

TROOP 750

LEADERSHIP RESPONSIBILITIES



www.troop750.hello.to

CHARTERED ORGANIZATION

Stallsville United Methodist Church Men's Club

February 11, 2006

*** *Introduction***

The troop is organized and operated along the guidelines of the Boy Scouts of America and our unit strives to follow the ideals of a youth run organization. Scout advancement above a certain point requires scouts to fill a leadership role in the Troop. The intent of this guide is to help you understand the different leadership positions and the responsibilities you assume when you take that role.

As a youth leader in the Troop, attendance and participation is required to learn, demonstrate, teach others, and fulfill your role as an active youth leader. All Scouts serving in a leadership position either elected or Scoutmaster assigned, are expected to regularly attend meetings, outings, and campouts and actively participate in the troop. Satisfactory attendance is considered at least 75% of the meetings (regular and PLC), outings, and campouts. The Scoutmaster makes the final determination regarding satisfactory leadership performance. Unsatisfactory attendance or participation can result in an unsatisfactory leadership term. If you feel that you will not be able to fulfill your leadership responsibility you should discuss it with the Scoutmaster.

One of the fundamental duties of all youth leaders is to set a good example, enthusiastically wear the Scout uniform correctly, live by the Scout Oath and Law, and show Scout spirit. As a youth leader you are the example others will follow.

Senior Patrol Leader (SPL)

Job Description: The Senior Patrol Leader is elected by the Scouts with the approval of the Scoutmaster to represent them as the top junior leader in the troop. The SPL runs the troop; he must be very active in troop meetings and activities.

Reports to: The Scoutmaster.

Duties:

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

Assistant Senior Patrol Leader (ASPL)

Job Description: The Assistant Senior Patrol Leader is elected by the troop with the approval of the Scoutmaster. The ASPL 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 and should be familiar with their roles.

Reports to: the Senior Patrol Leader.

Duties:

- Responsible for training and direct leadership to the following appointed junior leaders: Scribe, Librarian, Historian, Instructor, Quartermaster, and Chaplain Aide.
- Helps with leading meetings and activities as called upon by the SPL.
- 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 Leader's Council.

Patrol Leader (PL)

Job Description: The patrol leader is the elected leader of his patrol. He represents his patrol on the Patrol Leaders' Council. The PL has the closest contact with his patrol members and can help guide and motivate them.

Reports to: the Senior Patrol Leader.

Duties:

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leaders' Council.
- 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.

Troop Guide

Job Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year. He is a friend to the new Scouts and helps make their first year fun and successful.

Reports to: the Assistant Scoutmaster for the new Scout patrol.

Duties:

- 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 rank 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.

Troop Scribe

Job 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.

Reports to: the Assistant Senior Patrol Leader.

Duties:

- Attends and keeps a log of patrol leader's council meetings.
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress.
- Works with the troop committee member for records and finance.
- With the assistance of the Scoutmaster, write a Troop Newsletter to be published after each PLC.

The following positions are not normally a required part of the PLC but are just as important to the successful operation of the troop. They may be required to attend PLC meeting to help with planning.

Troop Quartermaster

Job Description: The quartermaster keeps track of troop equipment and sees that it is in good working order. Most of the Quartermaster's work is done preparing for and during campouts, checking equipment out and in. He must be active in planning and participate in troop campouts.

Reports to: the Assistant Senior Patrol Leader.

Duties:

- Keeps records on patrol and troop equipment.
- Makes sure equipment is in good working condition.
- Issue equipment and makes sure it's returned in good condition.
- Makes suggestions for new or replacement items.
- Works with the troop committee member responsible for equipment.
- Make sure the appropriate flags and materials are available for meetings and ceremonies, and makes sure they are put away afterwards.

Instructor

Job Description: The instructor teaches Scouting skills. Instructors will work closely with the Troop guides and Assistant Scoutmaster for new scouts. He should be able to teach Scout skills from Tenderfoot to First Class.

Reports to: the Assistant Senior Patrol Leader.

Duties:

- Teaches basic Scouting skills.

Chaplain Aide

Job 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 emblems program. The Chaplain Aide coordinates the field service for campouts and other functions.

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

Duties:

- Makes sure religious holidays are considered during troop program planning.
- Helps plan for religious observance in troop activities.
- Encourages saying grace at meals while camping or on activities.
- Tells Scouts about the religious emblem program for their faith.

Librarian

Job Description: The librarian takes care of troop literature. The troop library, consisting largely of Merit Badge books, is a resource collection worth hundreds of dollars. The Librarian manages this resource for the good of the troop.

Reports to: the Assistant Senior Patrol Leader.

Duties:

- Sets up and takes care of a 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.

Historian

Job Description: The historian keeps a historical record or scrapbook of troop activities. Historians are the link to our past. The true value of a good historian may not be realized for years. He collects photos and memorabilia preserving the Troops activities, as well as providing past materials for current activities and displays.

Reports to: the Assistant Senior Patrol Leader.

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.
- Keeps information about former members of the troop.

Assistant Patrol Leader (APL)

Job Description: The assistant patrol leader is appointed by the patrol leader and leads the patrol in his absence. This position does not count towards rank advancement.

Reports to: the Patrol Leader.

Duties:

- 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 leaders' council meetings when the patrol leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.

Den Chief

Job Description: The Den Chief works with the Cub Scouts, Webelos Scouts and den leaders in the Cub Scout pack. They bring Scout skills to the pack the den leaders may not have. They also act as a recruiter and link between the Troop and Pack. They are the first Boy Scout example most cub scouts meet and often the only boys in the troop newly bridged scouts know.

Reports to: the den leader in the pack and the Scoutmaster.

Duties:

- Knows the purposes of Cub Scouting.
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scouts 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.

Order of the Arrow Troop Representative

Job Description: The Order of the Arrow troop representative enhances the image of the Order of the Arrow by serving as a youth liaison between the troop and the local OA lodge and chapter.

Reports to: the Assistant Senior Patrol Leader.

Duties:

- Serves as a communication link between the lodge and 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 leaders skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Lives by the Scout Oath, Scout Law and OA Obligation.
- Shows and helps develop Scout spirit.

Junior Assistant Scoutmaster

Job Description: The junior assistant Scoutmaster serves in the capacity an assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability.

Reports to: the Scoutmaster.

Duties:

- Functions as an assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.

Leadership Position Application

Your Name _____ Age _____

Current Rank _____

Current Position _____ Previous Positions _____

List your first three choices

1. _____

2. _____

3. _____

Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

(Signature)

(Date)

Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the troop.

(Signature)

(Date)