



Leading the Way...



Troop 150

Scout Leadership Positions Duties and Responsibilities



Leading the way...

What does that mean?

Think about being a Cub Scout. You attended 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 is on the starting lineup and when to substitute? The coach does, 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 is not cleaning dirty pots and pans on camping trips!!

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 it is not just the Patrol Leaders. All of the Troop Leadership positions have a hand in making the Troop run. As a group, we refer to all of the youth Leaders as the Patrol Leaders' Council. 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 provide support but YOU make all of 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. These descriptions give you a good idea of what each job is all about and what is required of you.

Here is 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. Remember, ALL of the Leadership positions require attendance at the monthly Patrol Leader's Council – missing two meetings during your tenure may result in removal from office. It takes ALL of the youth Leaders to make the Troop operate effectively. A strong Patrol Leaders' Council is where a GREAT Troop begins.

So, are you ready to "Lead the way?" We sure hope so!

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Pg 2	Assistant Senior Patrol Leader
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Pg 10	Quartermaster
Pg 11	Troop Historian
Pg 12	Chaplain Aide
Pg 13	Instructor
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Pg 15	Den Chief



Troop 150 Leadership Position Description

SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** The elected Assistant Senior Patrol Leader moves into this position at the end of the term.
- Term:** 6 months
- Reports to:** Scoutmaster
- Description:** The Senior Patrol Leader was elected to the ASPL position and moved into the primary position at the end of the previous SPL's term. The SPL represents the Troop members as the top youth 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 after consulting with the Scoutmaster. He must choose Leaders who are willing and able to do the job; 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 other Leadership roles within a Troop
- Attendance:** 80% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop 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 may 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 the 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 should arrive first and leave last for all 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

- You run all Troop meetings, events, activities, and the annual program planning conference.
- You run the Patrol Leader's Council meeting.
- You appoint other youth Leaders in the Troop with the advice and counsel of the Scoutmaster.
- You assign duties and responsibilities to other youth Leaders.
- You assist the Scoutmaster with Troop Leader Training.
- You are not a member of a Patrol; rather you are a member of every Patrol.
- You work closely with and monitor the Patrol Leaders making sure that each Patrol has at least one meeting or activity each month.
- If a Patrol Leader and the Assistant Patrol Leader both miss a meeting, you call them immediately following the meeting to bring them up-to-date.



Troop 150 Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** The Assistant Senior Patrol Leader is elected by the Troop. At the end of his term, he moves into the primary position.
- Term:** 6 Months
- Reports to:** Senior Patrol Leader
- Description:** 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 (or will earn 1st Class by the time his term as SPL begins)
- Experience:** Previous service as SPL, ASPL, PL, APL, or other Leadership roles within a Troop
- Attendance:** 80% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop 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 may 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 the 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

- You help the Senior Patrol Leader lead meetings and activities.
- You lead the Troop in the absence of the Senior Patrol Leader or when asked by the SPL.
- You help train and supervise the Troop Scribe, Quartermaster, Instructors, Librarian, Historian, Troop OA Representative, Chaplain Aide, and Den Chiefs.
- You are not a member of a Patrol; rather you are a member of all Patrols.
- You are a voting member of the PLC.
- You are a voting member of the PLC.



Troop 150 Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

Type: The elected Assistant Patrol Leader moves into this position at the end of the term.

Term: 6 months

Reports to: Senior Patrol Leader

Description: The Patrol Leader was elected to the APL position and moved into the primary position at the end of the previous PL's term. 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: 80% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the Troop 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 may 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 the 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 should be the last member of your Patrol to leave after meetings and outings. You must call the Senior Patrol Leader, Assistant Scoutmaster for your Patrol, or 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 Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

You represent your Patrol on the Patrol Leader's Council

You plan and steer Patrol meetings

You help members of your Patrol advance

You act as the chief recruiter of new Scouts

You keep Patrol members informed by calling those who miss a meeting immediately after the meeting

You know what your Patrol members and other Leaders can do.

