



Leading the way...



Troop 9 Scout Positions of Responsibility Duties and Responsibilities



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 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

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. 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 9
Position of Responsibility (as of 5/2/17)

SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by the members of the troop
Term: 6 months – 1 year
Reports to: Scoutmaster
Greenbar: Yes
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:** none
Rank: 1st Class or higher
Experience: Previous service as a Greenbar leader
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must have attend Council's Youth Leadership Training program within the past 3 years.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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 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.
Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must contact the adult leadership 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 Leaders are ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the Greenbar meetings with proper Troop representation.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists with the Troop's Youth Leadership Training.
- Delegates task to the ASPLs. Makes sure an ASPL attends any meeting/function he will not be able to attend (troop, PLC, Committee Meeting, etc.)
- Oversees the planning efforts of Scouts for all Troop campouts (whether he attends these outing or not).
- Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 85% of all Troop meetings
- Attend at least 85% of all Greenbar meetings, and ensure that your role is represented at 100% of all Greenbar meetings
- Attend at least 85% of all campouts
- Start and end all meetings and activities on time.
- Supervise the Greenbar in conducting a “Stop, Start, Continue” assessments at least once per month during Greenbar meetings
- During each Greenbar meeting, review the Patrol and Quartermaster Reports (based on the report template that you, as SPL, have provided for each of them to utilize).
- During each Greenbar meeting, review the Troop Meeting Program and Outing Program for the next month with the Program Patrol, working at least a month ahead (review February plan at January Greenbar, etc)
- Supervise Patrol Leaders to ensure that they are meeting the expectations for their role, as defined in this document, and utilize the EDGE method to teach and mentor them as needed.
- For each campout, prepare a written menu and post it in a conspicuous location.
- For each campout, prepare a written duty roster and post it in a conspicuous location.
- Have a Leadership article submitted on time for Newsletter publishing.
- Have attendance taken at each Meeting, Outing, and Activity. Be sure that those whom have missed 3 consecutive recorded events are contacted by the SPL and/or his designee. The goal is Scout retention.
- Recruiting (year-round) – The SPL is responsible for developing and executing an annual recruiting plan. This plan should be developed and reviewed with the Scoutmaster at the start of his tenure.
- Encourage and Monitor Annual Rank Advancement of each member of the Troop.
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences.



Troop 9
Position of Responsibility (as of 5/2/17)

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months – 1 year
Reports to: Senior Patrol Leader
Greenbar: Yes
Description: The Assistant Senior Patrol Leader is the second highest ranking patrol 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:** none
Rank: 1st Class or higher
Experience: none
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop's Youth Leadership Training even if you have attended in the past.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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 train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplin Aide.
- Serves as a member of the Greenbar (PLC) and attends at least 2/3 of the PLC meetings occurring during his service period.
- Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 80% of all Troop meetings
- Attend at least 80% of all Greenbar meetings, and ensure that your role is represented at 100% of all Greenbar meetings
- Attend at least 80% of all campouts
- Support the SPL in all the job expectations listed for his role.

- Cheerfully accept duties as assigned from the SPL
- Take over the responsibilities of the SPL in his absence.
- Assist and support the Patrol Leaders to ensure that they are meeting the expectations for their role, as defined in this document, and utilize the EDGE method to teach and mentor them as needed.
- ASPL of Program
 - Be responsible for developing planning, and implementing all Troop activities.
 - Working with the Greenbar and Program Patrol for each activity, develop the detailed program plans for all Troop activities.
 - Ensure that a detailed description of a program plan is written for each month and distribute to the Troop.
 - Provide assistance and leadership to the Troop Instructors.
 - Make sure the Instructors know what assignments they have been given by the Program Patrol.
- Help the SPL conduct the meetings and activities.
- Help maintain discipline.
- Recruiting (year-round) – Work with the SPL to develop and execute an annual recruiting plan. This plan should be developed and reviewed with the Scoutmaster at the start of their tenure. If the ASPL is new, he should review the current plan with the SPL, and discuss revisions and execution.
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (as of 5/2/17)

TROOP QUARTERMASTER

GENERAL INFORMATION

- Type:** Elected by the members of the troop
Term: 6 months – 1 year
Reports to: Assistant Senior Patrol Leader
Greenbar: Yes
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.

