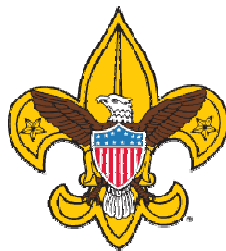


**SENIOR PATROL LEADER
ELECTION
AND
LEADERSHIP POSITIONS – DUTIES & RESPONSIBILITIES**

TROOP 869

CLEAR LAKE PRESBYTERIAN CHURCH
1511 EL DORADO BLVD., HOUSTON, TX 77062
BAYSHORE DISTRICT
SAM HOUSTON AREA COUNCIL
BOY SCOUTS OF AMERICA



Senior Patrol Leader (SPL) Election Time Line

SPL elections are usually occurred at the end of March and September of each year

- Four (4) weeks prior to the election: announcement to troop to solicit qualified candidates. Continue to make announcement at every meeting thereafter.
- One (1) week before election:
 1. SM will consider the following for approval of a Scout to the SPL ballot:
 - a. Qualifications, stated in the SPL leadership description are met, or SM approves a deviation
 - b. Identifies individual need of a Scout for development and/or rank. Goal is for every Eagle Scout to have the SPL experience. This means some Scouts may need to be encouraged to run and former SPLs may be discouraged from running again
 2. SM prepare ballots for the election
 3. Sign up rosters for all positions in the troop
- SPL election process:
 1. Each Candidate on the ballot will be given the opportunity to address the troop and to deliver a speech to the troop
 2. Scouts vote for one candidate
 3. Ballots are counted by the current SPL and one of his staff ASPL. SM and ASM supervise the process.
 4. Scout with most number of votes wins. Tally from the election are NOT to be discussed
 5. SM introduces the new SPL to the troop
- Immediately after the SPL election: sign up for Assistant Senior Patrol Leader (ASPL) positions:
 1. SPL interviews ASPL candidates, gains information on why a Scout wants/needs leadership in addition to what experience they have
 2. SPL selects a proposed ASPL staff
 3. SM reviews and approves ASPL positions. SM will balance needs (development and rank). The SPL usually has a tendency to select friends
- SPL and SM use the same process for other leadership positions in the troop
- One (1) week after the election:
 1. Announce the ASPL positions
 2. Conduct Patrol Leader's elections
 3. Patrol Leaders select Assistant Patrol Leaders
 4. Sign up for other positions in the troop
- SM appoints Junior Assistant Scoutmaster (JASM)

