



Leading the way...

Troop 3 Ambler

Scout Leadership Positions

Duties and Responsibilities



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Leading the way...

What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot of different and fun things. But who decided what to do and who planned the activities? The Den Leaders, right?

Sports teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach, right?

There is one thing that makes Scouting different from all other youth groups. Do you know what it is?

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform.

It is not the fun activities. There are a lot of other things that are fun.

And it certainly isn't cleaning dirty pots and pans on a campout!

What makes Scouting special is that YOU make the decisions!

That's right! YOU run the troop. Baden-Powell made it very plain in "Aids to Scoutmastership" when he wrote,

"The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders."

This is real decision-making power and it's not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will:

*** Plan and run troop meetings.**

*** Pick troop outings, where to camp, what to do.**

*** Plan advancement opportunities for all troop members**

*** Select High-Adventure programs**

*** Help determine troop policy**

*** Help other Scouts along the trail to Eagle.**

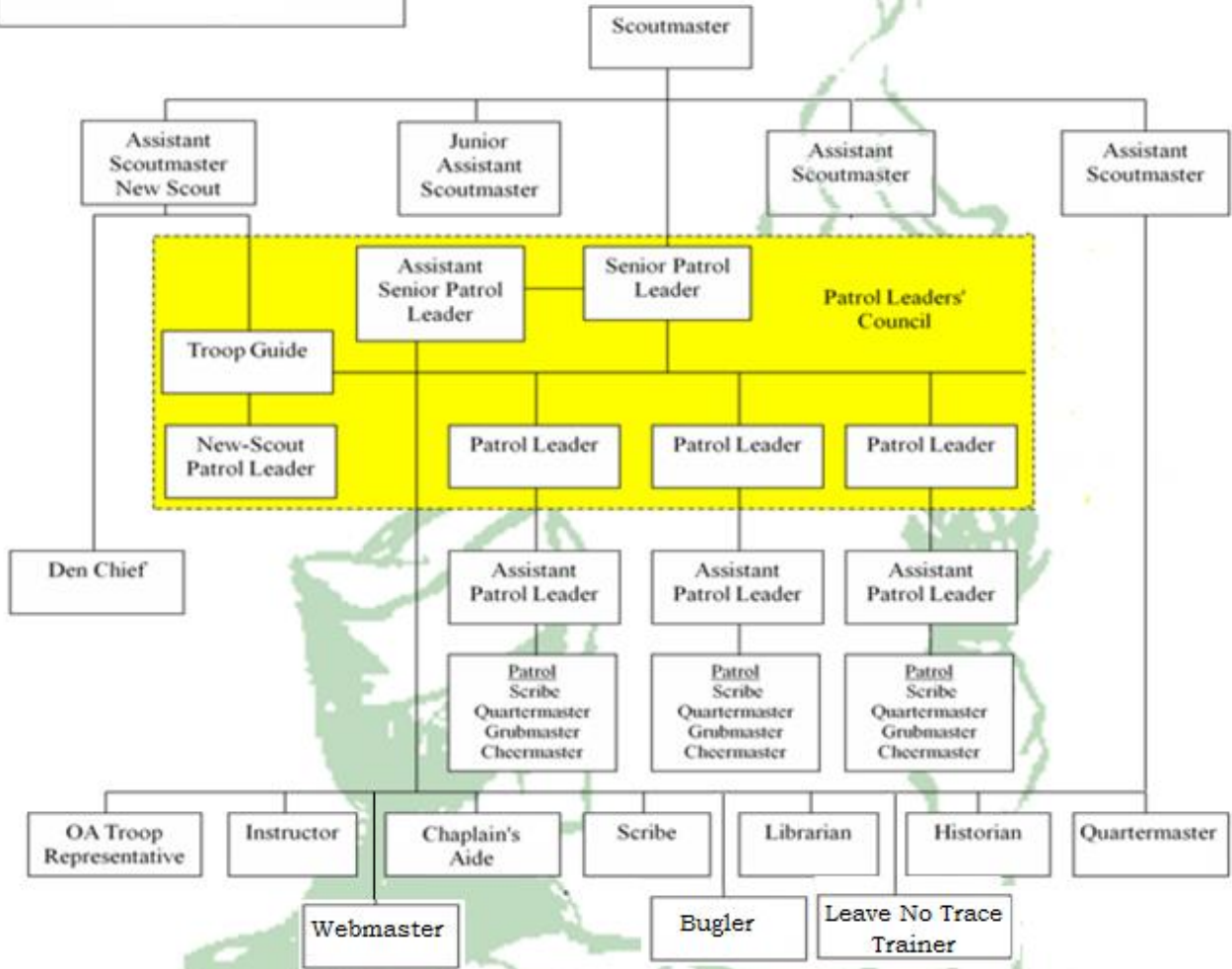
Sound cool? It really is! The adults are there to provide support but **YOU** will be making the decisions.