QUALIFICATIONS

- Age:** none
Rank: none
Experience: none
Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Youth Leadership Training even if you have attended in the past.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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
- Works with the Troop Committee member responsible for equipment
- Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.
- Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 80% of all Troop meetings
- Attend at least 80% of all Greenbar meetings, and ensure that your role is represented at 100% of all Greenbar meetings
- Attend at least 80% of all campouts
- Support the SPL in all the job expectations listed for his role.
- Cheerfully accept duties as assigned from the SPL

- Keep records of patrol and Troop equipment.
 - Keep an inventory of Troop equipment.
 - Keep a record of equipment checked out.
 - Use a checklist to make sure that all the necessary equipment is taken on a campout.
 - Conduct a physical inventory annually, as well as at the beginning and end of your tenure.
- Keep equipment in good repair.
 - Make sure the Troop equipment is properly stored when returned
 - Identify all items that need repair and inform the SPL and the Assistant Scoutmaster in charge of equipment.
 - Maintain the Troop trailer in neat order. Label all storage boxes with contents.
- Issue equipment and see that it is returned in good order.
 - Check out patrol and Troop equipment from the Troop inventory.
 - Inspect all equipment to be sure it is in good repair before returning it to the Troop inventory.
 - Receive damage reports and convey it to Committee Quartermaster.
- Keep others informed:
 - Talk with the SPL and the Assistant Scoutmaster in charge of equipment each week to discuss equipment items of importance.
 - Make a list of any needed equipment repairs and give the information to the Assistant Scoutmaster.
 - Suggest new or replacement items.
 - Make a monthly report to the Greenbar on missing and broken equipment condition.
- Prepare the US, Troop, and patrol flags for meetings and ceremonies and put them away afterwards.
- Perform any additional duties as assigned by the ASPL / SPL.
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (as of 5/2/17)

TROOP SCRIBE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months – 1 year
Reports to: Assistant Senior Patrol Leader
Greenbar: Yes
Description: The Scribe keeps the troop records. He records the activities of the Greenbar and keeps a record of dues, advancement, and Scout attendance at troop meetings.
Comments: To be a good Scribe you need to attend nearly all troop and Greenbar meetings.

QUALIFICATIONS

- Age:** none
Rank: none
Experience: none
Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Youth Leadership Training even if you have attended in the past.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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 Greenbar meetings
- Records individual Scout attendance and dues payments.
- Works with the Troop Committee members responsible for records and finance.
- Enthusiastically wear the Scout Uniform correctly.
- Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 75% of all Troop meetings
- Attend at least 75% of all Greenbar meetings, and ensure that your role is represented at 100% of all Greenbar meetings
- Attend at least 75% of all campouts
- Support the SPL in all the job expectations listed for his role.
- Cheerfully accept duties as assigned from the SPL
- Take attendance at all Troop meetings and activities, record it in the appropriate tools for later review

- If you are going to miss a meeting or event, make sure that you have someone else record attendance for you.
- Take notes at each Greenbar meeting, email them to the attendees (youth and adult).
- Remind Greenbar of newsletter article due dates, and collect articles. They are due to the adult committee member two weeks prior to publication.
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (as of 5/2/17)

PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by members of the patrol
Term: 6 months – 1 year
Reports to: Senior Patrol Leader
Greenbar: Yes
Description: The Patrol Leader is the elected 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 Greenbar.

