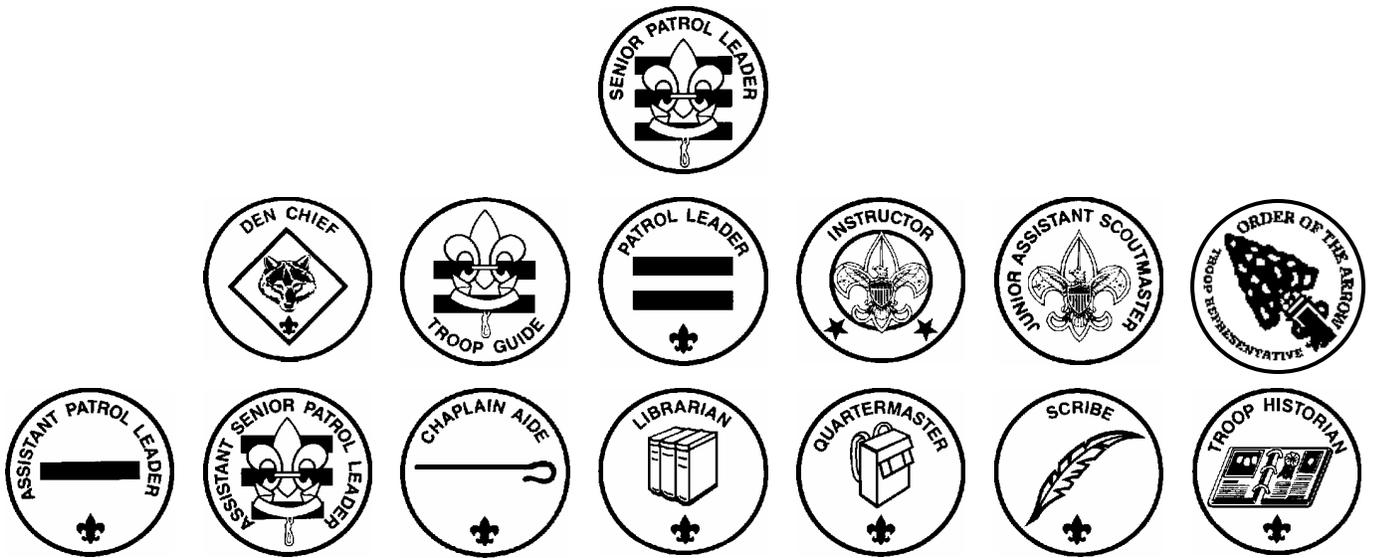




Leading the way...



Scout Leadership Positions Duties and Responsibilities



Troop 469

Troop Web Site: www.troop469.org



Leading the way...

What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot of different and fun things. But who decided what to do and who planned the activities? The Den Leaders, right?

Sports teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach, right?

There is one thing that makes Scouting different from all other youth groups. Do you know what it is?

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform.

It is not the fun activities. There are a lot of other things that are fun.

And it certainly isn't cleaning dirty pots and pans on a campout!!

What makes Scouting special is that YOU make the decisions!

That's right! YOU run the Troop. Baden-Powell made it very plain in Aids to Scoutmastership when he wrote, "The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders."

This is real decision making power. And not it's not just Patrol Leaders. All of the Troop leadership positions have a hand in making the Troop run. As a Troop leader you will:

- Plan and run Troop meetings,
- Pick Troop outings, where to camp, what to do,
- Plan advancement opportunities for all Troop members
- Select High-Adventure programs
- Determine Troop policy
- Help other Scouts along the trail to Eagle.

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

Because being a leader is more than just sewing on a patch we have put together job descriptions for the Troop leadership positions. They will give you a good idea of what each job is all about and what you will be required to do.

Here's how to be considered for a position. First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position. Finally, get a Troop Leadership 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!

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Troop 469 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: Star or higher

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

Attendance: 75% over previous 6 months (Troop meetings and campouts)*

Training: Completed National Youth Leader Training (NYLT) or scheduled to attend during your term

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.
- Plans PLCs and Troop Meetings in advance with assistance of ASPLs and Scoutmaster
- Communicates at least weekly with Patrol Leaders to make sure they know their Patrol's roles in upcoming activities

ADVANCEMENT SIGN-OFF AUTHORITY:

- Skills requirements through First Class
- All Troop member

* Scoutmaster has discretion to make exceptions.



Troop 469
Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION:

Type: Elected by the members of the Troop

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: none

Attendance: 50% over the previous 6 months*

Training: Preference given to Scouts with National Youth Leadership Training (NYLT)

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:

- o Helps the Senior Patrol Leader lead meetings and activities.
- o Runs the Troop in the absence of the Senior Patrol Leader.
- o Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.
- o Serves as a member of the Patrol Leader's Council.
- o Represents Scribe, Quartermaster, Instructor(s), Librarian, Historian, and Chaplain Aide at PLC

ADVANCEMENT SIGN-OFF AUTHORITY:

- o Same as SPL

* Scoutmaster has discretion to make exceptions.



