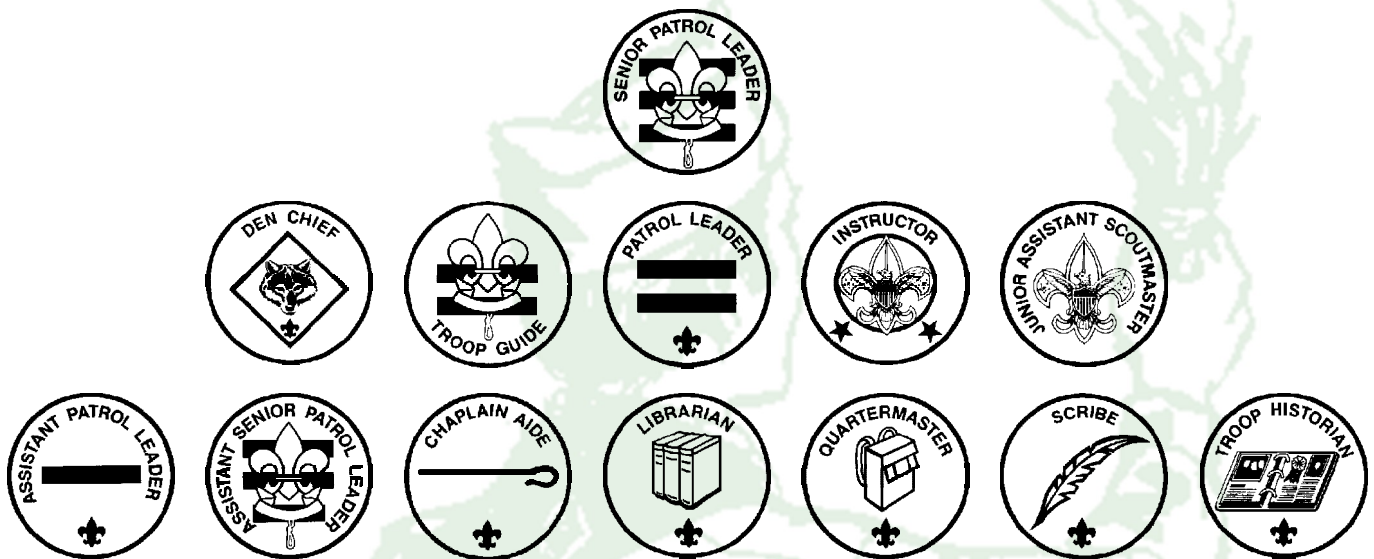




**Leading the way...**



## **Troop 511 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!

# Troop 511

## Leadership Position Description

### SENIOR PATROL LEADER

#### GENERAL INFORMATION

**Type:** Assumes the role after serving as the ASPL for the prior 6 months

**Term:** 6 months

**Reports to:** Scoutmaster

**Description:** The Senior Patrol Leader (SPL) represent the Scouts as the top youth leader in the troop.

**Comments:** The SPL is the focal point of the troop and is the primary link between the Scouts and the adult leaders. He needs to attend and manage nearly all possible troop functions, i.e. troop meetings, patrol leaders' council (PLC) meetings, monthly outings, troop service opportunities. One of the main responsibilities of the SPL is to appoint other troop leaders with guidance from the Scoutmaster. He must choose leaders who are qualified and willing to serve the troop in positions of responsibility. Rather than attempting to do everything himself, the SPL must be willing and able to delegate duties and responsibilities to other youth leaders.

#### QUALIFICATIONS

**Age:** None

**Rank:** 1st Class or higher

**Experience:** Previous service as the ASPL

**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend and help with instruction during the troop's annual Introduction to Leadership Skills for Troops training event.

**Attendance:** You are expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. Low attendance, three (3) unexcused absences in a row will result in a meeting with your adult advisor and may result in removal from the position.

**Effort:** You are expected to give this job your best effort and to actively seek help or guidance as needed.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** The SPL must set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** The SPL must set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** The SPL must set a good example for other Scouts by being active within the troop and he must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, the SPL must call and arrange for the ASPL to assume responsibility for the activity. Once that is complete, the SPL must call the Scoutmaster to notify him of the leadership change.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Presents the Scoutmaster with agendas and plans for events 2 days prior or as agreed with your adult advisor.

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

Runs the Patrol Leader's Council meeting.

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

Assigns duties and responsibilities to youth leaders.

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Troop 511

## Leadership Position Description

### PATROL LEADER

#### GENERAL INFORMATION

**Type:** Assumes role after serving as Assistant Patrol Leader in the prior 6 months

**Term:** 6 months

**Reports to:** Senior Patrol Leader

**Description:** The Patrol Leader is the 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:** none

**Experience:** none

**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop's annual Introduction to Leadership Skills for Troops training event even if you have attended in the past.

**Attendance:** You are expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. Low attendance, three (3) unexcused absences in a row will result in a meeting with your adult advisor and may result in removal from the position.

**Effort:** You are expected to give this job your best effort and to actively seek help or guidance as needed.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Represents the patrol on the Patrol Leader's Council Plans  
and steers patrol meetings

Helps Scouts advance

Acts as the chief recruiter of new Scouts

Keeps patrol members informed

Knows what his patrol members and other leaders can do.

