

Troop 9 Leadership Position Job Descriptions

TO RUN FOR A POSITION: Class A Uniform with and a prepared written speech or notes.

Troop Officers. Troop 9 is a boy lead troop in accordance with the principles of the national organization of the Boy Scouts of America. The Troop Officers therefore provide the leadership for the Troop. A core group of these officers make up the membership of a planning committee known as the Patrol Leader's Council (PLC). The PLC is the primary group responsible for the organization, planning and carrying out of troop activities as well as providing the initial layer of discipline for the Troop.

The Patrol Leaders Council (PLC). The PLC is made up of the following Troop Officers: SPL, ASPL, Scribe, Quartermaster, Troop Guides, and Patrol Leaders (or Assistant Patrol Leaders in the absence of a Patrol Leader). All other officers need not be present at the PLC, but will submit a monthly report to the ASPL, who will in turn, incorporate those notes into his PLC report. The PLC is advised by the ASM(s) and the Scoutmaster. In general, major activities requiring travel or money expenditure need to be cleared with the (adult) Troop Committee.

- Terms of office are approximately 6 months.
- Some offices are elected. Others are appointed by the SPL (with the approval of the Scoutmaster).
- Any office that goes unfilled the night of the troop election will be filled at the Scoutmaster's discretion.
- Any scout running for an office must show up dressed in full Class A uniform, with a prepared speech. If the scout is not in his Class A uniform, or does not show up with a prepared speech may not run for that office that evening.
- In the event that a boy is unable to be present at the elections, he may still run for an office, but he must (1) get prior approval from either the Scoutmaster or that position's Mentor, and (2) turn in a speech to either the Scoutmaster or that position's Mentor prior to the beginning of the meeting.
- A planning session (usually a campout, often associated with a Junior Leaders Training session) will occur shortly after new officers are elected. The planning session should cover the next 12 months of troop activities.
- PLC meetings are held at monthly, and may be called by the SPL or other leaders as required.
- The rank requirements (Star, Life, Eagle) to hold a troop leadership positions are not fulfilled by winning an election, but by consistently and thoroughly performing the duties of the office, demonstrating leadership, and being present as much as possible. Officers not performing their duties will be, at a minimum, lose part or all credit for time served, and possibly be asked to resign and be replaced. Each officer should come to each troop activity prepared with a plan of action to fulfill the role required by his position. Close supervision or direction by senior scouts or adult leaders is not indicative of failing to fulfill the obligations of an office. The offices of the troop are considered positions of service, not power or prestige.

Troop 9 Leadership Position Job Descriptions

Senior Patrol Leader (SPL)

Job Description:

The Senior Patrol Leader (SPL) is the executive officer of the troop who works closely with the scoutmaster and other adult leaders as well as the PLC. The SPL is elected by 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.
- Appoints 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.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Senior Patrol Leader Qualifications:

- First Class Scout
- Previous service as ASPL

Troop 9 Leadership Position Job Descriptions

Assistant Senior Patrol Leader (ASPL)

Job Description:

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.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Assistant Senior Patrol Leader Qualifications:

- First Class Scout
- Previous service as a Patrol Leader

Troop 9 Leadership Position Job Descriptions

Troop Quartermaster

Job 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.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Quartermaster Qualifications:

Second Class Scout



Troop 9 Leadership Position Job Descriptions

Troop Scribe

Job 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:

- Second Class Scout



Troop Guide

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.
- 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.
- Set a good example.



Troop 9 Leadership Position Job Descriptions

- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Troop Guide Qualifications: First Class Scout

Instructor

Job 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.
- 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



Bugler

Job Description:

The Bugler plays the bugle at troop ceremonies.

Reports to: The Assistant Senior Patrol Leader

Adult Mentor: Appointed by Scoutmaster

Bugler duties:

- Plays bugle as requested by troop leadership.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Plays taps during evening closing ceremony.

Bugler Qualifications:

- 1st Class Scout
- Must be able to play bugle/trumpet/cornet



Troop 9 Leadership Position Job Descriptions

- Must be able to hit High E without cracking (highest note for most bugle calls)

Librarian

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
- 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.
- 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:

- Second Class Scout



Historian

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.
- 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.



Troop 9 Leadership Position Job Descriptions

- Show Scout spirit.

Historian Qualifications:

- Second Class Scout

OA Troop Representative

Job Description:

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



Troop 9 Leadership Position Job Descriptions

Den Chief

Job Description:

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

Reports to: The Den Leader in the pack and the Assistant Scoutmaster for the New Scout Patrol in the troop.

Adult Mentor: Den Chief Coordinator

Den Chief duties:

- 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.
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.
- Help out at weekly den meetings and monthly pack meetings.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Be a friend to the boys in the den.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by Scout Oath and Law.
- Show scout Spirit.

Den Chief Qualifications:

- 1st Class Scout
- Must be at least 2 years older than the age of the boys in the den he is working with.
- May not be a den chief for his younger brother's den



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.



Troop 9 Leadership Position Job Descriptions

- 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.

Chaplain Aide Qualifications:

- Second Class Scout

Junior Assistant Scoutmaster

Job Description:

The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He is appointed by the Scoutmaster because of his demonstrated leadership ability.

Reports to: The Scoutmaster

Adult Mentor: Scoutmaster

Junior Assistant Scoutmaster duties:

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
- Accomplish any duties assigned by the Scoutmaster.
- 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.

Junior Assistant Scoutmaster Qualifications:

- Eagle Scout
- 16+ years old



Patrol Leader

Job Description:

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

Reports to: The Senior Patrol Leader

Adult Mentor: Scoutmaster

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.
- Set the example.
- Wear the Scout uniform correctly.



Troop 9 Leadership Position Job Descriptions

- Live by the Scout Oath and Law.
- Show Scout spirit.

Patrol Leader Qualifications:

- Second Class Scout

Assistant Patrol Leader (APL)

Note: This position will NOT count toward rank advancement.

Job Description:

The Assistant Patrol Leader is elected by the Patrol and leads the patrol in the absence of the Patrol Leader.

Reports to: The Patrol Leader

Adult Mentor: Scoutmaster

Assistant Patrol Leader duties:

- 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.
 - and steer patrol meetings and activities
- 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.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Help develop patrol spirit.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout Spirit.

Assistant Patrol Leader Qualifications:

- Tenderfoot Scout

Counts toward rank: none

