

## Descriptions of Youth Leader Positions of Responsibility

The primary purpose of a Position of Responsibility is for a Scout to learn how to lead by leading (with guidance and mentoring). Positions of Responsibility also fulfill rank advancement requirements, and as such there are relationships between the Scout, Adult Mentor, Advancement Chairperson, Scoutmaster and parent.

Adult Mentor, Scout and parent sign the job description containing a statement that they understand the responsibilities of the position, and that leadership credit is contingent on satisfactory performance of the described duties. The Adult Mentor and Scout have a mid-term checkpoint to review performance (and initial). Upon completion of the term of office, the Adult Mentor and Scout meet again to review performance and sign off that requirements were met. The form goes to the Scoutmaster for review and signoff. Then it goes to the Advancement Chairperson for recording.

Adult Mentors acknowledge that they understand what is being asked of the Scout whom they are coaching and that they are in a partnership for successful leadership development. Parents and the Scoutmaster can expect a full team effort to maintain responsibilities that enable Troop 1776 to function.

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<Future Improvements – Need to add ASPL Summer Camp. Need to add description of duties of Patrol Leaders on outings>

## Senior Patrol Leader (SPL)

### Job Description:

The Senior Patrol Leader (SPL) is the executive officer of the troop who works closely with the Scoutmaster and other adult leaders as well as the PLC. The SPL is elected by a majority vote of the troop. By PLC decision, he must be at least Star rank and NYLT trained. He is responsible for leading the PLC meetings to plan and organize troop activities. He is responsible, with the help of the other members of the PLC, to plan and carry out the troop meetings, activities, and outings. When the SPL cannot be present, he should ensure that a senior member of the PLC (usually one of the ASPL's) will be present to fill in his absence. The SPL, at the direction of the Scoutmaster, is responsible for writing a summary of accomplishments at the end of each term of office. At all times the SPL must be aware that he is the primary role model for the Scout troop and he should demonstrate leadership and provide a living example by following the principles of Scouting.



**Term:** Elected for 1 year. Can be re-elected for a maximum 2 year term. Needs to be present to win the election.

**Confirmation:** Nomination approved by Scoutmaster

**Reports to:** Scoutmaster

**Adult Mentor:** Scoutmaster

### Senior Patrol Leader duties:

- Presides at all troop meetings, events, activities, and the annual program planning conference.
  - Have an agenda and backup plan for each meeting or event and share it with the ASPL's one (1) week in advance of the event.
  - Regularly (weekly) check with the ASPLs to make sure that meetings/activities/services are properly planned.
  - Notify the ASPL's and Scoutmaster if you are going to be absent.
- Chairs and regularly attends the Patrol Leaders' Council (PLC) monthly meetings.
  - Have an agenda prepared for the PLC meeting.
  - Conduct the PLC in an orderly fashion and stick to the agenda.
  - During the meeting do the following as a minimum:
    - Review the past month of meetings and activities.
    - Plan the following month's program in detail.
    - Assign responsibilities for each program item.
- Delegates tasks and responsibilities to the ASPLs and Youth Leaders.
  - Makes sure that a Youth Leader attends and is properly prepared to run any meeting, activity, or outing that the SPL will not be able to attend.
- Oversees the planning efforts of Scouts for all Troop campouts.
  - Whether he attends these outings or not.
- Identifies and recruits SPL and ASPL candidates for next term.
- Assists with the Scoutmaster in training Youth Leaders.
- Promotes the **Patrol Method**.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Senior Patrol Leader Qualifications:

- Star Scout and NYLT Trained (or planned to be)

**Counts toward rank:** Life, Eagle

REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## Assistant Senior Patrol Leader (ASPL)

### Job Description:

The Assistant Senior Patrol Leader (ASPL) is the assistant to the SPL. The ASPL is appointed by the SPL. By PLC decision, the ASPL must be of at least Star rank. The ASPL should be ready at all times to assist the SPL in any duty or to assume the role of the SPL in his absence. He is responsible for attending PLC meetings to plan and enable all activities, Assigned duties may require planning or conducting troop meetings, activities, or outings. The ASPL, at the direction of the Scoutmaster, is responsible for writing a summary of accomplishments at the end of each term of office. At all times the ASPL must be aware that he is one of the primary role models for the Scout troop and he should demonstrate leadership and provide a living example by following the principles of Scouting.