You are a voting member of the PLC.

You must hold at least one Patrol meeting or Patrol outing each month. If you fail to do this two times during your tenure, you may be removed from office and this position will not count towards your leadership advancement requirements.



Troop 150
Leadership Position Description
ASSISTANT PATROL LEADER

GENERAL INFORMATION

- Type:** The Assistant Patrol Leader is elected by the members of his Patrol. At the end of his term, he moves into the primary position.
- Term:** 6 months
- Reports to:** Patrol Leader
- Description:** The Assistant Patrol Leader leads the Patrol in the absence of the Patrol Leader.
- 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:** 80% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop 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 may 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 the 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 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

- You help the Patrol Leader plan and steer Patrol meetings and activities.
- You help the Patrol Leader keep Patrol members informed.
- You help the Patrol get ready for all Troop activities.
- You assist in training the Patrol and building Patrol spirit.
- You represent your Patrol at PLC meetings when the Patrol Leader cannot attend.
- You participate in PLC meetings, but only vote in the absence of the PL.



**Troop 150
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 most cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

- Age:** At least 16 years old (The SM may waive this requirement.)
Rank: Eagle
Experience: Previous Leadership positions
Attendance: 80% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop 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 may 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 the 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

- You function as an Assistant Scoutmaster.
- You perform duties as assigned by the Scoutmaster.
- You work closely with the Assistant Scoutmasters.
- You are not a member of a Patrol; rather you are a member of every Patrol.
- You are voting member of the PLC, though you should only cast a vote to help break a tie.
- You work closely with the SPL offering guidance and support.
- If the SPL, ASPL, and Troop Guide all miss a meeting, you step in and assume their responsibilities.
- If the SPL, ASPL, and Troop Guide all miss a meeting, you call them immediately after the meeting to bring them up-to-date.



Troop 150 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. The Troop may have more than one Troop Guide.

QUALIFICATIONS

- Age:** 14 or older (The SM may waive this requirement.)
Rank: Star or higher
Experience: Previous Leadership as SPL, ASPL, PL, or APL is desired
Attendance: 80% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop 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 may 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 the 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

- You introduce new Scouts to Troop operations.
- You work closely with the Assistant Scoutmasters and Junior Assistant Scoutmasters.
- You serve as the host for new Scouts during their first few meeting and outings.
- You guide new Scouts through early Scouting activities
- You shield new Scouts from harassment by older Scouts.
- You help new Scouts earn First Class in their first year.
- You teach basic Scout skills arranging for training opportunities and assign the Troop Instructors to assist with this training as needed.
- You assist with all training at the Patrol and Troop level.
- You counsel with individual Scouts regarding Scouting challenges.
- You are not a member of a Patrol; rather you are a member of every Patrol.
- You are a voting member of the PLC.



Troop 150 Leadership Position Description

TROOP ORDER OF THE ARROW REPRESENTATIVE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with Scoutmaster's Approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader
Description: The Troop OA Representative is the liaison between the Order of the Arrow Lodge and the Troop. He attends the Lodge's monthly Lodge Executive Council (LEC) and represents the Troop. He reports back to the OA members in the Troop advising them of upcoming events and special activities.
Comments: The Troop OA Representative encourages Troop OA members to attend Lodge functions and helps prepare the Troop for the yearly OA unit elections held in January or February.