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Troop 511

## 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.

#### QUALIFICATIONS

**Age:** At least 16 years old

**Rank:** Eagle

**Experience:** Previous leadership positions

**Attendance:** 75% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop's annual Introduction to Leadership Skills for Troops training event 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 and to actively seek help or guidance as needed.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Functions as an Assistant Scoutmaster. Performs duties as assigned by the Scoutmaster.



# Troop 511

## Leadership Position Description

### DEN CHIEF

#### GENERAL INFORMATION

**Type:** Can be elected or appointed by the Senior Patrol Leader at Scoutmasters discretion

**Term:** 1 year

**Reports to:** SPL 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

**Rank:** First Class or higher

**Experience:** none

**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop's annual Introduction to Leadership Skills for Troops training event even if you have attended in the past.

**Attendance:** You are expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. Low attendance, three (3) unexcused absences in a row will result in a meeting with your adult advisor and may result in removal from the position. Additionally, 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 and to actively seek help or guidance as needed.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

#### 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.

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Troop 511

## Leadership Position Description

### INSTRUCTOR

#### GENERAL INFORMATION

**Type:** Can be elected or appointed by the Senior Patrol Leader at Scoutmasters discretion

**Term:** 1 year

**Reports to:** ASPL

**Description:** The Instructor teaches Scouting skills.

**Comments:** The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

#### QUALIFICATIONS

**Age:** 14 or older

**Rank:** 1st Class or higher

**Experience:** none

**Attendance:** 50% over previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop's annual Introduction to Leadership Skills for Troops training event even if you have attended in the past.

**Attendance:** You are expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. Low attendance, three (3) unexcused absences in a row will result in a meeting with your adult advisor and may result in removal from the position.

**Effort:** You are expected to give this job your best effort and to actively seek help or guidance as needed.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Teaches basic Scouting skills in troop and patrols.

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Troop 511

## Leadership Position Description

### TROOP GUIDE

#### GENERAL INFORMATION

**Type:** Assumes the role after serving as Den Chief

**Term:** 1 year

**Reports to:** SPL & Scoutmaster

**Description:** The Troop Guide works with new Scouts patrol. He helps them feel comfortable and earn their First Class rank in their first year.

**Comments:** The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.

#### QUALIFICATIONS

**Age:** 14 or older

**Rank:** 1st Class or higher

**Experience:** none

**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop's annual Introduction to Leadership Skills for Troops training event even if you have attended in the past.

**Attendance:** You are expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. Low attendance, three (3) unexcused absences in a row will result in a meeting with your adult advisor and may result in removal from the position.

**Effort:** You are expected to give this job your best effort and to actively seek help or guidance as needed.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

#### 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.

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Troop 511**  
**Leadership Position Description**  
**ASSISTANT SENIOR PATROL LEADER**

**GENERAL INFORMATION**

**Type:** Elected by the troop

**Term:** 6 months

**Reports to:** Senior Patrol Leader

**Description:** The Assistant Senior Patrol Leader is the second highest ranking scout 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 youth leaders in the troop.

**Comments:** The most important part of the ASPL position is his work with the other youth 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:** Previous service as a Patrol Leader

**Attendance:** 50% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

**Training:** You must attend the troop's annual Introduction to Leadership Skills for Troops training event even if you have attended in the past.

**Attendance:** You are expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. Low attendance, three (3) unexcused absences in a row will result in a meeting with your adult advisor and may result in removal from the position.

**Effort:** You are expected to give this job your best effort and to actively seek help or guidance as needed.

**GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Helps the Senior Patrol Leader lead meetings and activities.

Runs the troop in the absence of the Senior Patrol Leader.

Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.

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

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Troop 511**  
**Leadership Position Description**  
**ASSISTANT PATROL LEADER**

**GENERAL INFORMATION**

**Type:** Elected by patrol members

**Term:** 6 months

**Reports to:** Patrol Leader

**Description:** The Assistant Patrol Leader is elected by the patrol 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's annual Introduction to Leadership Skills for Troops training event even if you have attended in the past.

**Attendance:** You are expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. Low attendance, three (3) unexcused absences in a row will result in a meeting with your adult advisor and may result in removal from the position.

**Effort:** You are expected to give this job your best effort and to actively seek help or guidance as needed.

**GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

**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.

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Troop 511**  
**Leadership Position Description**  
**CHAPLIN AIDE**

**GENERAL INFORMATION**

**Type:** Appointed by the Senior Patrol Leader

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader

**Description:** The Chaplin Aide works with the Troop Chaplin 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 Chaplin Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplin Aide does not always lead the observation himself and can have other troop members help.

**QUALIFICATIONS**

**Age:** none

**Rank:** none

**Experience:** none

**Attendance:** 50% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

**Training:** You must attend the troop's annual Introduction to Leadership Skills for Troops training event even if you have attended in the past.

**Attendance:** You are expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. Low attendance, three (3) unexcused absences in a row will result in a meeting with your adult advisor and may result in removal from the position.