**Term:** Appointed for 1 year (by the SPL), can be reappointed for a maximum consecutive 1 year term.

**Confirmation:** Appointment approved by Scoutmaster

**Reports to:** Senior Patrol Leader

**Adult Mentor:** Assistant Scoutmaster or other Adult Leader in the Troop

### Assistant Senior Patrol Leader duties:

- Troop 1776 recognizes the need for 4 ASPLs: **Program, Service, Fundraising and Activities.**
- **Program** – Responsible for planning and facilitating Troop Meetings (including Opening, Announcements, Patrol Business, Skill Building, Game/Activity, Scoutmaster Minute and Closing). Follow up with Patrols and/or persons assigned to run the meeting. Coordinate with Troop adults or external parties as needed. Publish meeting plans (on the “official” Troop Meeting Planner at least 1 week ahead by sending to the Webmaster).
- **Service** – Responsible for planning and facilitating at least 4 service events during the term of office. This includes the Relay for Life event in May, the NRC Annual Parking Lot Re-Gravel in the Spring, the August Blood Drive and the NRC Cemetery seasonal lawn cutting. Other possibilities include – Trail maintenance, Bingo at a Senior Citizen’s Center, Operation Scouting Cares, Scouting for Food, Toys for Tots and many more. Understand and comply with the Troop and BSA requirements for acceptable service activities. Keep records of people/hours spent on service and submit to the Scoutmaster quarterly.
- **Fundraising** – Responsible for planning and facilitating at least 4 fundraising events during the term of office. This includes the Belle Mead Co-Op Gift Card Program, and the Balloon Festival. Other possibilities include – December Holiday sales and car washes. Understand and comply with the Troop and BSA requirements for fundraising activities.
- **Activities** – Responsible for assisting Youth Leaders with planning trips and outings. This includes facilitating the Troop 1776 Annual Planning meeting. Responsible for promoting Troop 1776 camping trips, backpacking treks, historical hikes, fundraisers, service projects and anything/everything that the Troop participates in. Gives guidance to the Troop Historian, Troop Librarian, Quartermaster, OA Representative, Bugler, Chaplains Aid, Den Chiefs, Instructors, and Scribe.
- Help with leading meetings, activities, and outings as called upon by the Senior Patrol Leader.
- Take over troop leadership in the absence of the Senior Patrol Leader.
- Perform tasks assigned by the Senior Patrol Leader.
- In the absence of the Troop Scribe, Historian, or Quartermaster should be prepared to perform the duties of those offices on a temporary basis.
- Assist in the training of younger Scouts along with the Instructors.
- Promotes the **Patrol Method**.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Assistant Senior Patrol Leader Qualifications:

- Star Scout and NYLT Trained (or planned)

**Counts toward rank:** Life, Eagle

REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## Patrol Leader

### Job Description:

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

**Term:** Elected for 6 months (by the Patrol members). There is no maximum term limit. There is no limit to this position because Troop 1776 recognizes that the Patrol Method accomplished through the Patrol Leader is the most significant and fundamental leadership position in Scouting.

**Confirmation:** Nomination approved by Scoutmaster

**Reports to:** SPL

**Adult Mentor:** ASM or Adult Leader in the Troop



### Patrol Leader duties:

- Acknowledge that he has resources to be successful through active support from his adult mentor and Scouting literature such as "The Patrol Leader Handbook".
- Promote the **Patrol Method**.
- 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.
- Prepare the patrol to take part in all troop activities.
- Encourage the patrol members to attend all troop meetings, activities, and outings.
- Show and help develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Troop 1776 assigns a set of camping equipment for his patrol. The Patrol Leader accepts responsibility for:
  - All tents assigned to his patrol
  - All cooking equipment assigned to his patrol
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Patrol Leader Qualifications:

- 1st Class Scout

**Counts toward rank:** Star, Life, Eagle

REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## Troop Scribe

### Job Description:

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

**Term:** Appointed for 1 year (by the SPL), can be reappointed for a maximum consecutive 1 year term.

**Confirmation:** Appointment approved by Scoutmaster

**Reports to:** ASPL - Activities

**Adult Mentor:** Troop Committee Secretary



### Troop Scribe duties:

- Attend and keep a log of Patrol Leaders' Council (PLC) Meetings.
- Sends out (PLC) Meeting updates to the Troop within 1 week of the meeting.
- Record attendance at Troop functions.
- Work with the Troop committee member responsible for finance, records, and advancement.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Scribe Qualifications:

- 1st Class Scout

**Counts toward rank:** Star, Life, Eagle

REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## Instructor

### Job Description:

The Instructor teaches scouting skills. As such the Instructor must be knowledgeable about the specific topic. Troop 1776 recognizes the need for 4 Instructors: **First Aid, Backpacking and Camping, Cooking and Leave No Trace.**