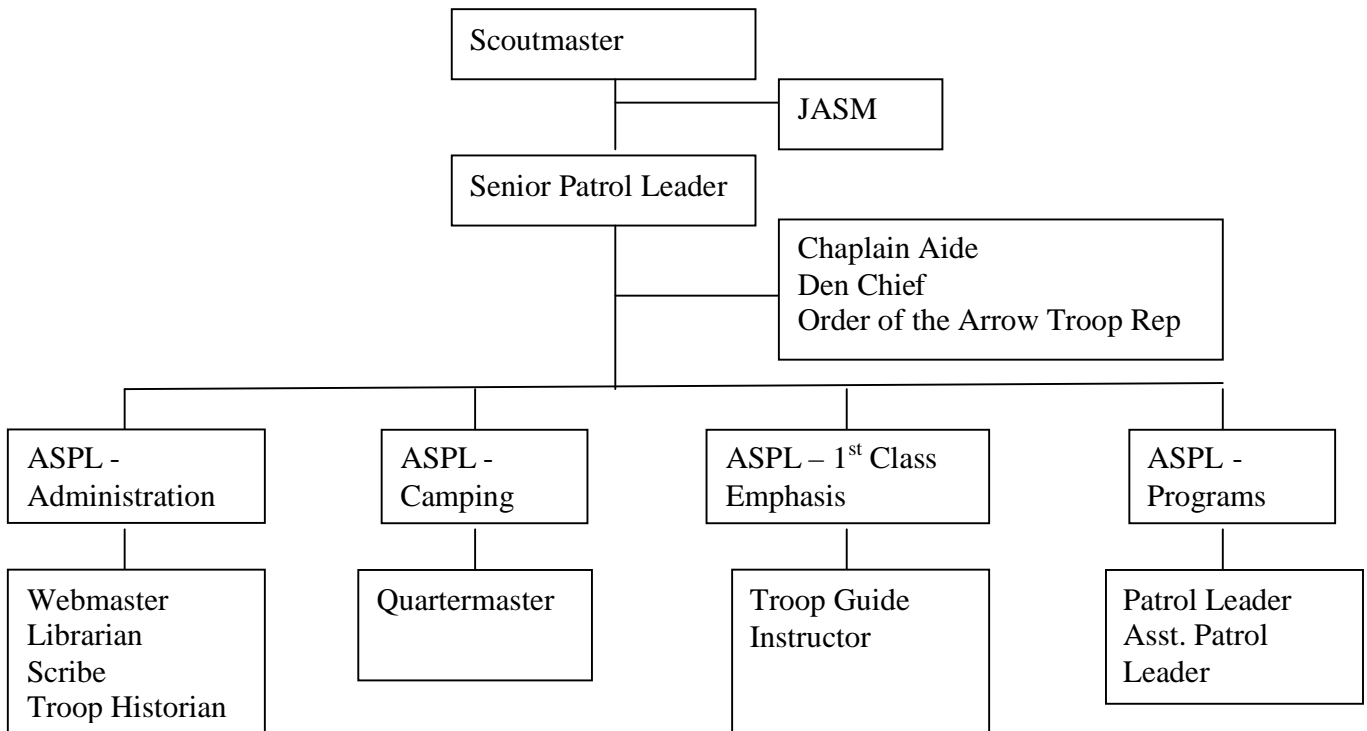
Rationale: SPL selects his staff (ASPLs) before the PL election to allow him to have the best pool of qualify candidates. This will also allows candidates for ASPL who do not get selected to run for PL positions.

Patrol Leader's Council:

- Senior Patrol Leader (SPL)
- Assistant SPLs
- Patrol Leaders (PLs) – Assistant PL in PL's absence
- Troop Scribe
- Troop Guides of Green Patrols
- Other members as requested by the SPL and/or SM



Leading the way...



Troop 869 Scout Leadership Positions Duties and Responsibilities



Leading the way...

What does that mean?

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

Sports teams are a lot of fun, too. But who decides who plays what position, who's on the straight 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 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, ask the newly elected SPL for the position of your choice.

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



Troop 869

Leadership Position Description

SENIOR PATROL LEADER (SPL)

GENERAL INFORMATION

- Type:** Elect by members of the troop with Scoutmaster (SM) approval
Term: 6 months
Reports to: Scoutmaster
Description: SPL is elected by the Scouts to represent them as the top junior leader in the troop.
Comments: SPL 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:** 14 or older
Rank: Star or higher
Experience: Previous service as SPL, ASPL, PL, and completed National Youth Leadership Training (NYLT)
Attendance: 70% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) even if you have attended in the past.
Attendance: You are expected to attend 70% of all troop meetings, Patrol Leaders' Council (PLC) 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 SM 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 one of the ASPL is ready to assume your responsibilities in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the PLC meeting.
- Appoints other troop junior leaders except for Patrol Leaders and Assistant Patrol Leaders with the advice and counsel of the SM.
- Assigns duties and responsibilities to junior leaders.
- Assists the SM with JLT.
- Calls ASPLs, OA Troop Rep, and Chaplain's Aide on a weekly basis to convey information needed for the next meeting.