Because being a leader is more than just sewing on a patch we have put together job descriptions for the troop leadership positions. They will give you a good idea of what each job is all about and what you will be required to do.

Here's how to be considered for a position. First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position and/or the Scoutmaster. The qualifications listed in the attached leadership position descriptions are to be considered guidelines, exceptions may be made to these qualifications with approval from the Scoutmaster. Finally, get a Troop job application form, fill it out, **have your parent(s) read and sign it and turn it in.**

So, are you ready to "Lead the way"? We sure hope so!

TROOP ORGANIZATION CHART





Troop 3
Leadership Position Description

SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by the members of the Troop.
Term: 6 Months
Reports to: Scoutmaster
Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop
Comments: The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all Troop functions as possible. One of the major parts of the SPL's job is to appoint other Troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

QUALIFICATIONS

- Age:** 16 or older
Rank: 1st Class or higher
Experience: Previous service as SPL, ASPL, PL
Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend or have attended Junior Leader Training or National Youth Leadership Training.
Attendance: You are expected to attend 90% of 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, the Scoutmaster will review your job performance for possible removal 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.
Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.
Attendance: Set the example by being an active Scout. Be on time 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

- Run all troop meetings, events, activities, and the annual program planning meetings.
- Runs the Patrol Leader's Council meeting.
- Appoints other Junior Leaders with the advice and counsel of the Scoutmaster.
- Assign duties and responsibilities to Junior Leaders.
- Assist the Scoutmaster and JLT Coordinator with Junior Leader Training



Troop 3
Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the Scoutmaster's approval.
Term: 6 months
Reports to: Senior Patrol Leader
Description: The Assistant Senior Patrol Leader is the second highest-ranking Junior 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:** 14 or older
Rank: 1st Class or higher
Experience: Previous service as PL
Attendance: 70% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend or have attended Junior Leader Training or National Youth Leadership Training.
Attendance: You are expected to attend 80% of 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, the Scoutmaster will review your job performance for possible removal 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.
Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.
Attendance: Set the example by being an active Scout. Be on time 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 Senior Patrol Leader lead meetings and activities.
Runs the Troop in the absence of the Senior Patrol Leader.
Helps to train and supervise the Troop Scribe, Quartermaster(s), Instructor(s), Librarian, Historian, Chaplain Aide, Order of the Arrow Troop Representative, Webmaster, Leave No Trace Trainer, Bugler
Serve as a member of the Patrol Leader's Council



Troop 3
Leadership Position Description

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 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.

QUALIFICATIONS

Age: 14 years old or older

Rank: 1st Class or higher

Experience: None

Attendance: 70% over previous 6 months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 80% of 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, the Scoutmaster will review your job performance for possible removal 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.

Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.

Attendance: Set the example by being an active Scout. Be on time 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 his Patrol on the Patrol Leader's Council

Plans and runs 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 3
Leadership Position Description

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 the absence of the Patrol Leader.
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:** 12 years old or older
Rank: 2nd Class or higher
Experience: None
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** It is highly recommended that you attend the Troop Leader Training even if you have attended in the past.
Attendance: You are expected to attend 70% of 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, the Scoutmaster will review your job performance for possible removal 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
Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.
Attendance: Set the example by being an active Scout. Be on time 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.
- Help the Patrol Leader keep patrol members informed.
- Help the patrol get ready for all troop activities.
- Represent his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lend a hand controlling the Patrol and building Patrol spirit.