QUALIFICATIONS

- Age:** none
Rank: 1st Class - (Exception: There is no rank requirement for the Patrol Leader of the new boy's patrol)
Experience: none, although Scout must be approved by the Scoutmaster
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend Introduction to Leadership Skills for Troops, and National Youth Leadership Training (NYLT)
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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

- Duties:** When you accepted the position of responsibility of patrol leader, you agreed to provide service and leadership to your patrol and troop. No doubt you will take this responsibility seriously, but you will also find it fun and rewarding. As a patrol leader, you are expected to do the following:

- Live by the Scout Oath and Law
- Regularly attend troop meetings, troop campouts, and troop events
- Ensure patrol has newsletter article ever month
- Plan and lead patrol meetings and activities
- Communicate, keep patrol members informed
- Know the abilities of each patrol member

Appoints the Assistant Patrol Leader positions
Assign each patrol member a specific duty
Ensure representation for your patrol at all Greenbar meetings
Prepare the patrol to participate in all troop activities
Work with other troop leaders to make the troop run well
Show and develop patrol spirit
Attend the annual program planning conference
Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 80% of all Troop meetings
- Attend at least 80% of all Greenbar meetings, and ensure the Patrol is represented at 100% of all Greenbar meetings
- Attend at least 80% of all campouts
- Have at least 75% of the Patrol correctly wear the Scout uniform per the Troop's guidelines at all Troop meetings, Courts of Honor and campouts
- Submit and present a Patrol Report at each Greenbar meeting. If you can not be present, you should give the written report to your APL, or other Patrol representative that will be at the meeting, so they can present it.
- Develop Troop Meeting Program and Campout Program activities as assigned by the SPL. Present at the Greenbar at least 30 days before running this program for the Troop.
- Supervise the Patrol in conducting a "Stop, Start, Continue" assessments at least once per month during Patrol meetings
- During the first Patrol meeting following each Greenbar meeting, review the Troop program for the next month with the Patrol, plan the Patrol's participation in the following month's program in detail; assign responsibilities to members of the Patrol for each program item and discuss the 2-month additional look ahead with the Patrol
- Have attendance taken at each Patrol Meeting, reach out to those Patrol members whom have missed 2 consecutive Troop meetings and report findings to the SPL and/or his designee
- Ensure each Patrol member advances or will advance in rank at least once per year, and that any Patrol members under First Class rank attain First Class within one year of joining the Troop (18 months if did not attend summer camp)
- For each campout, prepare a written menu and post it in a conspicuous location
- For each campout, prepare a written duty roster and post it in a conspicuous location
- For each campout, prepare skits and songs, following approval from Greenbar
- Have Patrol article submitted on time for Newsletter publishing
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences
- Have read and have a copy of the Patrol Leader Handbook
- At the end of your term, return the copy of the Patrol Leaders Handbook issued to you by the Troop



Troop 9
Position of Responsibility (as of 5/2/17)

ASSISTANT PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader
Term: 6 months
Reports to: Patrol Leader
Greenbar: No
Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.
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:** none
Rank: none
Experience: none
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** On the job training by patrol leader and other troop leaders
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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
- Helps the Patrol Leader keep patrol members informed
- Helps the patrol get ready for all troop activities
- Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend
- Lends a hand controlling the patrol and building patrol spirit
- Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 75% of all Troop meetings
- Attend at least 75% of all campouts
- Support the PL in all the job expectations listed for his role.
- Cheerfully accept duties as assigned from the PL
- Help whenever you can to maintain discipline.

- Assist your patrol leader by following through on assigned duties.
- Keep informed. Make sure you know what is going on so you can help out.
- Know what the Patrol Leader is supposed to do and fill in for him when he is absent
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (as of 5/2/17)

INSTRUCTOR

GENERAL INFORMATION

- Type:** Appointed by the SPL w/Scoutmaster approval
Term: 6 month to 1 year
Reports to: SPL & Scoutmaster
Greenbar: No
Description: The Instructor teaches Scouting skills.
Comments: The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

- Age:** 14 or older
Rank: 1st Class or higher
Experience: none
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Youth Leadership Training even if you have attended in the past.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL POSITION 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.
Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must contact 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 POSITION RESPONSIBILITIES

- Teaches basic Scouting skills in troop and patrols
- Instruct Scouting skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment.
- Creates a Cyber Chip lesson plan with the Webmaster and teaches Scouts its requirements. This includes supplying materials such as homework assignments, worksheets, visual aids, etc.
- Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 75% of all Troop meetings
- Attend at least 75% of all campouts
- Instruct Scouting skills as needed within the Troop or patrols.
- Prepare well in advance for each teaching assignment.

