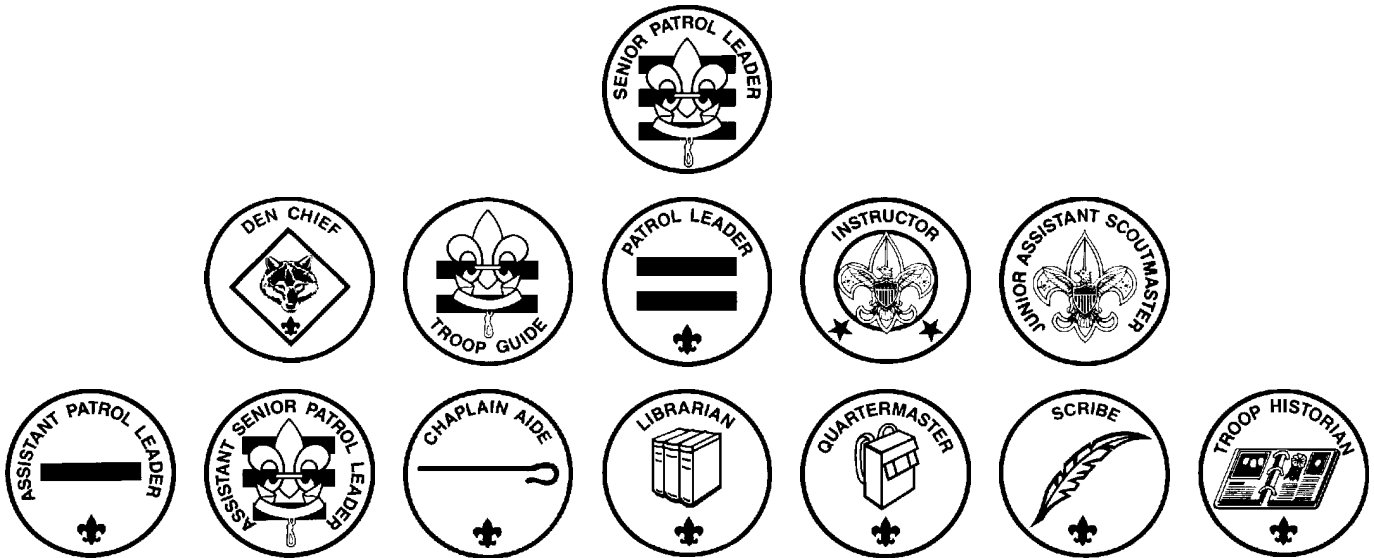




Leading the way...



## Troop 80 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 no 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 good? 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 80**  
**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 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.

**QUALIFICATIONS**

- Age:** none  
**Rank:** 1st Class or higher  
**Experience:** Previous service as SPL, ASPL, PL, APL, or Troop Guide  
**Attendance:** 67% of all activities over previous 3 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 always expected to give every job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 rules. 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 a 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**

- Run 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.
- Assists the Scoutmaster with Junior Leader Training.



## Troop 80 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:** none  
**Experience:** none  
**Attendance:** 67% of all activities over previous 3 months

#### PERFORMANCE REQUIREMENTS

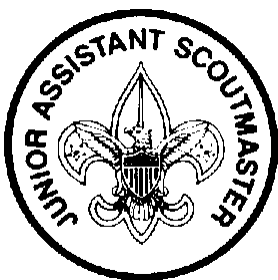
- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are always expected to give every job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 a 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.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council
- Plans and steers patrol activities
- 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.



**Troop 80**  
**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:** Life  
**Experience:** Previous leadership positions  
**Attendance:** 67% of all activities over the previous 3 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 always expected to give every job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 a 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.



## Troop 80 Leadership Position Description

### DEN CHIEF

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 6 months  
**Reports to:** New Patrol Assistant 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 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:** 13 or older  
**Rank:** First Class or higher  
**Experience:** none  
**Attendance:** 67% of all activities over previous 3 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, 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 75% of den meetings and pack functions. You must inform the Den Leader if you will be absent.  
**Effort:** You are always expected to give every job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 your Patrol Leader or a Scoutmaster if you are not going to be at a Troop function or the Den Leader for a Pack function.

#### 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.



**Troop 80  
Leadership Position Description**

**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 Scout craft 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:** 67% of all activities over previous 3 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, 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 always expected to give every job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 A 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 80 Leadership Position Description

### TROOP GUIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 6 months  
**Reports to:** New Patrol Assistant 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:** 13 or older  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 67% of all activities over previous 3 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 always expected to give every job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 a 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
- 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 80**  
**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.

**QUALIFICATIONS**

- Age:** none  
**Rank:** 1st Class or higher  
**Experience:** Previous SPL, ASPL, PL, APL or Troop Guide  
**Attendance:** 67% of all activities over the previous 3 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 always expected to give every job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 a 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.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, Chaplain Aide and Bugler.
- Serves as a member of the Patrol Leader's Council.



