



Leading the way...



Troop 212 Scout Leadership Positions 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 Aids to Scoutmastership when he wrote,

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

This is real decision making power. And not 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!

Elections will typically take place every 6 to 9 months on this cycle: February then November then August then February. Scouts interested in a leadership position should complete an application a month or two prior to elections and give this application to your Scoutmaster. The Scoutmaster will have approval rights on all positions. The Senior Patrol Leader will gain approval from the Scoutmaster prior to announcing any of their appointments.

Troop 212 Leadership Position Summary

	Elected or Appointed	Prerequisites	Reports to	Member of Leadership patrol	Member of Patrol Leaders Council	Leadership Credit
Senior Patrol Leader	Elected by troop	Star & experience	Scoutmaster	Yes	Yes, head	Yes
Assistant Senior Patrol Leader	Appointed by SPL	First Class	SPL	Yes, one acts as PL	Yes	Yes
Scribe	Appointed by SPL	First Class	SPL	Yes	Yes	Yes
Quartermaster	Appointed by SPL		SPL	Yes	No	Yes
Chaplain's Aide	Appointed by SPL	First Class	Chaplain	Yes	No	Yes
Bugler	Appointed by SPL	Play main bugle calls	SPL	No	No	Yes (Star & Life only)
Librarian	Appointed by SPL		SPL	No	No	Yes
Historian	Appointed by SPL		SPL	No	No	Yes
Patrol Leader	Elected by patrol		SPL	No	Yes	Yes
Assistant Patrol Leader	Appointed by PL		PL	No	No	No
Instructor	Appointed by Scoutmaster	Star	Scoutmaster	No	No	Yes
Leave No Trace Trainer	Appointed by Scoutmaster	Star	Scoutmaster	No	No	Yes
Troop Guide	Appointed by Scoutmaster	Star	Scoutmaster	No	Attends with New Scout Patrol Leader	Yes
Den Chief	Appointed by Scoutmaster	First Class	Den Leader	No	No	Yes
Order of the Arrow Representative	Appointed by Scoutmaster	Star & OA member	Scoutmaster	Yes	No	Yes
Junior Assistant Scoutmaster	Appointed by Scoutmaster	16 years old, Eagle & experience	Scoutmaster	No	Guest	Yes

Troop 212
Leadership Position Performance Requirements

	Attendance Meeting / Events	Accomplishments
Senior Patrol Leader	85%	Prepared for meetings Hold effective PLCs
Assistant Senior Patrol Leader	80%	Prepared to fill in for SPL Perform duties as assigned
Scribe	90%	Collect attendance for every meeting and event Take minutes of PLC meetings
Quartermaster	60%	Keep an accurate inventory of troop equipment Keep troop equipment in good repair Distribute and collect troop equipment for events
Chaplain's Aide	60%	Prepare Scout's own service for camping trips Provide opening prayers for ceremonies as required
Bugler	50% meetings 80 % events	Be able to play reveille, assembly, and taps Play as appropriate on trips
Librarian	60%	Keep an inventory of troop merit badge pamphlets Expand the troop library through donations
Historian	60% meetings 80 % events	Write a paragraph or two for every event during tenure and update troop's Google map.
Patrol Leader	80%	Have a patrol flag, cheer, and yell Have all patrol members with the patrol patch on uniform Prepare, post, and use a duty roster on all camping trips Attend PLCs
Instructor	60% meetings 80 % events	Individual performance plan dependent on assignments
Leave No Trace Trainer	60% meetings 80% events	Train the troop on the seven principles of Leave No Trace and attend outdoor events to assist troop in the implementation of the principles.
Troop Guide	90 %	New Scouts prepared for camping trips Eats and camps with New Scouts New Scouts advancing in rank
Den Chief	90% of Den activities	Performs duties as assigned by Den Leader Is a friend to Cub Scouts
Order of the Arrow Representative	80% of OA activities	Keeps troop OA members aware of OA activities Attends chapter meetings, Lodge events and participates Promotes interest in OA within the troop
Junior Assistant Scoutmaster	70%	Mentor to SPL Demonstrates leadership through work to improve troop operations and Scout morale



Troop 212 Leadership Position Description

SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Elected by the members of the troop

Term: 6 to 9 months

Reports to: Scoutmaster

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

Comments: The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts. Choice of leaders should also consider development of future troop leadership.