Troop 3
Leadership Position Description

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: Until Scot reaches 18

Reports to: Scoutmaster

Description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must not yet be 18. He's appointed by the Scoutmaster because of his leadership ability.

Comments: In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

Age: At least 16 years old

Rank: Life or higher

Experience: Previous leadership positions

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend or have attended Junior Leader Training or National Youth Leadership Training.

Attendance: You are expected to attend 80% of 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, the Scoutmaster will review your job performance for possible removal 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.

Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.

Attendance: Set the example by being an active Scout. Be on time 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 someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Functions as an Assistant Scoutmaster
Perform duties as assigned by the Scoutmaster.



Troop 3 Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster and the Assistant Scoutmaster for New Scouts
Term: 1 season (typically September through June)
Reports to: Assistant Scoutmaster for New Scouts and Den Leader
Description: The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.
Comments: The Den Chief provides knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the Troop. This function is important because no Troop can thrive without new members and most new members will come from Cub Scouting. The Troop can have more than one Den Chief.

QUALIFICATIONS

- Age:** 12 years old
Rank: 1st Class or higher
Experience: You must have successfully completed the online Den Chief Training.
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Leader Training even if you have attended in the past. You must attend the in person Den Chief Training.
Attendance: You are expected to attend 70% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, the Scoutmaster may review your job performance for possible removal from office. You are expected to attend 90% of Den meetings and Pack functions. You must inform the Den Leader if you will be absent.
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.
Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.
Attendance: Set the example by being an active Scout. Be on time 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

- Knows the purposes of Cub Scouting and help Cub Scouts achieve the purposes of Cub Scouting
- Helps Cub Scouts advance through Cub Scout ranks
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.
- Assistant with activities at Den meetings, help lead weekly Den meetings.
- Be a friend to the boys in the Den.
- Meet regularly with the Den leader to review Den meetings and Pack activities.



Troop 3 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with input from the Scoutmaster and Assistant Scoutmaster for New Scouts
- Term:** 6months
- Reports to:** Senior Patrol Leader and Assistant Scoutmaster for New Scouts
- Description:** The Troop Guide works with New Scouts. He should help them feel comfortable during their transition into Boy Scouts. He works with the New Scouts to establish goals and help them earn the rank of First Class 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 the first year fun and successful. This is an important position. The troop can have more than one Troop Guide.

QUALIFICATIONS

- Age:** 16 or older
- Rank:** Star or higher
- Experience:** Previous service as PL, APL or Den Chief
- Attendance:** 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past. You must take the online and/or in person Den Leader Training.
- Attendance:** You are expected to attend 90% of 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, the Scoutmaster will review your job performance for possible removal 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.
- Communication:** As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.
- Attendance:** Set the example by being an active Scout. Be on time 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

- Introduce 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.
- Attends Patrol Leaders' Council meetings with the Patrol Leader of the New Scout Patrol.
- Works with the Patrol Leader of the New Scout Patrol to plan Patrol Meetings and outings.
- Assist the Assistant Scoutmaster for New Scouts with training.



Troop 3
Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the Scoutmaster's approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader and receives the meeting plans from Senior Patrol Leader
Description: The Instructor teaches scouting skills related to first aid, knots, camping, cooking, etc. to the Troop
Comments: The Instructor will work closely with the Assistant Scoutmaster for new Scouts and the Senior Patrol to put a plan together for each Troop meeting's instructional segment. The Instructor does not have to be an expert but should be able to teach the Scout craft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one Instructor.

QUALIFICATIONS

- Age:** 15 or older
Rank: 1st Class or higher
Experience: Previous service as PL, APL or Den Chief
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 75% of 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, the Scoutmaster will review your job performance for possible removal 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
Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position. .
Attendance: Set the example by being an active Scout. Be on time 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

- Teach basic Scouting skills in Troop and Patrols.
Be proficient in all Scouting skills from Tenderfoot through First Class
Teach one or more advancement skills to Troop members
Assists in instruction given in Troop Meetings



Troop 3
Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the Scoutmaster's approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader
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 awards program.
Comments: "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other Troop members' help.

