



### **Job Description: SPL**

The Senior Patrol Leader (SPL) is the executive officer of the troop who works closely with the scoutmaster and other adult leaders as well as the PLC. The SPL is elected by majority vote of the troop. By PLC decision, he must be at least Life rank. He is responsible for leading PLC meetings to plan and organize troop activities. He is responsible, with the help of the other members of the PLC, to plan and carry out the troop meetings. The SPL is the primary officer responsible for discipline in most activities. He is responsible with the help of the other members of the PLC for planning and carrying out all troop campouts or other outings. In particular the SPL is responsible, with the Troop Quartermaster for selecting troop gear to take on campouts. When the SPL cannot be present, he should ensure that a senior member of the PLC (usually the ASPL) will be present to conduct the meeting, organize the campout, etc. The SPL, at the direction of the Scoutmaster, is responsible for writing a summary of accomplishments at the end of each term of office. At all times the SPL must be aware that he is the primary role model for the scout troop and he should demonstrate leadership and provide a living example of the following the principles of scouting.

**Reports to:** Scoutmaster

**Adult Mentor:** Scoutmaster

#### **Senior Patrol Leader duties:**

- Preside at all troop meetings, events, activities, and the annual program planning conference.
- Chairs and regularly attends the Patrol Leaders' Council (PLC) monthly meetings occurring during his service period.
- Collects PLC reports from the Troop Guides and uses them to generate the Troop Meeting Planner and Campout Activities Planner.
- Appointed other boy leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other junior leaders.
- Assists with Scoutmaster in training junior leaders.
- 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).
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Attend PLC monthly
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Senior Patrol Leader Qualifications:** Life Scout



### **Job Description: ASPL**

The Assistant Senior Patrol Leader (ASPL) is the assistant to the SPL. The ASPL is selected jointly by the SPL and Scoutmaster immediately after a new SPL is elected. By PLC decision, the ASPL must be of at least Star rank. The ASPL should be ready at all times to assist the SPL in any duty or to assume the role of the SPL in his absence. Assigned duties may require planning or conducting troop meetings, campouts, etc. The ASPL, at the direction of the Scoutmaster, is responsible for writing a summary of accomplishments at the end of each term of Office.

**Reports to:** Senior Patrol Leader

**Adult Mentor:** Scoutmaster

#### **Assistant Senior Patrol Leader duties:**

- 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.
- In the absence of the Troop Scribe, Historian, or Quartermaster should be prepared to perform the duties of those offices on a temporary basis.
- Perform tasks assigned by the Senior Patrol Leader.
- Assist in the training of younger scouts along with the Troop Guide and Instructors.
- Guide the Troop Historian and the Troop Librarian.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Provide a role model to the troop of cheerful service and an example of following the principles of scouting.
- Attend PLC monthly
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

#### **Assistant Senior Patrol Leader Qualifications:**

- Star Scout

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



**Job Description:**

To work actively with new Scouts in the Trail to First Class program. The Troop Guides introduce new Scouts to troop operations and helps them feel comfortable in the troop.

**Reports to:** Assistant Scoutmaster for the New Scout Patrol

**Adult Mentor:** Assistant Scoutmaster for the New Scout Patrol

**Troop Guide duties:**

- Help all first year Scouts earn advancement requirements through **First Class**
- Help all Scouts keep uniforms in correct order & patches in correct positions
- Advise patrol leader on his duties and responsibilities at Patrol Leaders' Council (PLC) meetings.
- Attend Patrol Leaders Council (PLC) meetings with the New Scout Patrol Leader.
- Prevent harassment of new Scouts by older Scouts.
- Help Assistant Scoutmaster train new Scouts by older Scouts.
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Teach basic Scout skills.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Attend PLC monthly
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Troop Guide Qualifications:**

Star Scout

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



**Job Description:** The Librarian takes care of troop literature.

**Reports to:** The Assistant Senior Patrol Leader

**Adult Mentor:** Merit Badge Coordinator

**Librarian duties:**

- Establish and take care of the troop library.
  - Keep records on literature owned by the troop.
  - Hold and store all earned merit badges and deliver them at Court of Honor.
  - Keep books and pamphlets available for borrowing at troop meetings.
  - Add new or replacement items as needed.
  - Keep a system for checking books and pamphlets in and out.
  - Follow up on late returns.
  