**Term:** Appointed for 6 months (by the Scoutmaster), can be reappointed for a maximum consecutive 6 month term.

**Confirmation:** Appointment by Scoutmaster

**Reports to:** Scoutmaster

**Adult Mentor:** ASM or Adult Leader in the Troop

### Instructor duties:

- Instruct Scout skills as needed within the Troop or Patrols.
- Prepare well in advance for each teaching assignment.
- Plan to participate in at least 2 Troop Programs to instruct the Troop on the given topic. For example, the First Aid Instructor might give 2, 15 minute presentations on First Aid during his tenure.
- Assist patrols in planning outings.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Instructor Qualifications:

- 1st Class Scout

**Counts toward rank:** Star, Life, Eagle



REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## Troop Quartermaster

### Job Description:

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

**Term:** Appointed for 6 months (by the SPL), can be reappointed for a maximum consecutive 6 month term.

**Confirmation:** Appointment approved by Scoutmaster

**Reports to:** ASPL - Activities

**Adult Mentor:** ASM or Adult Leader - Quartermaster



### Troop Quartermaster duties:

- Keep records of Patrol and Troop equipment.
- Keep equipment in good repair.
- Keep trailer and equipment storage areas neat and clean.
- Issue equipment and see that it is returned in good condition.
- Suggest new or replacement items.
- Work with the ASM Quartermaster responsible for equipment.
- Assist Instructors and patrol quartermasters in ensuring that all scouts know the proper care, cleaning, use and storage of all equipment.
- Work with patrol quartermasters prior to outings to assist them with determining their equipment needs (this should occur at least 1 week prior to the trip).
- Attend all trailer loadings at the Barn to make sure the loading goes smoothly and to report any trouble to the ASM Quartermaster.
- Attend all trailer unloadings at the Barn to make sure that the gear gets put back in its proper place.
- If not already assigned by the patrol quartermaster, assign gear to troop members to clean, inspect and note damage.
- Accept returned gear at Troop Meetings and return to the Barn either that night or on the following weekend.
- Use Troop 1776's "Official" Tent Inspection Form to note condition of each tent.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Quartermaster Qualifications:

- 1st Class Scout

**Counts toward rank:** Star, Life, Eagle

REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## Librarian

### Job Description:

The Librarian takes care of Troop literature.

**Term:** Appointed for 6 months (by the SPL), can be reappointed for a maximum consecutive 6 month term.

**Confirmation:** Appointment approved by Scoutmaster

**Reports to:** ASPL - Activities

**Adult Mentor:** ASM or Adult Leader in the Troop

### 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.
- Promote merit badges by inviting MB Counselors to make brief presentations on their field of interest.
- Promote resource learning by having reference books available; i.e., Patrol Leaders Handbook, Field Guide to Scouting, Scoutmasters Handbook, etc.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Librarian Qualifications:

- 1st Class Scout

**Counts toward rank:** Star, Life, Eagle



REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	



# Historian

## Job Description:

The Historian keeps a historical record of troop activities.

**Term:** Appointed for 6 months (by the SPL), can be reappointed for a maximum consecutive 6 month term.

**Confirmation:** Appointment approved by Scoutmaster

**Reports to:** ASPL - Activities

**Adult Mentor:** ASM or Adult Leader in the Troop

## Historian duties:

- Gather pictures and facts about past Troop activities and keeps them in scrapbooks, posters or wall displays and information files.
- Assists in providing information for the Troop website.
- Take care of troop trophies, ribbons, and souvenirs of troop activities.
- Keep information about former members of the troop.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

## Historian Qualifications:

- 1st Class Scout

**Counts toward rank:** Star, Life, Eagle



REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## Bugler

### Job Description:

The Bugler plays the bugle at troop ceremonies.

**Term:** Appointed for 6 months (by the ASPL - Activities). There is no maximum term limit; however, the Scout should recognize that this leadership position does not count toward Eagle Scout.

**Confirmation:** Appointment approved by Scoutmaster

**Reports to:** ASPL - Activities

**Adult Mentor:** ASM or Adult Leader in the Troop

### Bugler duties:

- Plays horn instrument as requested by Troop leadership. Plays Reveille and Taps at campouts or other occasions using a bugle or trumpet. May be asked to play other songs at other events.
- Promotes American Flag etiquette at all times.
- Encourages variety in opening and closing ceremonies during Troop Meeting and Campouts.
- Gives guidance to the troop on proper etiquette at public ceremonies such as Scout Sunday, Eagle Ceremonies, Memorial Day Parade with respect to standing at attention, saluting, and when to remove our hats.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Bugler Qualifications:

- 1st Class Scout

**Counts toward rank:** Star, Life



REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## 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.