- Talk with the ASPL (Programs) each week to be sure of your assignments. Tell him if you are having trouble preparing for your instructional assignments.
- Sets a good example.
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (as of 5/2/17)

TROOP GUIDE

GENERAL INFORMATION

- Type:** Appointed by the SPL w/Scoutmaster approval
Term: 6 month to 1 year
Reports to: SPL & Scoutmaster
Greenbar: No
Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank 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 first year fun and successful. This is an important position.

QUALIFICATIONS

- Age:** 14 or older
Rank: 1st Class or higher
Experience: none
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Youth Leadership Training even if you have attended in the past.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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

- Introduces new Scouts to troop operations
- Guides new Scouts through early Scouting activities
- Shields new Scouts from harassment by older Scouts
- Helps new Scouts earn First Class in their first year
- Teaches basic Scout skills
- Coaches the patrol leader of the new Scout patrol on his duties
- Works with the patrol leader at Greenbar meetings
- Attends Greenbar meetings with the patrol leader of the new Scout patrol
- Assists the Assistant Scoutmaster with training
- Counsels individual Scouts on Scouting challenges
- Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 85% of all Troop meetings
- Attend at least 85% of all campouts
- Introduces new Scouts to Troop operations.
- Guides new Scouts through early Scouting activities.
- Shields new Scouts from harassment by older Scouts.

- Helps new Scouts earn First Class rank in their first year.
- Teaches basic Scout skills.
- Attends campout and works with new Scout Patrol when needed.
- Coaches the Patrol Leader of the new Scout Patrol on his duties.
- Works with the Patrol Leader at Greenbar meetings.
- Attends Greenbar meetings with the Patrol Leader of the new Scout Patrol.
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (as of 5/2/17)

DEN CHIEF

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster and Den Leader

Greenbar: No

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.

QUALIFICATIONS

Age: 14 or older

Rank: First Class or higher

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Youth Leadership Training even if you have attended in the past.

Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.

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

Helps Cub Scouts advance through Cub Scout ranks.

Encourages Cub Scouts to join a Boy Scout troop upon graduation.

Assists with activities in the den meetings.

Is a friend to the boys in the den.

Helps out at weekly den meetings and monthly pack meetings.

Meets with adult members of the den, pack, and troop as necessary.

Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 75% of all Troop meetings
- Attend at least 75% of all campouts
- Establish an agreement with the Cub Scout Leadership and the SPL regarding attendance expectations. The Troop requires that it be at least 66% of all Pack / Den meetings

- Call the Den Leader to find out what is expected of you.
- At each meeting, find out what you need to do to assist the Den Leader.
- Help maintain discipline.
- Always wear the uniform properly. It gives the Cubs something to look forward to.
- Be enthusiastic about the Boy Scout program - tell them about the activities.
- If serving as a WEBELOS Den Chief:
 - Invite your WEBELOS den to visit a Troop meeting.
 - Tell the WEBELOS about Boy Scouts.
 - Make sure they know all the requirements for the Scout rank before they are finished with WEBELOS.
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (as of 5/2/17)

CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months – 1 year

Reports to: Assistant Senior Patrol Leader

Greenbar: No

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: none

Rank: none

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Youth Leadership Training even if you have attended in the past.

Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.

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

Assists 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

Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 60% of all Troop meetings
- Attend at least 60% of all campouts
- Assists the Troop Chaplain with religious services at troop activities.
- Tells Scouts about the religious emblem program for their faith. Give an instructional presentation about the religious awards once per year at a Troop meeting.
- Makes sure religious holidays are considered during troop program planning.