Troop 469
Leadership Position Description
OA TROOP REPRESENTATIVE

GENERAL INFORMATION:

Type: Appointed by the SPL with advice and consent of Scoutmaster

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: An Order the Arrow Troop Representative is the youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowmen and adult leaders and scouts who are not presently members of the Order.

Comments: To be a good OA Troop Representative you need to attend nearly all Troop meetings.

QUALIFICATIONS:

Age: under 18

Rank: 1st Class

Experience: OA member in good standing

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS:

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

Attendance: You are expected to attend 75% of all Troop meetings, outings, and service projects, as well as OA Chapter meetings and activities. 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, Law and OA Obligation 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

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older scout participation in high adventure programs.
- Encourages scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages arrowmen to assume leadership responsibilities in the troop.
- Encourages arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Helps Scouts in the troop determine OA eligibility.
- Works with SPL and Scoutmaster to coordinate annual OA elections.

* Scoutmaster has discretion to make exceptions.



**Troop 469
Leadership Position Description**

INSTRUCTOR

GENERAL INFORMATION:

Type: Appointed by the SPL with advice and consent of Scoutmaster

Term: 6 months

Reports to: ASPL

Description: The Instructor teaches specific Scouting skills. Instructors will be assigned to teach in the following skills areas: First Aid, Knots/Lashings, Citizenship, Outdoor Skills, Maps/Compass/Hiking

Comments: The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor should be knowledgeable in his assigned skill and be able to teach the respective Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The Troop can have more than one instructor.

QUALIFICATIONS:

Age: 13 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, 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:

- o Teaches specific basic Scouting skills in the Troop and patrols.
- o Works with SPL and ASPL to provide appropriate instruction at troop meetings and activities
- o Works with Scoutmaster/ASMs to make sure Scouts are progressing in respective skills areas
- o Be prepared (and have appropriate supplies) to teach specific skills if there is an open instructional time during troop meetings
- o Gives report to ASPL before each PLC

ADVANCEMENT SIGN-OFF AUTHORITY:

- o Skills requirements through First Class specific to instruction area
- o All troop members

* Scoutmaster has discretion to make exceptions.



Troop 469 Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION:

Type: Appointed by the SPL with advice and consent of Scoutmaster

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, 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.
- Gives report to ASPL before each PLC

* Scoutmaster has discretion to make exceptions.



Troop 469 Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION:

Type: Appointed by the SPL with advice and consent of Scoutmaster

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 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

- 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.
- Electronically communicates to troop members after each troop meeting or PLC to let them know about important announcements or events
- Attends PLC, but is not a voting member
- Gives report to ASPL before each PLC

* Scoutmaster has discretion to make exceptions.



Troop 469 Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION:

Type: Appointed by the SPL with advice and consent of Scoutmaster

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, 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 the 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.
- Gives a report to the ASPL before each PLC

* Scoutmaster has discretion to make exceptions.



Troop 469 Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION:

Type: Appointed by the SPL with advice and consent of Scoutmaster

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, 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.

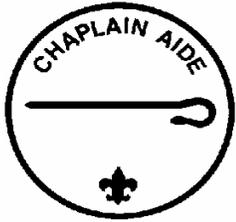
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

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, including hanging recent awards on the wall of the Scout hut.
- Keeps information about former members of the Troop.
- Creates slide show of recent activities for Courts of Honor
- Makes sure the Troop has a signed talent release form for each Scout and Scouter
- Gives a report to ASPL before each PLC

* Scoutmaster has discretion to make exceptions.



Troop 469 Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION:

Type: Appointed by the SPL with advice and consent of Scoutmaster

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.
- Ensures that a brief "Scouts' Own" service is conducted during each camping trip that goes into Sunday morning

* Scoutmaster has discretion to make exceptions.



Troop 469
Leadership Position Description

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION:

Type: Appointed by the SPL with advice and consent of 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.

ADVANCEMENT SIGN-OFF AUTHORITY:

- Skills requirements through First Class
- All Troop members

* Scoutmaster has discretion to make exceptions.



Troop 469 Leadership Position Description

DEN CHIEF

GENERAL INFORMATION:

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster and Den Leader

Description: The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout Pack.

Comments: The Den Chief provides 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: none

Rank: First Class or higher

Experience: none

Attendance: 75% over previous 6 months

Training: Council or District Den Chief training workshop

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 expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES:

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

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

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

SPECIFIC LEADERSHIP RESPONSIBILITIES:

- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scout Troop upon graduation.
- Assists with activities in the den meetings.
- Is a friend to the boys in the Den.
- Helps out at weekly den meetings and monthly pack meetings.
- Meets with adult members of the Den, Pack, and Troop as necessary.
- Makes SPL aware of opportunities for the Troop and Pack to interact
- Attempt to earn the Den Chief Service Award.

* Scoutmaster has discretion to make exceptions.