Perks: May dine with adult leadership or Leadership patrol

QUALIFICATIONS

Age: none, prefer 13 or older

Rank: Star or higher

Experience: Previous service as SPL, ASPL, PL, Troop Guide, or Instructor (three of these positions)

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

Effort: You are expected to give this job your very best effort and give it a high priority.

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 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 an Assistant Senior Patrol Leader is ready to assume your responsibilities at any given time.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Runs all troop meetings, events, activities, and the annual program planning conference.

Runs the Patrol Leader's Council meeting.

Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.

Assigns duties and responsibilities to junior leaders.

Responsible for the smooth operation of the Leadership patrol.

Assists the Scoutmaster with Junior Leader Training.



Troop 212 Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

Type: Elected by members of the patrol

Term: 6 to 9 months

Reports to: Senior Patrol Leader

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 Patrol Leaders' Council.

Perks: Should not be on the patrol duty roster.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

Effort: You are expected to give this job your best effort and take leadership responsibilities seriously.

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 if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Appoints the Assistant Patrol Leader.

Represents the patrol on the Patrol Leader's Council (or ensures patrol is represented)

Calls, plans and steers patrol meetings as needed (outing planning)

Helps Scouts advance, aware of advancement needs of his patrol

Ensures that his patrol has a flag, cheer, and yell.

Keeps patrol members informed

Knows what his patrol members and other leaders can do.



**Troop 212
Leadership Position Description**

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must 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. He may dine with the adults or with other JASMs but should camp with the Scouts.

QUALIFICATIONS

Age: At least 16 years old

Rank: Eagle

Experience: Has held either SPL or ASPL positions and at least 2 of these leadership positions: PL, Troop Guide, or Instructor

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 70% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

Effort: You are expected to give this job your best effort and take a real interest in the development of leadership in the rest of the troop.

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, shirrtail 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

Functions as an Assistant Scoutmaster.

Performs duties as assigned by the Scoutmaster.

Look for ways to improve the troop and help other scouts.



Troop 212 Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster and Den Leader

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

Comments: The Den Chief provides a 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. You are required to meet with the Scoutmaster **prior** to beginning your term in office.

QUALIFICATIONS

Age: none

Rank: First Class (may be waived by the Scoutmaster)

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the council Den Leader training the first time it is offered. Troop Junior Leader Training is recommended.

Attendance: You must set the example with your den and are expected to attend 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

Effort: You are expected to try hard to be a positive influence in your den and help the Den Leader. You are required to lead (plan and execute) at least one Den activity during a regular Den meeting during your term.

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 Den Leader if you are not going to be at a den or pack 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

Know the purposes of Cub Scouting. Help Cub Scouts advance through Cub Scout ranks.

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

Assist with activities in the den meetings.

Be a friend to the boys in the den.

Help out at weekly den meetings and monthly pack meetings.

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

Plan and lead a Den activity during a Den meeting.

Report on your performance to the Scoutmaster.



Troop 212 Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 to 9 months

Reports to: Scoutmaster

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: Star or higher

Experience: demonstrated knowledge of scoutcraft, tenure as Troop Guide

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, 80% of outings and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

Effort: You are expected to give this job your best effort and take an interest in the advancement of others.

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.

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 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

Teaches basic Scouting skills in troop and patrols.



Troop 212
Leadership Position Description
Leave No Trace Trainer

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 to 9 months

Reports to: Scoutmaster

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: Star or higher

Experience: demonstrated knowledge of the Leave No Trace principles

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, 80% of outings and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

Effort: You are expected to give this job your best effort and take an interest in the advancement of others.