- Help the troop recognize upcoming religious events by presenting a summary of its importance in the format of a "Chaplain's Aid minute". Be sure to let the Program Patrol know before they complete the meeting agenda for the meeting nights preceding the religious event.
- Helps plan for religious observance in troop activities
- Plan and lead religious services at troop activities, such as Sunday services on campouts and invocations at Courts of Honor.
- Lead Troop in brief prayer at close of Troop meetings.
- Make sure that religious holidays are considered during troop program planning.
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (INCOMPLETE as of 5/2/17)

TROOP HISTORIAN

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months – 1 year
Reports to: Assistant Senior Patrol Leader
Greenbar: No
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:** none
Rank: none
Experience: none, but interest in photography is helpful
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Youth Leadership Training even if you have attended in the past.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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.
Takes care of troop trophies, ribbons, and souvenirs of troop activities.
Keeps information about former members of the troop.
Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 60% of all Troop meetings
- Attend at least 60% of all campouts
- Xxxxxx
- Xxxxxx
- Xxxxxx
- Xxxxxx
- Xxxxxx
- Xxxxxx
- Actively participate in Troop recruiting activities (year-round)

- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (INCOMPLETE as of 5/2/17)

TROOP LIBRARIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader
Term: 6 months – 1 year
Reports to: Assistant Senior Patrol Leader
Greenbar: No
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: none
Rank: none
Experience: none
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Youth Leadership Training even if you have attended in the past.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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.
Keeps books and pamphlets available for borrowing.
Keeps a system for checking books and pamphlets in and out.
Follows up on late returns.
Issues vouchers for purchase of used merit badge books.
Meet the Performance and Advancement Expectations* for this Position of Responsibility

*Performance and Advancement Expectations:

- Attend at least 60% of all Troop meetings
- Attend at least 60% of all campouts
- XXXXXX
- XXXXXX
- XXXXXX
- XXXXXX

- Xxxxxx
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (as of 5/2/17)

TROOP BUGLER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader
Term: 6 months – 1 year
Reports to: Assistant Senior Patrol Leader
Greenbar: No
Description: The Troop Bugler plays the bugle at troop ceremonies.

QUALIFICATIONS

Age: none
Rank: none
Experience: Must be able to play the bugle
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Youth Leadership Training even if you have attended in the past.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Plays bugle as requested by troop leadership.
Plays taps during evening closing ceremony.
Should work on completing Bugling Merit Badge by end of term.
Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 60% of all Troop meetings
- Attend at least 60% of all campouts
- Plays bugle as requested by troop leadership, such as Troop assembly at meetings and campouts.
- Plays taps during evening closing ceremony.
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (as of 5/2/17)

OA TROOP REPRESENTATIVE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader, with Scoutmaster approval
Term: 6 months – 1 year
Reports to: Assistant Senior Patrol Leader
Greenbar: No
Description: An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.

QUALIFICATIONS

- Age:** none
Rank: none
Experience: Must be a member in good standing of the Order of the Arrow.
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Youth Leadership Training even if you have attended in the past.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serves as a communication link between the lodge or chapter and the troop. Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs. Encourages Scouts to actively participate in community service projects. Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 60% of all Troop meetings
- Attend at least 60% of all campouts
- Serves as a communication link between the Lodge or Chapter and the Troop.
 - Keep other informed of all Lodge Level and Chapter level OA events.
 - Encourage participation in OA activities

- Prepare potential new members and troop on expectations
- Run annual OA Membership elections process for Troop
- Encourages year round and resident camping in the Troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the Troop.
- Encourages Arrowmen to assume leadership positions in the Troop.
- Encourages Arrowmen in the Troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (as of 5/2/17)

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 6 months - 1 year
Reports to: Scoutmaster
Greenbar: No
Description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He'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
Experience: Previous leadership positions
Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Youth Leadership Training even if you have attended in the past.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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

