

## **Youth Leadership Position Responsibilities Troop 957**

When a Scout is elected or appointed to a Position of Responsibility (POR), he is expected to perform the tasks associated with that position in order to earn POR credit for ranks above First Class. Prior to Troop elections, Scouts will be provided with these duties so that they can decide whether or not they will be capable of performing them during the upcoming term and once elected will be asked to sign a copy of them. A Scout that knows that they will not have adequate time to complete the expected duties should not run for election or accept an appointment. As a Scout advances in rank from Star to Life to Eagle, there is an expectation that he will increase the proficiency with which he performs POR tasks including communications, scheduling, and planning. At the end of each term of office (6-months), Youth Leaders performance will be assessed prior to granting POR credit.

All Junior Leaders are expected to:

- Attend Troop Leader Training, even if they have attended it previously
- Arrive 5 minutes early for all events
- Notify the SPL or SM that he reports to if he will be absent.
- Arrange for duties to be performed if he will be absent.
- Wear the entire Scout Uniform correctly
- Work on their own advancement
- Participate in Junior Leader Training
- Live up to the Scout Oath and Law
- Show Scout Spirit

### **Senior Patrol Leader (SPL)**

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

**Reports to:** Scoutmaster

**Senior Patrol Leader expectations:**

- Lead all troop meetings, events, activities, and the semi-annual program planning conference.
- Ensure that there is a Patrol Leaders' Council (PLC) meeting held each month. Chairs the meetings when present. Attends 5 of the 6 PLC meetings during his service period.
- Appoint other boy leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other junior leaders.
- Assist with Scoutmaster in training junior leaders.
- Delegates tasks to the ASPL's. Makes sure an ASPL attends any meeting/function he will not be able to attend (troop, PLC, Committee Meeting, etc.).
- Oversee the planning efforts of Scouts for all Troop campouts (whether he attends these outings or not).
- Attend at least 75% of all Troop Meetings.
- Attend at least 75% of all other Troop events.
- 13 years old
- First Class Rank
- Troop member for at least one-year. (may be waived in consultation with Scoutmaster)
- Joins the Pizza Patrol during his term of office.
- Serve a maximum of two consecutive terms.

## **Youth Leadership Position Responsibilities Troop 957**

### **Assistant Senior Patrol Leader (ASPL)**

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

**Reports to:** Senior Patrol Leader

**Assistant Senior Patrol Leader expectations:**

- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Take over troop leadership in the absence of the Senior Patrol Leader.
- Be responsible for training and giving direct leadership to the following appointed junior leaders: Scribe, Librarian, Troop Historian, Instructor, Quartermaster and Chaplain Aide.
- Perform tasks assigned by the Senior Patrol Leader.
- Serve as a member of the Patrol Leaders' Council (PLC) and attends at least five of the six PLC meetings occurring during his service period.
- Attend at least 75% of all Troop Meetings.
- Attend at least 75% of all other Troop events.
- 13 years old
- First Class Rank
- Troop member for at least one-year. (may be waived in consultation with Scoutmaster)
- Joins the Pizza Patrol during his term of office.
- Serve a maximum of two consecutive terms.

### **Troop Quartermaster (QM)**

**Job Description:** The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order. The Troop Quartermaster is appointed by the SPL with the Scoutmaster's approval.

**Reports to:** ASPL & Troop Equipment Coordinator

**Troop Quartermaster expectations:**

- Keep a current inventory of patrol and troop equipment.
- Keep equipment in good repair. Arrange for repair as needed.
- Issue equipment and see that it is returned in good order. This includes all equipment taken home for cleaning following each campout.
- Work with the Patrol Quartermasters for each event.
- Suggest new or replacement items.
- Work with the troop equipment coordinator.
- Attend at least 75% of all Troop Meetings.
- Attend at least 75% of all Troop Campouts
- Attend at least 50% of all other Troop events.
- First Class Rank
- Troop member for at least six-months.
- Continue as a member of his Patrol during his term.
- Serve a maximum of two consecutive terms.

## **Youth Leadership Position Responsibilities Troop 957**

### **Troop Scribe**

**Job Description:** The Troop Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council (PLC) and records Scout attendance at Troop meetings. He provides both the attendance and program changes from the PLC to the Troop Webmaster (adult). The Troop Scribe is appointed by the SPL with the Scoutmaster's approval.