Troop 469 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION:

Type: Appointed by the SPL with advice and consent of Scoutmaster

Term: 1 year

Reports to: SPL and ASM for new Scouts

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

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

QUALIFICATIONS:

Age: 14 or older

Rank: Star 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, including teaching 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.
- Hosts Webelos Cub Scouts who visit the troop

ADVANCEMENT SIGN-OFF AUTHORITY

- Skills requirements through First Class
- Members of assigned patrol

* Scoutmaster has discretion to make exceptions.



Troop 469 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: 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 or makes sure someone else in the Patrol acts on his behalf
- 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.
- Communicates with the SPL to make sure the Patrol knows what needs to be done. Also informs the SPL of any problems within the Patrol.
- Holds a patrol meeting at least monthly outside of troop meeting
- Helps keep troop meetings and activities productive by making sure patrol is doing what SPL wants done.

* Scoutmaster has discretion to make exceptions.



Troop 469
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.

This position does not qualify for leadership requirements for Star rank and above.

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, 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.

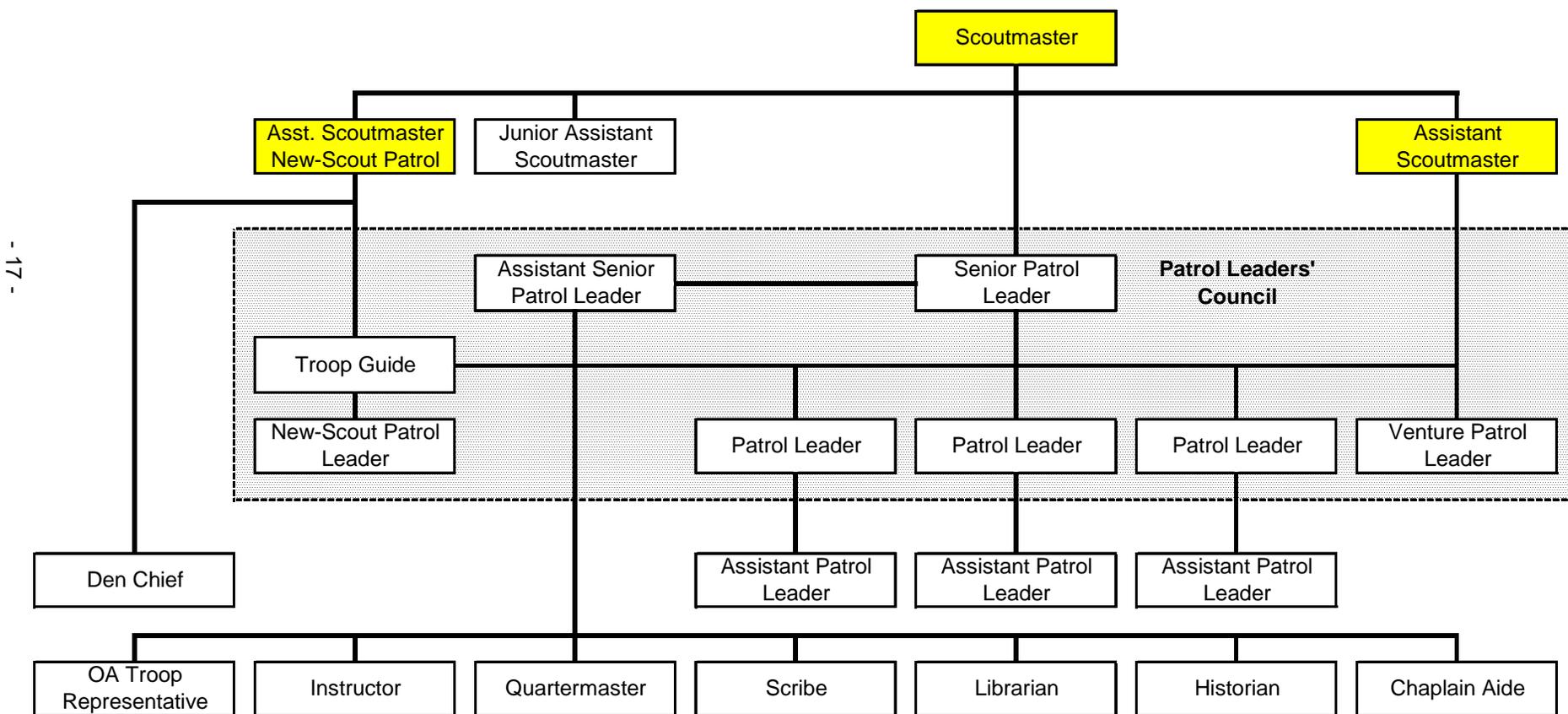
SPECIFIC LEADERSHIP RESPONSIBILITIES:

- 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.

* Scoutmaster has discretion to make exceptions.

Sample Junior Leader Organization Chart for a Large Troop

(From The Patrol Leader Handbook)



TROOP 469 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

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.

Sample Application
Download Application from www.troop469.org

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)