QUALIFICATIONS

- Age:** 12 years old or older
Rank: 2nd Class or higher
Experience: None
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 75% of 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, the Scoutmaster will review your job performance for possible removal 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.
Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.
Attendance: Set the example by being an active Scout. Be on time 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

- Assist the Troop Chaplain with religious services at troop activities.
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during Troop program planning.
- Helps plan for religious observance in Troop activities, for example: camping trips, opening and closing of Troop meetings, Banquets, Courts of Honor, etc.
- Says the closing prayer at the Troop meetings.



Troop 3
Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the Scoutmaster's approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader and Troop Committee member responsible for publicity.
Description: The Troop Historian keeps a historical record or scrapbook of troop activities.
Comments: The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

QUALIFICATIONS

- Age:** 12 years old or older
Rank: 2nd Class or higher
Experience: None, but interest in photography and computer presentations is helpful
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

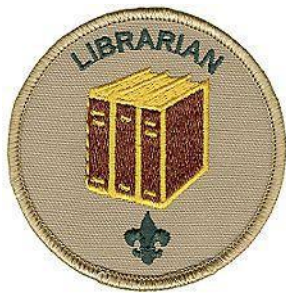
- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 60% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, the Scoutmaster will review your job performance for possible removal 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.
Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.
Attendance: Set the example by being an active Scout. Be on time 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

- Gathers 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.
Provide pictures and descriptions of Troop outings and Service projects with assistance of Troop Scribe to the Webmaster and the Troop Committee member responsible for Troop's website.
Create video presentations for showing at meetings and Court of Honors.
Keep information about former members of the Troop.



Troop 3 Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the Scoutmaster's approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader
Description: The Troop Librarian takes care of Troop literature.
Comments: The library contains books of historical value as well as current materials. All together, the library is a Troop resource worth hundreds of dollars. The Librarian manages this resource for the Troop.

QUALIFICATIONS

- Age:** 12 years old or older
Rank: 2nd Class or higher
Experience: None
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 60% of 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, the Scoutmaster will review your job performance for possible removal 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.
Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.
Attendance: Set the example by being an active Scout. Be on time 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

- 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.
- Keep books and pamphlets available for borrowing.
- Keep a system for checking books and pamphlets in and out. Follow up on late returns.
- Keep directions to campsites.
- Issues vouchers for purchase of used merit badge books.



Troop 3
Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the Scoutmaster's approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader and the Troop Committee Member responsible for equipment.
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 around campouts. There are times when the Quartermaster has to be available to check equipment in and out. The Troop can have more than one Troop Quartermaster.

QUALIFICATIONS

- Age:** 15 or older
Rank: 1st Class or higher
Experience: None
Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 90% of 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, the Scoutmaster will review your job performance for possible removal 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
Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.
Attendance: Set the example by being an active Scout. Be on time 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
- Gets the US, Troop, and Patrol flags for meetings and ceremonies and puts them away afterwards.



Troop 3
Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with the Scoutmaster's approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader and Troop Treasurer

Description: The Scribe keeps the Troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, payment for outings, advancement, and Scout attendance at Troop meetings and on outings.

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

QUALIFICATIONS

Age: 14 or older

Rank: 1st Class or higher

Experience: None

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 80% of all Troop meetings, Patrol Leaders' Council meetings, and 60% of outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, the Scoutmaster will review your job performance for possible removal 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.

Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.

Attendance: Set the example by being an active Scout. Be on time 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

Records individual Scout attendance, dues payments and payment for outings.

Records individual Scout advancement progress

Works with the Troop Treasurer



Troop 3
Leadership Position Description

ORDER OF THE ARROW TROOP REPRESENTATIVE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the Scoutmaster's approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader and works with the adult Order of the Arrow advisor.
Description: The Order of the Arrow Troop Representative is a youth liaison between the local Order of the Arrow lodge or chapter. He coordinates service opportunities, unit elections, camp promotions, and inductions within the unit with the local Order of the Arrow lodge or chapter. In his unit, he helps meet the needs of the unit and will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order.