**Reports to:** ASPL & Troop Webmaster

**Troop Scribe expectations:**

- Attend and take notes of PLC Meetings. Distributes any copies as needed.
- Record attendance at troop meetings and functions.
- Work with the Troop Webmaster to post program changes and Scout attendance.
- Work with the Troop Committee to get articles in the local community newsletters
- Attend at least 75% of all Troop Meetings.
- Attend at least 50% of all other Troop events.
- First Class Rank
- Troop member for at least six-months.
- Continue as a member of his Patrol during his term.
- Serve a maximum of two consecutive terms.

### **Troop Guide (TG)**

**Job Description:** The Troop Guide works actively with new Scouts in the troop. The Troop Guides introduce new Scouts to troop operations. The Troop Guide is appointed by the SPL with the approval of the FCE ASM.

**Reports to:** FCE ASM

**Troop Guide expectations:**

- Help new Scouts earn advancement requirements through First Class.
- Attend Patrol Leaders Council (PLC) meetings with the New Scout Patrol Leader. Advise patrol leader on his duties and responsibilities at Patrol Leaders' Council (PLC) meetings.
- Coordinate FCE training activities with the Instructors.
- Prevent harassment of new Scouts by older Scouts.
- Help older Scouts train new Scouts.
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Proficient in basic Scout skills.
- Teach basic Scout skills.
- Attend Summer Camp
- Attend at least 75% of all Troop Meetings.
- Attend at least 75% of all Troop Campouts
- Attend at least 75% of all FCE Events
- Attend at least 50% of all other Troop events.
- First Class Rank
- Troop member for at least six-months.
- Continue as a member of his Patrol during his term.
- Serve a maximum of two consecutive terms.

## **Youth Leadership Position Responsibilities Troop 957**

### **Instructor**

**Job Description:** The Instructor performs instruction for the troop as needed by the PLC. This instruction could be for the FCE program or for general troop activities. The Troop Instructor is appointed by the SPL with the Scoutmaster's approval.

**Reports to:** SM and ASPL

**Instructor expectation:**

- Proficient in and instructs Scouting skills as needed to the Troop.
- Prepare well in advance for each teaching assignment.
- Coordinate training activities with the PLC. Also coordinate with Troop Guide if working with FCE instruction.
- Prevent harassment of new Scouts by older Scouts.
- Help older Scouts train new Scouts.
- When working with FCE patrol, guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Sign off in Scout books for completed (demonstrated) Tenderfoot and Second Class skills.
- Attend at least 75% of all Troop Meetings.
- Attend at least 75% of all Troop Campouts
- Attend at least 50% of all other Troop events.
- First Class Rank
- Troop member for at least six-months.
- Continue as a member of his Patrol during his term.
- Serve a maximum of two consecutive terms.

### **(FCE) Instructor**

**Job Description:** The FCE Instructor is an optional position available based on the need of the FCE program. The FCE ASM will determine if the program requires an instructor in addition to the Troop Guide. The FCE Instructor assists the Troop Guide in the FCE training program. The Troop Instructor is appointed by the SPL with approval of the FCE ASM.

**Reports to:** Troop Guide and FCE ASM

**Instructor expectation:**

- Proficient in and instructs Scouting skills as needed to the FCE Patrol.
- Prepare well in advance for each teaching assignment.
- Coordinate FCE training activities with the Troop Guide.
- Prevent harassment of new Scouts by older Scouts.
- Help older Scouts train new Scouts.
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Sign off in Scout books for completed (demonstrated) Tenderfoot and Second Class skills.
- Attend at least 75% of all Troop Meetings.
- Attend at least 75% of all Troop Campouts
- Attend at least 75% of all FCE Events
- Attend at least 50% of all other Troop events.
- First Class Rank
- Troop member for at least six-months.
- Continue as a member of his Patrol during his term.
- Serve a maximum of two consecutive terms.

## **Youth Leadership Position Responsibilities Troop 957**

### **Bugler**

**Job Description:** The Bugler plays the bugle at campouts and other Troop ceremonies. . The Troop Bugler is appointed by the SPL with the Scoutmaster's approval.

**Reports to:** ASPL

**Bugler expectations:**

- Demonstrate proficiency in the playing of all bugle calls prior to the start of term of office.
- Play reveille, first call, colors, assembly, and taps during campouts and summer camp.
- Attend at least 50% of all Troop Meetings.
- Attend all except one Troop Campout during his term
- Attend Summer Camp if during his term and volunteers to bugle at camp ceremonies
- Attend at least 50% of all other Troop events.
- Troop member for at least six-months.
- Continue as a member of his Patrol during his term.
- Serve a maximum of two consecutive terms.

### **Librarian**

**Job Description:** The Librarian takes care of Troop literature. The Troop Librarian is appointed by the SPL with the Scoutmaster's approval.