**Effort:** You are expected to give this job your best effort and to actively seek help or guidance as needed.

**GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Assists the Troop Chaplin 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.

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Troop 511

## Leadership Position Description

### TROOP HISTORIAN

#### GENERAL INFORMATION

**Type:** Appointed by the Senior Patrol Leader

**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 must attend the troop's annual Introduction to Leadership Skills for Troops training event even if you have attended in the past.

**Attendance:** You are expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. Low attendance, three (3) unexcused absences in a row will result in a meeting with your adult advisor and may result in removal from the position.

**Effort:** You are expected to give this job your best effort and to actively seek help or guidance as needed.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

#### 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.

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Troop 511

## Leadership Position Description

### TROOP LIBRARIAN

#### GENERAL INFORMATION

**Type:** Can be elected or appointed by the Senior Patrol Leader at Scoutmasters discretion

**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:** none

**Experience:** none

**Attendance:** 50% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop's annual Introduction to Leadership Skills for Troops training event even if you have attended in the past.

**Attendance:** Low attendance, three (3) unexcused absences in a row, or failure to post minutes in an accurate and timely manner will result in a meeting with the Librarian Advisor and may result in removal from the position.

**Effort:** You are expected to give this job your best effort and to actively seek help or guidance as needed.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Sends out merit badge worksheet for merit badge events shared through Band.

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.

Seeks out and incorporates new e-Resources into the library as appropriate.

Keeps books and pamphlets available for borrowing and encourages awareness and use.

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.

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Troop 511

## Leadership Position Description

### TROOP QUARTERMASTER

#### GENERAL INFORMATION

**Type:** Can be elected or appointed by the Senior Patrol Leader at Scoutmasters discretion

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader

**Description:** Keeps track of troop equipment, sees that it is in good working order, and looks for ways to improve processes and capabilities with respect to managing troop equipment

**Comments:** The Quartermaster does most of his work around campouts, centering around safe loading, unloading, and assignment of equipment. At troop meetings, Quartermasters are expected to properly receive and restock equipment on their own accord, and to help plan for success in future outings and meetings.

#### QUALIFICATIONS

**Age:** none

**Rank:** none

**Experience:** none

**Attendance:** 50% over the previous six months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop's annual Introduction to Leadership Skills for Troops training event even if you have attended in the past.

**Attendance:** You are expected to attend 50% of all troop meetings and outings and to be aware of and actively help prepare for all upcoming troop events. Attendance at PLC meetings is encouraged and reliable communication with ASPL is required. Failing to perform duties at meetings or a sufficient number of outings due to effort or attendance can lead to removal from this post.

**Effort:** You are expected to give this job your best effort and to actively seek help or guidance as needed.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Maintain records on use of equipment, encourage proper use, & ensure proper working condition.

Proactively engages in planning to ensure supply & equipment needs for outings will be met.

Direct the proper loading and unloading of the trailer during outings or ensure processes will be followed in the absence of an official Quartermaster.

Be prepared to lead the loading of the trailer before and after outings by having your own items properly staged as an example to others.

Ensures all equipment is properly stored after every meeting and outing, including but not limited to flags and tables/chairs provided by the church. Quartermasters should not leave a meeting until all equipment is properly stored.

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Troop 511

## Leadership Position Description

### TROOP SCRIBE

#### GENERAL INFORMATION

**Type:** Can be elected or appointed by the Senior Patrol Leader at Scoutmasters discretion

**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 (PLC) meetings, and the Troop meetings, as well as weekly attendance. PLC minutes are to be published to the PLC chat group on Band. Troop minutes are to be published to the Troop chat group on Band, as well as being published in the "Troop News" section of the website. Weekly attendance is to be given to the Scribe Mentor so that it can be recorded in Scoutbook.

**Comments:** To be a good Scribe you need to attend nearly all troop and PLC meetings.

#### QUALIFICATIONS

**Age:** none

**Rank:** none

**Experience:** none

**Attendance:** 50% over the previous six months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop's annual Introduction to Leadership Skills for Troops training event even if you have attended in the past.

**Attendance:** You are expected to attend 75% of all troop meetings, PLC meetings, outings, and service projects. Low attendance, three (3) unexcused absences in a row, or failure to post minutes in an accurate and timely manner will result in a meeting with the Scribe Advisor and may result in removal from the position.

**Effort:** You are expected to give this job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set a good example for other Scouts by wearing the uniform correctly. "The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting" (Scouting.org).

**Behavior:** Set a good example for others by living the ideals of Scouting (Oath, Law, motto, and slogan) and by showing Scout spirit daily, both in and out of Scouting.

**Attendance:** Set a good example for other Scouts by being active within the troop and must attempt to be 10 minutes early for all troop functions. If he is unable to be at a troop function by the scheduled start time or if he will be absent, he should notify the person he reports to.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends and posts minutes of PLC meetings

Attends and posts minutes of troop meetings

Records individual Scout advancement progress

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

Failure to perform Specific Leadership Responsibilities may cause removal from the position and not fulfill leadership requirements.

Scout Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_