Troop 869

Leadership Position Description

ASSISTANT SENIOR PATROL LEADER (ASPL) ADMINISTRATION

GENERAL INFORMATION

- Type:** Appoint by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
- Term:** 6 months
- Reports to:** SPL
- Description:** ASPL is the second highest ranking patrol leader in the troop. ASPL acts as the SPL in his absence 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:** 14 or older
- Rank:** Star or higher
- Experience:** None
- Attendance:** 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) even if you have attended in the past.
- Attendance:** You are expected to attend 70% of all troop meetings, Patrol Leaders' Council (PLC) 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 SPL or SM 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 another ASPL is ready to assume your responsibilities in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Works closely with SPL and fellow ASPL to identify and provide necessary equipment or materials needed to provide a successful meeting.
- Communicates material needs with the SM so that proper arrangements can be made prior to the meeting.
- Takes attendance at each meeting and assures attendance records are maintained by the Advancement Chairman. Attendance records should reflect proper uniform was worn. Separate records needed for general meetings, special events, and all leadership and training meetings.
- Works with adult committee members to identify and communicate with SM any improvements needed in the program.
- Develops and copies the program for Courts of Honor.
- After each PLC, e-mails the troop e-mail list the Upcoming Program Events Supplied by Scribe
- Calls Webmaster, Scribe, Librarian, and Troop Historian on a weekly basis to convey information from the SPL needed for next meeting
- Publishes the Scout Organizational Chart



Troop 869

Leadership Position Description

ASSISTANT SENIOR PATROL LEADER (ASPL) CAMPING

GENERAL INFORMATION

- Type:** Appoint by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
- Term:** 6 months
- Reports to:** SPL
- Description:** ASPL is the second highest ranking patrol leader in the troop. ASPL acts as the SPL in his absence 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:** 14 or older
- Rank:** Star or higher
- Experience:** None
- Attendance:** 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Junior Leadership Training (JLT) even if you have attended in the past.
- Attendance:** You are expected to attend 70% of all troop meetings, Patrol Leaders' Council (PLC) 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 SPL or SM 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 another ASPL is ready to assume your responsibilities in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Communicates with troop about next campout available. (First announcement should be made the first meeting after a campout and weekly thereafter)
- Collects and processes camping forms turned in by the Scouts and parents. Studies and merges patrol members with other patrols to form a better patrol method
- Organizes into Camping patrols subject to approval by SM
- Sends Camping roster to Scouts via email
- Communicates with the troop problems concerning adult participation, transportation issues, etc. related to the campout
- Calls Quartermaster on a weekly basis to convey information from the SPL needed for next meeting



Troop 869

Leadership Position Description

ASSISTANT SENIOR PATROL LEADER (ASPL) FIRST CLASS EMPHASIS

GENERAL INFORMATION

- Type:** Appoint by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
Term: 6 months
Reports to: SPL
Description: ASPL is the second highest ranking patrol leader in the troop. ASPL acts as the SPL in his absence 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:** 14 or older
Rank: Star or higher
Experience: None
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) even if you have attended in the past.
Attendance: You are expected to attend 70% of all troop meetings, Patrol Leaders' Council (PLC) 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 SPL or SM 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 another ASPL is ready to assume your responsibilities in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Works closely with First Class ASM to insure a quality program is available to Scouts working on First Class requirements.
Provides direction and instruction to Troop Guides and Instructors as needed to provide a quality program.
Works closely with Programs ASPL and Administration ASPL so they can provide programs and equipment necessary to help advance junior Scouts.
Provides encouragement and advice to junior Scouts that are not advancing at a normal rate.
Calls Instructors and Troop Guides on a weekly basis to convey information from the SPL needed for next meeting
Note: ASPL for FCE should NOT teach the Scouts. His job is to organize and assign other Scouts to instruct and teach



Troop 869
Leadership Position Description

ASSISTANT SENIOR PATROL LEADER (ASPL)
PROGRAMS

GENERAL INFORMATION

- Type:** Appoint by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
Term: 6 months
Reports to: SPL
Description: ASPL is the second highest ranking patrol leader in the troop. ASPL acts as the SPL in his absence 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:** 14 or older
Rank: Star or higher
Experience: None
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) even if you have attended in the past.
Attendance: You are expected to attend 70% 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 SPL or SM 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 another ASPL is ready to assume your responsibilities in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Works closely with SPL to insure all meeting details are covered.
- Develops and maintains games and skills that would contribute to the success of the weekly meetings.
- Creates and reports to the Committee Chair materials that are needed so that games or skills are available for use in a meeting.
- Works with 1st Class ASPL and ASM to insure proper programs are available for junior Scout advancement.
- Calls Patrol Leaders on a weekly basis to convey information from the SPL needed for next meeting
- Works with ASPL for Camping to develop program for campouts.