**Troop 80**  
**Leadership Position Description**

**ASSISTANT PATROL LEADER**

**GENERAL INFORMATION**

- Type:** Appointed by the Patrol Leader
- Term:** 6 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:** 67% of all activities over previous 3 months

**PERFORMANCE REQUIREMENTS**

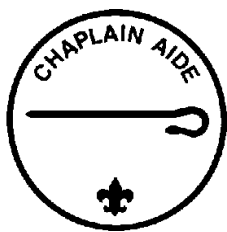
- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- Effort:** You are always expected to give every job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 your Patrol Leader, the SPL or ASPL, or a 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 Patrol Leader plan and steer patrol 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 80 Leadership Position Description

### CHAPLAIN AIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader
- 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 member's help.

#### QUALIFICATIONS

- Age:** none
- Rank:** Second Class
- Experience:** none
- Attendance:** 67% of all activities over the previous 3 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 67% of all troop 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 always expected to give every job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 Assistant Senior Patrol Leader, or SPL, or a 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

- 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 80 Leadership Position Description

### TROOP HISTORIAN

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader and Assistant 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:** Second Class  
**Experience:** none, but interest in photography is helpful  
**Attendance:** 67% of all activities over the previous 3 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 67% of all troop 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 always expected to give every job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 Assistant Senior Patrol Leader, or SPL, or a 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 80 Leadership Position Description

### TROOP LIBRARIAN

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader  
**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. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

#### QUALIFICATIONS

- Age:** none  
**Rank:** Second Class  
**Experience:** none  
**Attendance:** 67% of all activities over the previous 3 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 67% of all troop 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 always expected to give every job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 Assistant Senior Patrol Leader, or SPL, or a 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

- Set up and takes care of a troop library
- Keep records of books and pamphlets owned by the troop.
- Add new or replacement items as needed.
- Keep books and pamphlets available for borrowing.
- Keep a system for checking books and pamphlets in and out.
- Follow up on late returns.



## Troop 80 Leadership Position Description

### TROOP QUARTERMASTER

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader  
**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:** Second Class  
**Experience:** none  
**Attendance:** 67% of all activities over the previous 3 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 67% of all troop 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 always expected to give every job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 Assistant Senior Patrol Leader, or SPL, or a 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

- Keep records on patrol and troop equipment
- Make sure equipment is in good working condition
- Issue equipment and makes sure it is returned in good condition
- Make suggestions for new or replacement items
- Work with the Troop Committee Equipment Coordinator
- Get the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.



## Troop 80 Leadership Position Description

### TROOP SCRIBE

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader  
**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:** Second Class  
**Experience:** none  
**Attendance:** 67% of all activities over the previous 3 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 always expected to give every job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 Assistant Senior Patrol Leader, or SPL, or a 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 and dues payments.
- Records individual Scout advancement progress
- Works with the Troop Committee members responsible for records and finance.



## Troop 80 Leadership Position Description

### TROOP WEBMASTER

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Webmaster helps to keep the troop website up to date. He reviews the web site weekly to make sure that all activities and information is current and correct. He writes articles and/or "blogs" and helps take pictures to be posted to the web site to keep it fun and interesting for viewers. He promotes the web site and makes sure all scouts and their families know about it and how to access it. He helps the adult web site coordinator keep the web site up to date, fun, interesting, and helpful for all scouts and their families.
- Comments:** To be a good Webmaster you need to attend nearly all troop and Patrol Leaders' Council meetings and events. You need to be able to use a computer and write well.

#### QUALIFICATIONS

- Age:** none
- Rank:** Second Class
- Experience:** none
- Attendance:** 67% of all activities over the previous 3 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 always expected to give every job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly, as described in the Troop 49 Guidelines. 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 Assistant Senior Patrol Leader, or SPL, or a 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 Patrol Leaders' Council meetings
- Writes Articles and/or "blogs" & take pictures of troop activities for posting to the troop web site.
- Reviews the Troop website weekly to make sure it is current and up to date.
- Works with the Troop Committee member responsible for overseeing the troop website.
- Helps to promote the troop web site so all scouts and their families know how to access it.

# Troop 80

## Leadership Position Application

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Current Position: \_\_\_\_\_ Previous Positions: \_\_\_\_\_

Attendance (6 months): \_\_\_\_\_ (get from Troop Scribe records)

List your desired position and select whether this is your 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> choice:

Position: \_\_\_\_\_  1<sup>st</sup> Choice,  2<sup>nd</sup> Choice,  3<sup>rd</sup> 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. I understand that any leadership position will require additional time outside of normal troop meeting times.

\_\_\_\_\_  
(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. I understand that any leadership position will require additional time outside of normal troop meeting times.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)