- Attend PLC monthly
- Set a good example.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Librarian Qualifications:**

- 1st Class Scout

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



**Chaplain Aide Job Description:**

The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the Scouts in the troop. He also works to promote the religious emblems program.

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

**Adult Mentor:** Adult Chaplain

**Chaplain Aide duties:**

- Keep troop leader apprised of religious holidays when planning activities.
- Assist Chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Tell Scouts about the religious emblem program of their faith.
- Help plan for religious observance in troop activities.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Attend PLC monthly
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Chaplain Aide Qualifications:**

- 1st Class Scout

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



### **OA Job Description:**

An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In 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.

**Reports to:** The Assistant Senior Patrol Leader

**Adult Mentor:** Adult OA Representative

### **OA Troop Representative duties:**

- 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.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Contacts the Council OA Rep to schedule the Troop's OA Election
- Attend PLC monthly
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation .
- Shows Scout spirit

### **OA Troop Representative Qualifications:**

- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing
- First Class Scout

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



**Job Description:** The Librarian takes care of troop literature.

**Reports to:** The Assistant Senior Patrol Leader

**Adult Mentor:** Merit Badge Coordinator

**Librarian duties:**

- Establish and take care of the troop library.
  - Keep records on literature owned by the troop.
  - Hold and store all earned merit badges and deliver them at Court of Honor.
  - Keep books and pamphlets available for borrowing at troop meetings.
  - Add new or replacement items as needed.
  - Keep a system for checking books and pamphlets in and out.
  - Follow up on late returns.
  
- Attend PLC monthly
- Set a good example.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Librarian Qualifications:**

- 1st Class Scout

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



**Description:**

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

**Reports to:** Assistant Senior Patrol Leader

**Adult Mentor:** Adult Quartermaster

**Troop Quartermaster duties:**

- Keep records on patrol and troop equipment.
- Keep equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the troop committee member responsible for equipment.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Attend PLC monthly
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Quartermaster Qualifications:**

- 1st Class Scout

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



**Description:**

The Instructor teaches scouting skills.

**Reports to:** The Assistant Senior Patrol Leader

**Adult Mentor:** Assistant Scoutmaster for the New Scout Patrol

**Instructor duties:**

- Instruct Scouting skills as needed within the troop or patrols.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Prepare well in advance for each teaching assignment.
- Attend PLC monthly
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Instructor Qualifications:**

- 1st Class Scout

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



**Description:**

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

**Reports to:** The Assistant Senior Patrol Leader

**Adult Mentor:** Troop Committee Secretary

**Troop Scribe duties:**

- Attend and keep a log of Patrol Leaders' Council (PLC) Meetings.
- Record attendance at troop functions.
- Record advancement in troop records.
- Work with the troop committee member responsible for finance, records, and advancement.
- Regularly attends troop meetings, troop campouts, and troop events during his service period..
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Scribe Qualifications:** 1st Class Scout

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





**Job Description:** The Historian keeps a historical record or scrapbook of troop activities.

**Reports to:** The Assistant Senior Patrol Leader

**Adult Mentor:** Troop Publicity Coordinator

**Historian duties:**

- Gather pictures and facts about past troop activities and keeps them in scrapbooks, wall displays or informational ( historical ) files.
- Take care of troop trophies, ribbons, and souvenirs of troop activities.
- Keep information about former members of the troop.
- Attend PLC monthly
- Set a good example.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Historian Qualifications:**

- 1st Class Scout

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



**Job Description:** Must keep the troop web site up- to -date with current info.

- Must know how to use HTML or the HTML program editor.
- Must know how to FTP files to and from a web site.
- Keep the online troop calendar up to date and manage the Facebook page.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- **Must have a personal email and check it everyday.**
- Live by the Scout Oath and Law.
- Show Scout spirit.

**Webmaster Qualifications:**

- 1st Class Scout

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



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

**Reports to:** The Senior Patrol Leader

**Patrol Leader duties:**

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a job and help them succeed.
- Represent the patrol at all Patrol Leaders' Council (PLC) meetings and at the annual program planning conference.
- Prepares the patrol to take part in all troop activities.
- Develop patrol spirit.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Attend PLC monthly
- Set the example.
- Wear the Scout uniform correctly.

**Patrol Leader Qualifications:** 1st Class Scout

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