Troop 869

Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

- Type:** Appoint by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader for Camping
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:** 12 or older
Rank: First class or higher
Experience: None
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) 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 ASPL for Camping, SPL or the SM 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 in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keeps records on patrol and troop equipment.
- Communicates with patrol leader to be 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 Quartermaster responsible for equipment.
- Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.
- Creates a list of recommended items for extended camps, to be presented to the SM.



Troop 869
Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

- Type:** Appoint by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
Term: 6 months
Reports to: SM 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:** 12 or older
Rank: First class or higher
Experience: None
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) even if you have attended in the past.
Attendance: You are expected to attend 70% 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 80% 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 SPL or the SM 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 in your absence.

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 completion.
- Assist 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.
- Wears the complete uniform and sets the proper example of Scouting principals.



Troop 869
Leadership Position Description

PATROL LEADER (PL)

GENERAL INFORMATION

- Type:** Elect by members of the patrol
Term: 6 months
Reports to: Assistant Senior Patrol Leader for Programs
Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council (PLC).
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 SPL and ASPLs are the primary members of the PLC.

QUALIFICATIONS

- Age:** None
Rank: First class or higher for Older Patrols, Tenderfoot for New Patrols
Experience: None
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) even if you have attended in the past.
Attendance: You are expected to attend 70% 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 ASPL for Programs, SPL or the SM 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 will assume your responsibilities in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the PLC
- Plans and steers patrol meetings.
- Helps Scouts in the patrol advance
- Acts as the chief recruiter of new Scouts.
- Keeps patrol members informed with a weekly call to convey information from the SPL needed for the next meeting.
- Knows what his patrol members and other leaders can do.
- Reports needs of patrol at PLC (rank advancement needed, program and activities wanted)



Troop 869
Leadership Position Description

ASSISTANT PATROL LEADER (APL)

GENERAL INFORMATION

Type: Appoint 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 (JLT) even if you have attended in the past.
Attendance: You are expected to attend 70% 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 SPL or SM 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 in your patrol other than the Patrol Leader will assume your responsibilities in your absence.

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 the PLC meetings when the Patrol Leader cannot attend.
Lends a hand controlling the patrol and building patrol spirit.

Troop 869
Leadership Position Description

WEB MASTER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader for Administration
Description: The Web Master keeps the troop Web Site up to date with pictures, troop e-mail, and news about the troop.
Comments: To be a good Web Master you need to attend nearly all troop meetings. Will also need a computer to upload to the web.

QUALIFICATIONS

- Age:** None
Rank: First class or higher
Experience: Computer Experience
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) even if you have attended in the past.
Attendance: You are expected to attend 70% 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 ASPL for Administration, SPL or the SM 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 in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Works with the troop Historian to gather pictures, facts about past troop activities, and past troop members and uses this information to keep the troop Web Site current.
Works with the Troop Committee and the SM to gather information about future troop activities and updates the troop Web Site.
Informs the ASPL for Administration and the SM of any problems with the Web Site.
Answers and/or forwards any e-mail to the correct people. (ALL E-MAIL MUST HAVE PRIOR APPROVAL BEFORE YOU MAY RESPOND.)



Troop 869
Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader for Administration
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:** 12 or older
Rank: First class or higher
Experience: None
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) even if you have attended in the past.
Attendance: You are expected to attend 70% 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 ASPL for Administration, SPL or the SM 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 in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Sets up and takes care of a troop library
- Keeps records of books and pamphlets owned by the troop.
- Add new or replacement items as needed.
- Keep 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 869
Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader for Administration
Description: The Scribe keeps the troop records. He records the activities of the Patrol Leader's Council (PLC) and keeps a record of dues and advancement.
Comments: To be a good Scribe you need to attend nearly all troop and PLC meetings.