**Term:** Appointed for 6 months (by the ASPL - Activities), can be reappointed for a maximum consecutive 6 month term.

**Confirmation:** Appointment approved by Scoutmaster

**Reports to:** ASPL - Activities

**Adult Mentor:** ASM or Adult Leader in the Troop



- Keep troop leader apprised of religious holidays when planning activities.
- Assist Chaplain or religious coordinator in meeting the religious needs of troop members while at troop meetings, activity, or outings.
- Encourage saying grace at meals while at troop meetings, activity, or outings.
- Leads Scouts "own" service on campouts.
- Help plan for religious observance in troop activities.
- Promote and plan/coordinate troop participation in Scout Sunday services
- Tell Scouts about the religious emblem program of their faith.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Chaplain Aide Qualifications:

- 1st Class Scout

**Counts toward rank:** Star, Life, Eagle

REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## Den Chief

### Job Description:

The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.

**Term:** Appointed for 1 year (by the SPL), can be reappointed for a maximum consecutive 1 year term.

**Confirmation:** Appointment approved by Scoutmaster

**Reports to:** The Den Leader in the pack and the Assistant Scoutmaster for the Webelos/Scout Transition Coordinator

**Adult Mentor:** Webelos/Scout Transition Coordinator



### Den Chief duties:

- Serve as the Den Leader assistant at den meetings.
- Meet regularly with the Den Leader to review the den and pack meeting plans.
- Know the purposes of Cub Scouting.
- Helps Cub Scouts advance through Cub Scout ranks.
- Acts as recruitment officer by preparing boys to join Boy Scouts.
- Promotes joint activities between the Pack and Troop.
- Assists with Troop planning for Webelos visits.
- When serving as a Webelos Den Chief, prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Encourage Cub Scouts to join a Boy Scout Troop upon "crossing over".
- Help out at weekly den meetings and monthly pack meetings.
- Be a friend to the boys in the den.
- At the end of his tenure, the Den Chief must write up his accomplishments and have them signed by the Den or Pack Leader. This must be submitted to the Advancement Chairperson.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Den Chief Qualifications:

- 1st Class Scout

**Counts toward rank:** Star, Life, Eagle

REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## 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 the troop, he serves as a communication and program link to the Arrowman, adult leaders, and Scouts who are not presently members of the Order of the Arrow. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order of the Arrow. By setting a good example, he enhances the image of the Order of the Arrow as a service arm to his Troop.



**Term:** Appointed for 1 year (by the Scoutmaster), can be reappointed for a maximum consecutive 1 year term.

**Confirmation:** Appointment by Scoutmaster

**Reports to:** Scoutmaster or Adult OA Mentor

**Adult Mentor:** Scoutmaster or Adult OA Mentor

### OA Troop Representative Duties:

- Serves as a communication link between the lodge/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 to pay their yearly Order of the Arrow dues.
- Encourages Arrowmen in the Troop to be active participants in the lodge/chapter activities and to promote their membership in the Order by becoming Brotherhood members.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### OA Troop Representative Qualifications:

- Under 21 years old
- OA Member in good standing in the Woapalanne Lodge #43 OA
- First Class Scout

**Counts toward rank:** Star, Life, Eagle

REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## Troop Guide

### Job Description:

The troop guide works with new Scouts. He helps them feel comfortable, coordinates advancement, and helps the patrol function on campouts and at troop meetings.



**Term:** Appointed for 1 year (by the Scoutmaster), can be reappointed for a maximum consecutive 1 year term.

**Confirmation:** Appointment by Scoutmaster

**Reports to:** ASM – New Scouts

**Adult Mentor:** ASM or New Scouts

### Troop Guide duties:

- Responsible for assisting new Scouts and their patrols.
- Introduce new Scouts to how the Troop operates.
- Help the new Scouts feel comfortable and guide them through early Scouting activities.
- Shield new Scouts from any kind of harassment or hazing by older Scouts.
- Help new Scouts and new Scout parents in how the Troop operates (rank advancement, signups, trip signups, etc.).
- Help new Scouts earn their First Class rank in their first year.
- Teach basic Scout skills along with the Troop Instructor.
- Assign new Scouts tasks and provides leadership to them.
- Assist the ASM with training.
- Coach individual Scouts on challenges they are facing in Scouting.
- Is a member of the patrol he guides.
- Attend the New Scout Hike and any/all other outings on which are attended by the majority of new Scouts.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Troop Guide Qualifications:

- Star Rank

**Counts toward rank:** Star, Life, Eagle

REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## 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 is appointed by the Scoutmaster because of his demonstrated leadership ability.