QUALIFICATIONS

- Age:** None
Rank: 1st Class or higher
Experience: Must be a registered member of the Order of the Arrow in good standing
Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 75% of 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, the Scoutmaster will review your job performance for possible removal 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.
Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.
Attendance: Set the example by being an active Scout. Be on time 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

- Serves as a communication link between the lodge or chapter and the Troop
- Encourages year round and resident camping in the unit
- Encourages Scouts to actively participate in community service projects
- Encourages older Scout participation in high adventure programs
- Encourages Arrowmen to assume leadership positions in the unit
- Encourages Arrowmen in the unit to be active participants in the Lodge and/or Chapter

activities and to seal their membership in the Order by becoming Brotherhood members



Troop 3
Leadership Position Description

LEAVE NO TRACE TRAINER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with the Scoutmaster's approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Leave No Trace Trainer teaches Troop and Patrol members the principles of Leave No Trace, improves Scouts' outdoor ethics decision making skills, and helps the Troop and Patrol to prevent avoidable impacts and minimize unavoidable impacts from their use of the outdoors.

QUALIFICATIONS

Age: 14 years old or older

Rank: 1st Class or higher

Experience: Must have earned the Camping and Environmental Science Merit Badge

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Junior Leader Training even if you have attended in the past. You must have completed Leave No Trace Training.

Attendance: You are expected to attend 75% of 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, the Scoutmaster will review your job performance for possible removal from office.

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

QUALIFICATIONS

Age: 14 or older

Rank: 1st Class or higher

Experience: None

Attendance: 50% over the previous six months

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.

Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.

Attendance: Set the example by being an active Scout. Be on time 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 minimize impact on the land by teaching members the principles of Leave No Trace and improving Scouts' outdoor ethics decision-making skills

Help Scouts earn the Leave No Trace award
Ensures the Troop follows the principles of Leave No Trace on all outings such as camping and other outdoor activities



Troop 3
Leadership Position Description

TROOP WEBMASTER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with the Scoutmaster's approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Webmaster works with the Adult Advisor that manages the Troop Website to ensure that web content is current and relevant. The Troop Webmaster is responsible for maintaining the Troop's website. He should make sure that information posted on the website is correct and that members' and leaders' privacy is protected. He works with the Historian to upload current and historical pictures and articles.

QUALIFICATIONS

Age: 14 or older

Rank: 1st Class or higher

Experience: None

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 75% of 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, the Scoutmaster will review your job performance for possible removal 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.

Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.

Attendance: Set the example by being an active Scout. Be on time 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

Ensures the Troop website is as youth-run as possible

Helps out with updating and maintaining the Troop website where needed.

Work with fellow Scouts in preparing material for the Troop website.

Manage troop documents for outings, etc, and upload to Troop website as necessary.

Update the Troop outing pages

Obtain Website improvement ideas at PLC's and work on implementation with approval of the Adult Webmaster.

Work with the Adult Webmaster to coordinate website updates.



Troop 3 Leadership Position Description

BUGLER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader with the Scoutmaster's approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Bugler.

Comments: Should be able to play 'Reveille', 'To the Colors' and 'Taps' on a bugle. Serving as a Bugler can apply towards positions of responsibility requirements for Star and Life, but **not** Eagle.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 60% of all Troop meetings, Patrol Leaders' Council meetings And 80% of outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, the Scoutmaster will review your job performance for possible removal 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.

Communication: As a Youth Leader you must have an email address and actively check it at least every other day, as email is the medium the Troop Leaders use to communicate. If you fail to check emails or respond within an appropriate amount of time the Scoutmaster will review your performance for possible removal from the position.

Attendance: Set the example by being an active Scout. Be on time 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

Makes appropriate bugle calls, as required at Troop activities.

Troop 3 Leadership Position Application

Your Name: _____ Age: _____

Current Rank: _____

Current Position: _____ Previous Positions: _____

Attendance percentage for the last 6 months: _____ Scribe, Signature/Date: _____

List your first three choices

1st Choice	2nd Choice	3rd Choice

For your first choice, use this space to tell why you are the best person for this job.

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)

Application Approvals:

(Scoutmaster) (Senior Patrol Leader)

The signatures above allow the candidate to be considered for the requested positions.