QUALIFICATIONS

- Age:** None
Rank: First 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 70% 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 ASPL for Administration, SPL or the SM 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 in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of the PLC meetings.
- Provides minutes of PLC meetings. Sends to ASPL for Administration, SPL and SM
- Provides attendance records of the prior PLC meeting at the start of each PLC.



Troop 869
Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader for Administration
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: First class or higher
Experience: None, but interest in photography is helpful
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) 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 ASPL for Administration, SPL or the SM 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 in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Gathers pictures and facts about troop activities and submits them to the Newsletter staff.
- Takes care of troop trophies, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop.
- Provides pictures and troop activities to the Web Master.



Troop 869
Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader for First Class Emphasis
Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.
Comments: The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.

QUALIFICATIONS

- Age:** 13 or older
Rank: First class or higher
Experience: None
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (PLC) even if you have attended in the past.
Attendance: You are expected to attend 70% of all troop meetings, Patrol Leaders' Council (PLC) 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 ASPL for 1st Class Emphasis, SPL or SM 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 in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- IS a member of the Green Patrol
- Camps with his Green Patrol
- Introduces new Scouts to troop operations.
- Guides new Scouts through early Scouting activities
- Help new Scouts understand and complete First Class emphasis requirements.
- Counsels individual Scouts on Scouting challenges.
- Helps identify and resolve patrol issues.
- Sets a good example of proper uniform and behavior.



Troop 869
Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
Term: 6 months
Reports to: Assistant Senior Patrol Leader for First Class Emphasis
Description: The Instructor teaches Scouting skills.
Comments: The Instructor will work closely with both the Troop Guides and with the Assistant Scoutmaster for 1st Class Emphasis. The Instructor does not have to be an expert but should be able to teach the Scouting skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

- Age:** 13 or older
Rank: First class or higher
Experience: None
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) even if you have attended in the past.
Attendance: You are expected to attend 70% 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 ASPL for 1st Class Emphasis, SPL or the SM 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 in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Teaches basic Scouting skill to troop and patrols, especially First Class Emphasis
- Teaches basic Scout skills.
- Coaches the patrol leader of the new Scout patrol on his duties.
- Assists the Assistant Scoutmaster with training.



Troop 869
Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
Term: 6 months
Reports to: 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: First class or higher
Experience: None
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLC) even if you have attended in the past.
Attendance: You are expected to attend 70% 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 SPL or the SM 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 in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Works with the Troop Chaplain to provide religious services at troop activities.
- Informs 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.
- Leads the closing prayer at troop meetings and on campouts.
- Opening prayer at the Court of Honor



Troop 869

Leadership Position Description

ORDER OF THE ARROW (OA) TROOP REPRESENTATIVE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader (SPL) with Scoutmaster (SM) approval
- Term:** 6 months
- Reports to:** Senior Patrol Leader
- Description:** The OA Troop Representative is a youth liaison serving between the local OA Chapter and his troop. In the troop, you serve as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. You do this in a fashion that strengthens the mission of the Order.
- Comments:** To be a good OA Troop Representative you need to attend nearly all troop, Patrol Leaders' Council meetings and the Chapter's monthly meetings. By setting a good example, you enhance the image of the Order as a service arm to the troop.

QUALIFICATIONS

- Age:** Under 18 years old
- Rank:** First class or higher
- Experience:** OA Member in Good Standing
- Attendance:** 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) even if you have attended in the past.
- Attendance:** You are expected to attend 70% 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 SPL or the SM 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 in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serves as a communication link between the 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 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.



Troop 869
Leadership Position Description

JUNIOR ASSISTANT SCOUTMASTER (JASM)

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster (SM)
Term: 6 months
Reports to: Scoutmaster
Description: JASM 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 many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

- Age:** At least 16 years old
Rank: Star
Experience: Previous leadership positions
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training (JLT) even if you have attended in the past.
Attendance: You are expected to attend 70% 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 SM 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.
- Wears the complete uniform and sets a good example of Scouting principle.
- Works to inspire junior Scouts to reach their full potential.

