

Troop 33 Scout

Leadership

Positions **Duties and Responsibilities**

Leading the way!



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Approved by the Troop 33 Committee on September 18, 2017.



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 <u>Aids to Scoutmastership</u> 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.

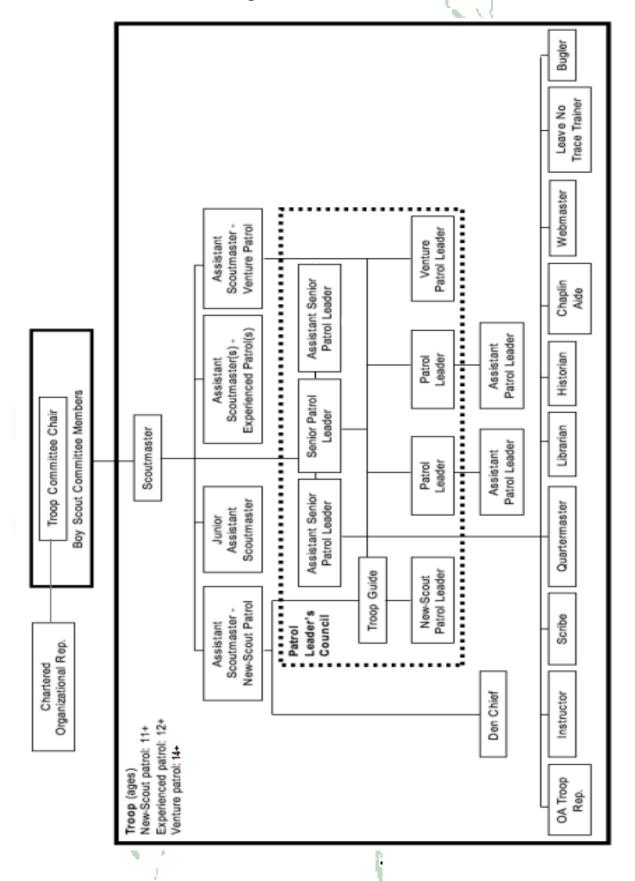
Sound cool? It really is! The adults are there to provide support but YOU will be making the decisions.

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!

Organization Chart







Troop 33
Leadership Position Description

SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Elected by the members of the troop

Term: 6 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 youth leader of the troop and is responsible for

the troop's overall operation. With guidance from the Scoutmaster, he takes charge of troop meetings, of the patrol leaders' council, and of all troop activities. He does everything he can to help each patrol be successful.

QUALIFICATIONS

Age: none

Rank: First Class or higher

Experience: Previous service as SPL, ASPL, PL, or APL

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop JLT 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 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 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 Senior Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

• With the Scoutmaster, runs all troop meetings, events, activities, and the annual program planning conference.

- Chairs the Patrol Leader's Council meeting.
 With the Scoutmaster, plans the Troop Meeting agendas.
 Appoints junior troop leaders with the advice and counsel of the Scoutmaster.
 Assigns duties and responsibilities to junior leaders.
 Assists the Scoutmaster with Junior Leader Training.

- Actively participates in outdoor activities





Troop 33 Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 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. In Troop 33, there are usually two ASPLs. One who works with patrol leaders, and the other who works with the youth leaders not included in the Patrol

Leaders Council.

QUALIFICATIONS

Age: none

Rank: First Class or higher

Experience: Previous service as SPL, ASPL, PL, or APL

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 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.

- 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 Chaplain Aide.
- Serves as a member of the Patrol Leader's Council.







Troop 33
Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

Type: Elected by members of the patrol

Term: 6 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.

QUALIFICATIONS

Age: none

Rank: Second Class (may be waived by Scoutmaster)

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You <u>must</u> attend the troop JLT 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 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.

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council
- Plans and steers patrol meetings
- Helps Scouts advance
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do.





Troop 33
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 is 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 or higher

Experience: Previous leadership positions **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 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 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

• Functions as an Assistant Scoutmaster.

Performs duties as assigned by the Scoutmaster.





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.

QUALIFICATIONS

Age: 14 or older (may be waived by Scoutmaster, but Scout should be at least four years older

than the den he is working with)

Rank: First Class or higher

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You <u>must</u> attend the troop Junior Leader Training even if you have attended in the past. **Attendance:** You are expected to attend 75% 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 can be removed from office.

In terms of attendance with your den, you are expected to attend 90% of den meetings

and pack functions. You must inform the Den Leader if you will be absent.

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.



INSTRUCTOR

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

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 rank or higher

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 75% 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 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

Teaches basic Scouting skills in troop and patrols.



