

# The Troop's Youth Leaders

The troop is actually run by its boy leaders. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct troop meetings, and provide leadership among their peers.

## Junior Leader Positions

- **Senior Patrol Leader** -  
The top junior leader in the troop. He leads the patrol leaders' council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed.
- **Assistant Senior Patrol Leader** -  
Fills in for Senior Patrol Leader in his absence. He is also responsible for training and giving direction to the Quartermaster, Scribe, Troop Historian, Librarian, and Instructors.
- **Troop Historian** -  
Collects and maintains troop memorabilia and information on former troop members.
- **Librarian** -  
Keeps troop books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by troop members.
- **Instructor** -  
Teaches one or more advancement skills to troop members.
- **Chaplain Aide** -  
Assists in troop religious services and promotes religious emblems program.
- **Junior Assistant Scoutmaster** -  
A Scout 16 or older who supervises and supports other boy leaders as assigned.
- **Patrol Leader** -  
Gives leadership to members of his patrol and represents them on the patrol leaders' council.
- **Assistant Patrol Leader** -  
Fills in for the patrol leader in his absence.
- **Venture crew chief** -  
Leader of a troop's Venture crew. *Not used in Troop 141.*
- **Varsity team captain** -  
Leader of a troop's Varsity team. *Not used in Troop 141.*
- **Troop Guide** -  
Advisor and guide to the new Scout patrol. *Not used in Troop 141.*
- **Den Chief** -  
Works with a Cub Scout den as a guide.
- **Quartermaster** -  
Responsible for troop supplies and equipment.
- **Scribe** -  
The troop secretary. Keeps minutes of all Troop Junior Leader Council meetings, maintains troop attendance records, and contributes to the troop newsletter.



**Troop 141**  
**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 principal responsibilities of the SPL is to appoint other troop leaders. He must choose leaders who are capable, not just his friends or other popular Scouts.

**QUALIFICATIONS**

- Age:** none  
**Rank:** Star or higher  
**Experience:** Previous service as SPL, ASPL, PL, or APL  
Prefer Silver Stag JLDC experience  
**Attendance:** 75% over previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the 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**

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leader's Council meeting.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.
- Makes routine calls to ASPL and Patrol Leaders as required (e.g. to get headcounts for trips, follow-up on meeting plans and preparation, etc.). *The SPL should expect to call his Patrol Leaders as much as once each week!*
- The SPL is strongly encouraged to attend the week-long Silver Stag Junior Leader Training course offered by Council.



**Troop 141**  
**Leadership Position Description**

**ASSISTANT SENIOR PATROL LEADER**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader (*with advice/counsel of Scoutmaster*)
- 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:** First Class or higher
- Experience:** none
- Attendance:** 75% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

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

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- 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.
- The ASPL is strongly encouraged to attend the week-long Silver Stag Junior Leader Training course offered by Council.



## Troop 141 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:** First Class  
**Experience:** none  
**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

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

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- 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.
- Plans and conducts troop meeting activities as assigned. This may include Pre-Opening, Opening, Skill Instruction, or Inter-Patrol Competition.
- Makes routine calls to APL and Patrol members as required (e.g. to get headcounts for trips, follow-up on meeting plans and preparation, etc.). *The PL should expect to call his Patrol members as much as once each week, especially to those members who miss a meeting!*
- The PL is strongly encouraged to attend the week-long Silver Stag Junior Leader Training course offered by Council if he meets eligibility requirements (e.g. Council age/rank requirements).



**Troop 141  
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:** 50% over previous 6 months

**PERFORMANCE REQUIREMENTS**

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

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- 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.
- Assists the Patrol Leader in planning and preparing for Troop Meetings as required.
- Assists Patrol Leader in maintaining Patrol communications through the Patrol phone-chain..



## Troop 141 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 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 Junior Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

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

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Teaches basic Scouting skills in troop and patrols.

Plans and prepares for Skill Instruction segments of Troop meetings, particularly for First-Year Scouts as assigned. This responsibility may be rotated among multiple Troop Instructors.

Lends a hand controlling the patrol and building patrol spirit.



**Troop 141**  
**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 Junior Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

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

**GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Functions as an Assistant Scoutmaster.

Performs duties as assigned by the Scoutmaster.



## Troop 141 Leadership Position Description

### TROOP GUIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 1 year  
**Reports to:** Scoutmaster  
**Description:** The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.  
**Comments:** The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.

#### QUALIFICATIONS

- Age:** 14 or older  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

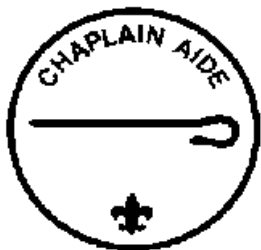
- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Introduces new Scouts to troop operations.
- Guides new Scouts through early Scouting activities
- Shields new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class in their first year.
- Teaches basic Scout skills.
- Coaches the patrol leader of the new Scout patrol on his duties.
- Works with the patrol leader at Patrol Leaders' Council meetings.
- Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.



## Troop 141 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 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 Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- 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 141**  
**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 Junior Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

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

**GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.

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

Keeps information about former members of the troop.

Works with the Troop Scribe to ensure a record of and photographs from each troop event are collected and made available for the troop newsletter, Court of Honor ceremonies, etc.



## Troop 141 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:** 50% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Sets up and takes care of a troop library
- Keeps records of books and pamphlets owned by the troop.
- Adds new or replacement items as needed.
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out.
- Follows up on late returns.
- Issues vouchers for purchase of used merit badge books.



**Troop 141**  
**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.

**QUALIFICATIONS**

**Age:** none

**Rank:** none

**Experience:** none

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

**PERFORMANCE REQUIREMENTS**

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

**Attendance:** You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

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

**GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Keeps records on patrol and troop equipment

Makes sure equipment is in good working condition

Issues equipment and makes sure it is returned in good condition

Makes suggestions for new or replacement items

Works with the Troop Committee member responsible for equipment

Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.



## Troop 141 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.

**Comments:** To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

#### QUALIFICATIONS

**Age:** none

**Rank:** none

**Experience:** none

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

#### PERFORMANCE REQUIREMENTS

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

**Attendance:** You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

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

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

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.

Contributes to the troop newsletter as required. Ensures that at least one scout is assigned for each troop activity to prepare a written summary of the event. Works with the Troop Historian to ensure photographs from each event are taken and made available for the troop newsletter, Court of Honor ceremonies, etc.



Troop 141

LEADERSHIP POSITION APPLICATION

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

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

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

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

List your first three choices

1st Choice	2nd Choice	3rd Choice
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For your first choice, use this space to tell WHY you want this job, HOW you would do the job, and WHY YOU ARE THE BEST CHOICE for this position. Indicate what GOALS and IMPROVEMENTS to the troop program you would like to help institute. Use the back of this application if you need more space.

Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

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

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

Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the troop.

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

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