- Performs duties as assigned by the Scoutmaster
Attends at least 85% of the PLC meetings occurring during his service period.
Meet the Performance and Advancement Expectations* for this Position of Responsibility

***Performance and Advancement Expectations:**

- Attend at least 85% of all Troop meetings
- Attend at least 85% of all campouts
- Be a role model for all other Scouts
- Be the SPL's Consigliere
- 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.
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences



Troop 9
Position of Responsibility (as of 5/2/17)

WEBMASTER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months - 1 year
Reports to: Assistant Senior Patrol Leader
Greenbar: No
Description: The Webmaster is responsible for the upkeep of the Troop Website, including keeping the site modern as well as updating it with links requested by Greenbar. The Webmaster is also responsible for assisting Scouts and their guardians with use of Troop Track and its many different features. Finally, the Webmaster is responsible for assisting the Instructor in creating a lesson plan for Cyber Chip as well as sometimes assisting the Instructor in teaching Cyber Chip requirements.

QUALIFICATIONS

- Age:** none
Rank: none
Experience: none
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Youth Leadership Training, even if you have attended in the past.
Attendance: You are expected to attend a defined percentage of all troop meetings, outings, and service projects, as outlined in the performance and advancement expectations section below. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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.
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

- Maintains and updates the troop website and TroopTrack with relevant links and information as suggested by members of Greenbar.
- Performs TroopTrack training annually, especially for new scouts / families, in addition to providing training as needed for individuals who need a refresher.
- Assists Scouts in setting up their TroopTrack accounts and information.
- Instructs and assists Scouts in updating their TroopTrack record annually.
- Assists the Instructor in creating a lesson plan for Cyber Chip and often help teach it
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

***Performance and Advancement Expectations:**

- Attend at least 60% of all Troop meetings
- Attend at least 60% of all campouts
- Be a role model for all other Scouts
- Actively participate in Troop recruiting activities (year-round)
- Maintain your service record for this Position of Responsibility for use in all Scoutmaster Conferences

Ten Tips for Being a Good Leader

- 1 Keep Your Word.** Don't make promises you can't keep.
- 2 Be Fair to All.** A good leader shows no favorites. Don't allow friendships to keep you from being fair to all members of your patrol. Know who likes to do what, and assign duties to patrol members by what they like to do.
- 3 Be a Good Communicator.** You don't need a commanding voice to be a good leader, but you must be willing to step out front with an effective "Let's go." A good leader knows how to get and give information so that everyone understands what's going on.
- 4 Be Flexible.** Everything doesn't always go as planned. Be prepared to shift to "plan B" when "plan A" doesn't work.
- 5 Be Organized.** The time you spend planning will be repaid many times over. At patrol meetings, record who agrees to do each task, and fill out the duty roster before going camping.
- 6 Delegate.** Some leaders assume that the job will not get done unless they do it themselves. Most people like to be challenged with a task. Empower your patrol members to do things they have never tried.
- 7 Set an Example.** The most important thing you can do is lead by example. Whatever you do, your patrol members are likely to do the same. A cheerful attitude can keep everyone's spirits up.
- 8 Be Consistent.** Nothing is more confusing than a leader who is one way one moment and another way a short time later. If your patrol knows what to expect from you, they will more likely respond positively to your leadership.
- 9 Give Praise.** The best way to get credit is to give it away. Often a "Nice job" is all the praise necessary to make a Scout feel he is contributing to the efforts of the patrol.
- 10 Ask for Help.** Don't be embarrassed to ask for help. You have many resources at your disposal. When confronted with a situation you don't know how to handle, ask someone with more experience for some advice and direction.

**Troop 9
Leadership Position Application**

Your Name: _____ Age: _____

Current Rank: _____

Current Position: _____ Previous Positions: _____

Attendance (6 months): _____ (get from Troop Scribe records)

List your first three choices

1st Choice	2nd Choice	3rd Choice

For your first choice, use this space to tell why you want this job, how you would do the job, and why you are the best choice for this position.

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)