QUALIFICATIONS

- Age:** None
Rank: First Class
Experience: Must be a member of the Order of the Arrow
Attendance: 80% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Leader Training even if you have attended in the past.
Attendance: You are expected to attend nearly all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. You must also attend the monthly LEC and represent the Troop at the meeting. If your attendance is low, or if you have three (3) unexcused absences in a row, you may 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 the correct locations. You will advise Troop OA members as to the proper wear of OA items.
Behavior: Set the example by living the Scout Oath, Scout Law, and the OA Obligation in your everyday life. Show Scout Spirit in everything you say and do. Exemplify the ideals of the Order of the Arrow.
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, including attending the LEC if you are unable to attend.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- You attend the LEC, PLC, and Troop Meetings.
- You e-mail notes of the LEC to Troop OA members after the meeting.
- You help coordinate the Troop's annual Unit elections with the Lodge.
- You encourage Troop OA members to attend and participate in Lodge functions and activities.
- You track new OA members and assist them in preparing to take the Brotherhood challenge after ten months as an Ordeal member.
- You work with the SM and the Troop Committee members in an effort to schedule Troop events so that the Troop OA members can participate in as many Lodge functions and activities as possible. Keep in mind that when a conflict arises, the Troop's schedule comes first.
- You are a member of a Patrol.
- You participate as a non-voting member of the PLC.



Troop 150 Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

- Type:** Appointed by the 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, activities, and outings.
Comments: To be a good Scribe you need to attend nearly all Troop and Patrol Leaders' Council meetings. You must also provide copies of the minutes to the Scoutmaster following each meeting.

QUALIFICATIONS

- Age:** None
Rank: None
Experience: None
Attendance: 80% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Leader Training even if you have attended in the past.
Attendance: You are expected to attend nearly 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 may 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 the 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

- You attend and keep the Minutes for the PLC and Troop Meetings.
- You e-mail copies of the Minutes to the SM after each meeting.
- You read Minutes from the previous meetings and ensure that all business topics are closed in a timely fashion.
- You record individual Scout attendance.
- You record individual Scout advancement progress
- You work with the SM and the Troop Committee members responsible for records and finance.
- You are a member of a Patrol.
- You participate as a non-voting member of the PLC.



Troop 150 Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

- Type:** Appointed by the 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: None
Experience: None
Attendance: 80% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop 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 may 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 the 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

- You set up and maintain a Troop library
- You keep records of books and pamphlets owned by the Troop.
- You work with the SM and Troop Committee to add new or replacement items as needed.
- You keep books and pamphlets available for borrowing.
- You maintain a system for checking books and pamphlets in and out of the library.
- You follow-up on books Scouts return late to the library.
- You are a member of a Patrol.
- You participate as a non-voting member of the PLC.



Troop 150 Leadership Position Description TROOP QUARTERMASTER

GENERAL INFORMATION

- Type:** Appointed by the 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 to Patrols for their functions.

QUALIFICATIONS

- Age:** None
Rank: None
Experience: None
Attendance: 80% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop 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 may 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 the 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

- You maintain records on Patrol and Troop equipment
- You ensure equipment is in good working condition
- You issue equipment and makes sure it is returned in good condition
- You make suggestions for new or replacement items
- You work with the SM and the Troop Committee member responsible for equipment
- You prepare the US, State, WOSM, and Troop flags for meetings and ceremonies and put them away afterwards.
- You coordinate the setup of chairs for Troop meetings and Courts of Honor.
- You are a member of a Patrol.
- You participate as a non-voting member of the PLC.



Troop 150 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 and/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: 80% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the Troop 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 may 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 the 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

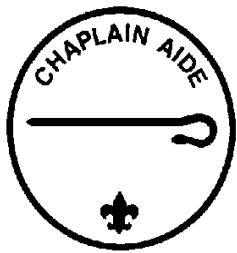
You gather pictures and facts about past Troop activities and keep them in a historical file or scrapbook.

You take care of Troop trophies, ribbons, and souvenirs of Troop activities.

You keep information about former members of the Troop.

You are a member of a Patrol.

You participate as a non-voting member of the PLC.



Troop 150 Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

- Type:** Appointed by the 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 members of the Troop help.

