Leader duties:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a job and help them succeed.
- Represent the patrol at all Patrol Leaders' Council (PLC) meetings and at the annual program planning conference.
- Prepares the patrol to take part in all troop activities.
- Develop patrol spirit.
- Attends at least 2/3 of the monthly events during his service period.
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set the example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.



Assistant Patrol Leader (APL)

Job Description:

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



Reports to: The Patrol Leader

Assistant Patrol Leader duties:

- Assist the Patrol Leader in:
 - planning and leading patrol meetings and activities.
 - keeping patrol members informed.
 - preparing your patrol to take part in all troop activities.
- and steer patrol meetings and activities
- Take charge of the patrol in the absence of the Patrol Leader.
- Represent the patrol at Patrol Leaders' Council (PLC) meetings in the absence of the Patrol Leader.
- Work with the other troop leaders to make the troop run well.
- Attends at least 2/3 of the monthly events during his service period.
- Help develop patrol spirit.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout Spirit.

Patrol Quartermaster

Job Description:

The Patrol Quartermaster is appointed by the Patrol Leader and checks out and in required equipment from the Troop Quartermaster. He also makes sure everyone in his patrol has required equipment for each event. He keeps patrol gear organized.

Reports to: Both the Patrol Leader and the Troop Quartermaster

Patrol Quartermaster duties:

- Can always find his handbook quickly and knows where he put it
- Keeps all the patrol gear in order.
- Makes sure the gear is in proper shape when it's time to check the troop gear back into the supply room
- Sets the example.
- Wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Patrol Scribe

Job Description:

The Patrol Scribe is appointed by the Patrol Leader and keeps patrol records.

Reports to: the Patrol Leader

Patrol Scribe duties:

- Keep the patrol log which contains minutes of last patrol meeting, duty roster, etc.
- Read the log of the last patrol meeting.
- Keep attendance records and collects dues.
- Prepare budget for buying patrol equipment.
- Collect the money for buying food.
- Give the Grubmaster a receipt for his records.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Grubmaster

Job Description:

**The Grubmaster is appointed by the Patrol Leader and shops for food.
Duties rotates each outing.**

Reports to: the Patrol Leader

Grubmaster duties:

- See that the patrol eats proper, nutritional food.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Chief Cook

Job Description:

The Chief Cook is appointed by the Patrol Leader and prepares eatable food for the patrol. Duties rotate for each outing.

Reports to: the Patrol Leader

Chief Cook duties:

- Gather food from the chow box.
- Organize the meal.
- Supervise helpers (if any).
- Make sure the meal is prepared well and on time.
- Assign cleaning up jobs for the pots, pans, and patrol cooking utensils.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Cheerleader

Job Description:

The Cheerleader is appointed by the Patrol Leader and is responsible for keeping morale high in the Patrol.

Reports to: the Patrol Leader

Cheerleader duties:

- Keep morale high.
- Learn songs, yells, stunts and campfire programs.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.