**Term:** Appointed for 1 year (by the Scoutmaster), can be reappointed for a maximum consecutive 1 year term.

**Confirmation:** Appointment by Scoutmaster

**Reports to:** Scoutmaster

**Adult Mentor:** 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.
- *Use the EDGE method during teaching and skill building activities.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Junior Assistant Scoutmaster Qualifications:

- Eagle Scout
- 16+ years old

**Counts toward rank:** : *none*



REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## Webmaster

### Job Description:

The troop webmaster is responsible for maintaining the Troop's Website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the Troop Committee may assist him with his work.

**Term:** Appointed for 1 year (by the Scoutmaster) This position does not have a term limit due to the specific skill level need to accomplish the responsibilities and very high level of visibility a website projects Troop 1776's information.

**Confirmation:** Approved by Scoutmaster

**Reports to:** ASPL - Activities

**Adult Mentor:** ASM or Adult Leader in the Troop

### Webmaster duties:

- Develop the troop website with the guidance of adult advisor.
- Ensure troop website projects a positive image of the Troop and of Boy Scouting.
- Coordinate with, and instruct the Scribe and Historian/Photographer on posting material to the troop website.
- Assist with training sessions on use of the site tools as needed.
- Maintain troop mailing lists.
- Maintain the troop calendar.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Webmaster Qualifications:

- 1st Class Scout

**Counts toward rank:** Star, Life, Eagle



REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	



## Leave No Trace Trainer

### Job Description:

The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensuring that the Troop follows these principles on outings. He can also help Scouts earn the Leave No Trace award. He should have a thorough understanding of and commitment to Leave No Trace. Ideally, he should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.



**Term:** Appointed for 1 year (by the Scoutmaster), can be reappointed for a maximum consecutive 1 year term.

**Confirmation:** Appointed by Scoutmaster

**Reports to:** ASPL - Activities

**Adult Mentor:** ASM or Adult Leader in the Troop

### Leave No Trace Trainer duties:

- Develop and implement a training program for Leave No Trace.
- Keep the scouts thinking about Leave No Trace on outings.
- *Use the EDGE method during teaching and skill building activities.*
- *Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.*
- *Wear the Scout Uniform correctly.*
- *Live by the Scout Oath and Law.*
- *Set a good example.*
- *Show Scout spirit.*

### Leave No Trace Trainer Qualifications:

- 1st Class Scout
- Attend the Council sponsored Leave No Trace training.

**Counts toward rank:** Star, Life, Eagle

REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	

## Venture Patrol Leader

### Job Description:

The Venture Patrol Leader is responsible for managing his patrol through all stages of planning, participating, and making a summary presentation on the high adventure trek of the year. The Venture Patrol designs specific outdoor training events to which he is the Patrol Leader. These preparation events can be along-side or addition to Troop events. He has Patrol Leader responsibilities to the Troop as well. He is expected to participate in PLC meetings, Troop Openings, Closings, skill development, and training events.

### Term:

The Venture Patrol Leader(s) is/are selected through the process of selecting high adventure outing for the year. His term lasts from formal approval of the high adventure trek by the Troop's Committee to the summary presentation to the Troop. He and his patrol members will have other responsibilities during the stage of preliminary planning before the trek is approved and after the trek while they are preparing for their summary presentation.

**Confirmation:** Nomination approved by Scoutmaster

**Reports to:** SPL

**Adult Mentor:** ASM or Adult Leader dedicated to Troop 1776's Venture Program

### Patrol Leader duties:

- Acknowledges that he has resources to be successful through active support from his adult mentor and Scouting literature such as "The Patrol Leader Handbook".
- Acknowledges that he has read and understands Troop 1776's "official" policy document on high adventure treks.
- Promotes the **Patrol Method**.
- 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.
- Encourages the patrol members to attend the all troop meetings, activity, or outings.
- Show and help develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Troop 1776 assigns a set of camping equipment for his patrol. The Patrol Leader accepts responsibility for:
  - All tents assigned to his patrol
  - All cooking equipment assigned to his patrol
- Use the *EDGE* method during teaching and skill building activities.
- Attend a minimum of 75% of all Troop Meetings and as many activities, events and outings as possible.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Set a good example.
- Show Scout spirit.

### Patrol Leader Qualifications:

- 1st Class Scout

**Counts toward rank:** Star, Life, Eagle



REVIEWS	
Reviewed On (date)	_____
Scout	_____
Adult Mentor	_____
Parent	_____
Mid-Term Review Date	_____
End-Term Review Date	_____
(comments on back)	