QUALIFICATIONS

- Age:** None
Rank: None
Experience: None
Attendance: 80% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop 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 may 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 the 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, Assistant 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

- You assist the Troop Chaplain with religious services at Troop activities.
- You inform Scouts about the religious emblem program for their faith.
- You make sure religious holidays (for all Scouts) are considered during Troop program planning and while involved in Troop functions.
- You help plan for religious observance in Troop activities.
- You are a member of a Patrol.
- You participate as a non-voting member of the PLC



Troop 150 Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Scoutmaster, Assistant Senior Patrol Leader, and Troop Guide
Description: The Instructor teaches Scouting skills.
Comments: The Instructor will work closely with the Troop Guide, the Assistant Scoutmaster for new Scouts, and the Junior Assistant Scoutmaster. 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 may have more than one instructor.

QUALIFICATIONS

- Age:** 14 or older (The SM may waive this requirement.)
Rank: 1st Class or higher
Experience: None, but previous Leadership experience is desired.
Attendance: 80% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Leader Training even if you have attended in the past.
Attendance: You are expected to attend 80% 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 may 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 the 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

- You teach basic Scouting skills in Troop and Patrols.
- You coordinate with the SM and SPL and suggest training opportunities.
- You work closely with the Troop Guide and assist all new Scouts develop the knowledge and skills needed for rank advancement
- You may assist Merit Badge Counselors teach portions of merit badges for which you have sufficient knowledge
- You assist the SM and SPL with Troop Leader Training
- You are aware of the skills needed by new or younger Scouts in the Troop.
- You are a member of a Patrol.
- You are encouraged to participate as a non-voting member of the PLC.



Troop 150 Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Scoutmaster, Assistant Senior Patrol Leader, 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:** 14 or older (The SM may waive this requirement.)
Rank: 2nd Class or higher (The SM may waive this requirement.)
Experience: None
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Leader Training even if you have attended in the past.
Attendance: You are expected to attend 80% of all Troop meetings, outings, and service projects. In your role as Den Chief you are expected to attend at least 90% of all Den and Pack meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you may 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 the 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 Troop meetings and Troop activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a Troop meeting or if you suddenly have to miss a Troop outing. You also need to make sure that someone will assume your responsibilities. In your role as Den Chief, you must inform your Den Leader if you are not going to be at a Den or Pack meeting or if you must suddenly miss other Den or Pack activities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- You must know the purposes of Cub Scouting
- You help Cub Scouts advance through Cub Scout ranks.
- You encourage Cub Scouts to join Boy Scout Troop 150 upon graduation.
- You assist with activities in the Den meetings.
- You are a friend to the Cubs in the Den.
- You assist at Den meetings and Pack meetings.
- You meet with adult members of the Den, Pack, and Troop as necessary.
- You are a member of a Patrol.



Troop 150 Leadership Position Description

Bugler

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with Scoutmaster's Approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader
Description: The Bugler should be able to make the appropriate bugle calls, as directed by the SPL, during Troop activities. A trumpet may be used if a bugle is not available.
Comments: A Troop may have more than one Bugler serving at the same time. The position of Bugler applies as a position of responsibility for Star and Life, but not for the rank of Eagle. Serving as the Troop Bugler is a requirement for the Bugling merit badge. Being able to play the trumpet or bugle may be used to satisfy requirement 1 of the Music merit badge: *Sing or play a simple song or hymn chosen by your counselor using good technique, phrasing, tone, rhythm, and dynamics. Read all the signs and terms of the score.*

QUALIFICATIONS

- Age:** None
Rank: None
Experience: The ability to play at least one of the bugle calls using a bugle or trumpet.
Attendance: 80% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop 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 may be removed from office.
Effort: You are expected to give this job your best effort, and continue to improve your skills through practice.

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 the correct locations. You will advise Troop OA members as to the proper wear of OA items.
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 if you are unable to attend.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- You sound bugle calls as directed by the SPL during Troop meetings and activities.
- You encourage other Scouts to learn how to play the bugle.
- You seek to improve your skills through practice and instruction from someone with the ability to teach you.
- You seek opportunities to sound bugle calls for local Cub Scout Packs and Council activities. You must have the approval of your Scoutmaster if performing for a group other than your Troop.
- You participate as a non-voting member of the PLC.

Troop 150 Organization Chart