**Reports to:** ASPL & Troop Webmaster (adult)

**Librarian expectations:**

- 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.
  - Works with the Chaplain's Aide to care for Troop Worship Books
  - Ensures books from library are taken to summer camp for use there.
- Attend at least 75% of all Troop Meetings.
- Attend at least 50% of all other Troop events.
- Continue as a member of his Patrol during his term.
- Serve a maximum of two consecutive terms.

## **Youth Leadership Position Responsibilities Troop 957**

### **Historian**

**Job Description:** The Historian keeps a historical record of Troop activities and the display of those records on the Troop website and at each Court of Honor. The Troop Historian is appointed by the SPL with the Scoutmaster's approval.

**Reports to:** ASPL and Troop Webmaster (adult)

**Historian expectations:**

- Gather pictures and facts about Troop activities and organize them into reports that can be posted on the Troop's website. Provide these posts to the Troop Webmaster for review and posting.
- Coordinate the preparation of slide show(s) for each Court of Honor.
- Both the website and slide shows should include all Troop activities including campouts, day trips, FCE activities, and high adventure activities.
- Take care of troop trophies, ribbons, and souvenirs of troop activities.
- Attend at least 75% of all Troop Meetings.
- Attend at least 75% of all other Troop events.
- Continue as a member of his Patrol during his term.
- Serve a maximum of two consecutive terms.

### **Troop Webmaster**

**Job Description:** The Troop's Webmaster is responsible for collecting and formatting material to be posted to the Troop Website and recommending changes to the current content. Appointed by SPL with the adult Webmaster's agreement.

**Reports to:** ASPL and Adult Webmaster

**Troop Webmaster expectations:**

- Have a basic knowledge of website construction, maintenance, and modification prior to the beginning of his term.
- Actively obtain and publish calendar changes, documents, forms, and information requested by Troop leaders and coordinate with the Troop Scribe, Librarian, and Historian to obtain and post relevant materials on the troop website.
- Solicit ideas from Troop members for website content. Discuss these ideas with the PLC and the adult Webmaster.
- Review the links on the Troop website at least twice during the term to ensure that the links are active.
- Become familiar with BSA website guidelines and privacy concerns.
- Attend at least 75% of all Troop Meetings.
- Attend at least 50% of all other Troop events.
- Continue as a member of his Patrol during his term.
- Serve a maximum of two consecutive terms.

## **Youth Leadership Position Responsibilities Troop 957**

### **Outdoor Ethics Guide**

**Job Description:** The Outdoor Ethics Guide is a youth member of the troop who helps the troop plan and conduct an outdoor program that emphasizes effectively practicing the principles of outdoor ethics. Appointed by SPL with Scoutmaster concurrence.

**Reports to:** ASPL

**Outdoor Ethics Guide expectations:**

- If possible, attend an Outdoor Ethics Orientation or Leave No Trace Trainer course.
- Know by heart the Leave No Trace principles and be able to explain them in detail to others.
- Instruct the troop about Leave No Trace principles before outings.
- While on outings, ensure that Leave No Trace principles are followed, providing direction and instruction as necessary.
- Attend at least 50% of all Troop Meetings.
- Attend all except one Troop Campout during his term
- Attend Summer Camp if during his term
- Attend at least 50% of all other Troop events.
- Continue as a member of his Patrol during his term.
- Serve a maximum of two consecutive terms.

## **Youth Leadership Position Responsibilities Troop 957**

### **A Troop Representative (OAR)**

**Job Description:** The Order of the Arrow Troop Representative is the youth liaison serving between the local OA Lodge or Chapter and the Troop. In the Troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the Lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his Troop. Many of the duties of the OA Representative are required by the National Organization. Appointed by the SPL with the SM approval.

**Reports to:** SPL

**OA Troop Representative expectations:**

- OA Member in good standing
- Seals his membership in the Lodge by becoming a Brotherhood member
- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Coordinates the youth leadership required to conduct all Troop service projects.
- Assists with leadership and outdoor skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the Lodge and Chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Arranges with the lodge or chapter election team to conduct an annual Order of the Arrow election for the troop at a time approved by the Patrol Leaders Council.
- Coordinates the Ordeal Induction process for newly elected candidates by: ensuring they know the time and location of the Ordeal, providing information of what to bring to the Ordeal, assisting (as needed) in arranging transportation to the Ordeal, and offering assistance (as needed) to the lodge in the Ordeal process.
- Plan and lead at least one Troop service project during the year.
- Attends at least 75% of all Troop Meetings.
- Attends at least 50% of all other Troop events.
- Attends five of the six PLC meetings during a term of office.
- Misses no more than one OA chapter meeting held during his term
- Reports back to the Troop the material from the chapter meeting.
- May serve a maximum of two consecutive terms.