Troop 33
Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

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: 14 or older

Rank: Star rank or higher

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You <u>must</u> 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 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 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 33 Leadership Position Description

ASSISTANT PATROL LEADER

GENERAL INFORMATION

Type: Appointed by the patrol leader with SM approval

Term: 6 months
Reports to: Patrol Leader

Description: The Assistant Patrol Leader assists 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 <u>must</u> attend the troop Junior Leader Training even if you have attended in the

past.

Attendance: You are expected to attend 75% 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 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.

- 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.





Troop 33
Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by SPL with SM approval

Term: 6 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: First 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 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 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.

- 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.





Troop 33
Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by SPL with SM approval **Term:** 6 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 is helpful

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You <u>must</u> 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 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.





Troop 33
Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

Type: Appointed by SPL with SM approval

Term: 6 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.

Altogether, the library is a troop resource worth hundreds of dollars. The Librarian

manages this resource for the troop.

QUALIFICATIONS

Age: none

Rank: Tenderfoot or higher

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You <u>must</u> 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 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.





Troop 33
Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

Type: Appointed by SPL with SM approval

Term: 6 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: First Class or higher

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 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.





Troop 33
Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

Type: Appointed by SPL with SM approval

Term: 6 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: Tenderfoot or higher

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 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.

- Attends and keeps a log of Patrol Leaders' Council meetings Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress
- Works with the Troop Committee members responsible for records and finance.





ORDER OF THE ARROW REPRESENTATIVE

GENERAL INFORMATION

Type: Appointed by SPL with SM approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: An Order of the Arrow Troop Representative is a youth liaison serving between

the local OA lodge or chapter and his troop. 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.

Comments: To be a good OA Rep you need to serve as a communication and programmatic

link to the Arrowman and adult leaders and Scouts who are not presently

members of the Order.

QUALIFICATIONS

Age: Under 18 years old Rank: First Class or higher

Experience: OA Member in good standing 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

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 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.

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 SPL or Scoutmaster if you are not going to be at a meeting or

an outing. You also need to ensure that your responsibilities are covered.

- Serves as a communication link between the lodge, chapter and the troop.
- Encourages year round and resident camping in the troop, and 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.
- Encourages Arrowmen to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Lives by the Scout Oath, Scout Law and OA Obligation



YOUTH WEBMASTER

GENERAL INFORMATION

Type: Appointed by SPL with SM approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The troop webmaster is responsible for assisting the Troop Webmaster in

maintaining the troop's website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is

protected.

Comments: To be a good webmaster you need to serve as a communication and

programmatic link from the troop to the outside world.

QUALIFICATIONS

Age: None Rank: None Experience: None Attendance: None

PERFORMANCE REQUIREMENTS

Training: You <u>must</u> 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 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.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Ensures the website is as youth-run as possible

- Helps out with content on website where needed.
- Sets a good example
- Shows Scout spirit



OUTDOOR ETHICS GUIDE

GENERAL INFORMATION

Type: Appointed by SPL with SM approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Outdoor Ethics Guide specializes in teaching Leave No Trace and Tread Lightly!

principles and ensures that the troop follows the principles of Leave No Trace and Tread

Lightly! on all outings such as camping and other outdoor activities.

Comments: He should have a thorough understanding of and commitment to Leave No Trace and

Tread Lightly! Ideally, he should have completed Leave No Trace training or Tread Lightly! training as well as earned both the Camping and Environmental Science merit badges. A Scout under the age of 14, or who has not completed Leave No Trace Trainer training, may serve as an *instructor* teaching Leave No Trace skills until he obtains the

necessary training.

QUALIFICATIONS

Age: 14 and older

Rank: First Class or higher

Experience: Must have requisite training

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.

You must have successfully completed the official 16-hour Leave No Trace Trainer

training course.

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 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

Teaches Leave No Trace and Tread Lightly! Principles

- Ensures that the troop follows the principles of Leave No Trace and Tread Lightly! on all outings such as camping and other outdoor activities.
- Help Scouts earn the Leave No Trace award.
- Shows Scout spirit



BUGLER

GENERAL INFORMATION

Type: Appointed by SPL with SM approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The bugler plays the bugle (or a similar interest) to mark key moments during

the day on troop outings, such as reveille and lights out.

Comments: He must know the required bugle calls and should ideally have earned the

Bugling merit badge.

QUALIFICATIONS

Age: None Rank: None Experience: None Attendance: None

PERFORMANCE REQUIREMENTS

Training: None

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 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

Makes appropriate bugle calls, as requested, at troop/team activities.

Shows Scout spirit

Troop 33

Leadership Position Application

Applications should be mailed or emailed to Scoutmaster Age: _____ Your Name: 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 commit to 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) As a Scoutmaster, I will assist you in carrying out your duties.

This page may be updated as needed."

(signature)

(date)