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.

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 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

Teaches the seven principles of Leave No Trace in troop and patrols activities

Learn the seven principles of Leave No Trace as detailed in the Scout Handbook.

Active on Troop outdoor events to assist Troop Leadership in following the LNT principles.



Troop 212 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 to 9 months

Reports to: Scoutmaster

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: 2 years active in scouts or at least 13 years old

Rank: Star or higher

Experience: none, prefer experience as Patrol Leader

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

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.

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 if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Functions as a member of a new scout patrol.

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 Patrol Leaders' Council meetings.

Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.

Assists the Assistant Scoutmaster with training.

Counsels individual Scouts on Scouting challenges.



Troop 212
Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 to 9 months
Reports to: Senior Patrol Leader
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 Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.
Effort: You are expected to give this job your best effort and take it seriously.

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 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.
- Acts as Patrol Leader of the Leadership Patrol
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.
- Serves as a member of the Patrol Leader's Council.



Troop 212
Leadership Position Description
ASSISTANT PATROL LEADER

GENERAL INFORMATION

Type: Appointed by the Patrol Leader

Term: 6 to 9 months

Reports to: Patrol Leader

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

Attendance: You are expected to attend 70% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects.

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.

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 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.

Helps document patrol attendance and advancement needs.



Troop 212 Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 to 9 months

Reports to: Assistant Senior Patrol Leader

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

Comments: "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other troop members help.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

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.

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 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

Plans for religious observance in troop activities.

Assists 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.

Member of the Leadership patrol.



Troop 212 Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 to 9 months

Reports to: Assistant Senior Patrol Leader

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 or writing is helpful

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You should attend the troop Junior Leader Training.

Attendance: You are expected to attend 60% of all troop meetings and Patrol Leaders' Council meetings; 80% of outings and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

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.

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 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.

Updates the Troop's Google map.

Takes care of troop trophies, ribbons, and souvenirs of troop activities.

Keeps information about former members of the troop.



Troop 212 Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 to 9 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Librarian takes care of troop literature.

Comments: The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

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.

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

Brings the troop's library to scout meetings

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.



Troop 212 Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 to 9 months

Reports to: Assistant Senior Patrol Leader

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 Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

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.

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

Knows the where troop equipment is at all times

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.

Member of the Leadership patrol



Troop 212
Leadership Position Description
TROOP OA REPRESENTATIVE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 to 9 months

Reports to: Assistant Senior Patrol Leader

Description: The OA Representative is a liaison between the Troop and the Order of the Arrow. He encourages fellow members to be active.

Comments: To be a good OA Representative you need to attend nearly all Chapter meetings and be active in the Lodge.

QUALIFICATIONS

Age: none

Rank: First Class, a member in good standing in the Order of the Arrow

Experience: none

Attendance: 80% over the previous six months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 80% of all troop meetings, OA Chapter meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

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

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

Serve as a communication link between the lodge or chapter and the troop.

Encourage year round and resident camping in the troop.

Encourage older Scout participation in high adventure programs.

Encourage Scouts to actively participate in community service projects.

Assist with leadership skills training in the troop.

Encourage Arrowmen to assume leadership positions in the troop.

Encourage Arrowmen in the troop to be active participants in lodge and chapter activities and to seal their membership in the Order by becoming Brotherhood members.

Member of the Leadership patrol



Troop 212 Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 to 9 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council 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 Patrol Leaders' Council meetings.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

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

Attendance: You are expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you will not receive credit for the leadership position.

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

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 Patrol Leaders' Council meetings

Records individual Scout attendance.

Records individual Scout advancement progress

Works with the Troop Committee members responsible for records and finance.

Member of the Leadership patrol

Troop 212

Leadership Position Application

Your Name: _____ Age: _____

Current Rank: _____

Current Position: _____ Previous Positions: _____

Attendance (last 6 months): _____

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)