## **Youth Leadership Position Responsibilities Troop 957**

### **Den Chief**

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

**Reports to:** Den Leader and FCE ASM

**Den Chief expectations:**

- Serve as the activities assistant at Den meetings.
- Meet regularly with the Den Leader to review the Den and Pack meeting plans.
- If serving as a Webelos Den Chief, prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Know the purposes of Cub Scouting.
- Be a friend to the boys in the den.
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.
- Help out at Den and Pack Meetings as requested by the Den Leader.
- Attend at least 75% of the Den Meetings
- Attend at least 75% of all other Den and Pack events during his service period.
- Attend at least 75% of all Troop Meetings.
- Attend at least 50% of all Troop Campouts
- Attend at least 50% of all other Troop events.
- First Class Rank
- Troop member for at least six-months.
- Two years older than the boys in the Den he serves
- Continues as a member of his Patrol during his term.

### **Chaplain Aide**

**Job Description:** The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the Scouts in the troop.

**Reports to:** ASPL and Event SM in Charge

**Chaplain Aide expectations:**

- Organize and lead a Scout's Own Observance at all campouts
- Organize or lead saying grace at meals while camping.
- Organize and lead the invocation, grace, and benediction at Troop events as appropriate
- Assist in the camp wide Scout's Own at Summer Camp
- Work with the Troop Librarian to maintain the Troop Worship Books in good repair
- Attend at least 75% of all Troop Meetings.
- Attend at least 75% of all Troop Campouts
- Attend at least 50% of all other Troop events.
- Coordinates Troop participation with Clear Lake Church of Christ for Scout Sunday services.
- First Class Rank
- Troop member for at least six-months.
- May serve a maximum of two consecutive terms.

## **Youth Leadership Position Responsibilities Troop 957**

### **Junior Assistant Scoutmaster (JASM)**

**Job Description:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18 and be an Eagle Scout. He has attended National Youth Leadership Training. He is appointed by the Scoutmaster because of his demonstrated leadership ability.

**Reports to:** The Scoutmaster

**Junior Assistant Scoutmaster expectations:**

- Function as an Assistant Scoutmaster
- Accomplish any duties assigned by the Scoutmaster.
- Attends at least five of the six PLC meetings occurring during his service period.
- Once appointed the Scout may continue in this position until his 18<sup>th</sup> birthday as long as other criteria is met.
- The Scout becomes a member of the Pizza Patrol

### **Patrol Leader (PL)**

**Job Description:** The Patrol Leader is elected by the patrol and leads the patrol.

**Reports to:** SPL and SM Patrol Liaison

**Patrol Leader expectation:**

- Plan and lead all patrol activities.
- Keep patrol members informed of Troop activities through frequent communication.
- Assign all patrol members a job and help them succeed.
- Represent the patrol at all Patrol Leaders' Council (PLC) meetings and at the semi-annual program planning conference.
- Prepares the patrol to take part in all troop activities. Ensures that the Patrol's participation in campouts is well planned.
- Develop patrol spirit.
- Attend at least 75% of all Troop Meetings.
- Attend at least 75% of all Troop Campouts
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- May serve a maximum of two consecutive terms.

## Youth Leadership Position Responsibilities Troop 957

The following positions do not fulfill the requirements for a POR for higher rank however they are needed for the Patrol to be fully successful

### Assistant Patrol Leader (APL)

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

Reports to: PL and SM Patrol Liaison

Patrol Leader expectation:

- Assist the Patrol Leader in:
  - Planning and leading patrol meetings and activities.
  - Keeping patrol members informed.
  - Preparing your patrol to take part in all troop activities.
  - Developing Patrol Spirit
- Take charge of the patrol in the absence of the Patrol Leader.
- Represent the patrol at Patrol Leaders' Council (PLC) meetings in the absence of the Patrol Leader.
- Work with the other troop leaders to make the troop run well.
- Attends at least 75% of the Troop and Patrol during his service period.

### Patrol Quartermaster (PQM)

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

Reports to: PL

Patrol Leader expectation:

- Keeps all the patrol gear in order.
- Makes sure the gear is clean and in good repair at all times
- Maintains an inventory of all Patrol equipment and its location.
- Reminds Patrol members to return gear to storage when cleaned after a campout
- Tells Troop Quartermaster or adult Equipment Coordinator if something is broken.
- Attends at least 75% of the Troop and Patrol during his service period.