

**TROOP 13**  
**Leadership Position Description**  
**Senior Patrol Leader**



**General Information** Scout's Name: \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 12 months

**Reports to:** Scoutmaster

**Description:** The Senior Patrol Leader is the 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 Quartermaster

**Attendance:** 80% over the next 12 months

### **Performance Requirements**

**Training:** You must attend the troop junior Leader Training even if you have attended in the past. Also you must take IMPEESA (NYLT) during your tenure in office or have taken it prior to taking office. If this is not done you can be relieved of your position by the Committee and Scoutmaster.

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

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

**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 a 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 Junior Leaders 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.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_ Current Rank \_\_\_\_\_

Scouts 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

Parents 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

**TROOP 13**  
**Leadership Position Description**  
**Assistant Senior Patrol Leader**



**General Information Scout's Name:** \_\_\_\_\_

**Type:** Elected by the Senior Patrol Leader

**Term:** 12 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 absence of the SPL or called upon. He also provides leadership to all 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:** Star or higher

**Experience:** Previous service as SPL, ASPL, PL or Quartermaster

**Attendance:** 70% over the next 12 months

### Performance Requirements

**Training:** You must attend the troop junior Leader Training even if you have attended in the past. Also you must take IMPEESA (NYLT) during your tenure in office or have taken it prior to taking your office. If this is not done you can be relieved of your position by the Committee and/or Scoutmaster.

**Attendance:** You are expected to attend 70% of all troop meetings, Junior Leaders Council meetings, outings, and service projects. If your attendance is low, or if you have two unexcused absences in a row, you can be removed from office.

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

**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 a 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 Junior Leaders 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.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_ Current Rank \_\_\_\_\_

Scouts 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

Parents 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

**TROOP 13**  
**Leadership Position Description**  
**Patrol Leader**



**General Information Scout's Name:** \_\_\_\_\_

**Type:** Elected by members of the patrol

**Term:** 12 months

**Reports to:** Senior Patrol Leader

**Description:** The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leaders 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 if Possible

**Experience:** none

**Performance Requirements**

**Training:** You must attend the Introduction to Leadership for Scouts and Troops 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 unexcused absences in a row, you can be removed from office.

**Specific Leadership Responsibilities**

Represents the patrol on the Patrol Leaders Council. Plans and steers patrol meetings.

Helps Scouts advance.

Keeps patrol members informed.

Ensures patrol duties at Troop meetings, activities and outings are completed.

Ensures patrol is orderly at Troop meetings, activities and outings.

**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 or Senior Patrol Leader 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.

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

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

Scouts 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

Parents 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

**Troop 13**  
**Leadership Position Description**  
**Assistant Patrol Leader**



**General Information** SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the patrol

**Term:** 12 months

**Reports to:** Patrol Leader

**Description:** The Assistant Patrol Leader leads the patrol in the Patrol Leaders absence.

**Comments:** Substituting for the Patrol Leader is only part of the Assistant Patrol Leaders job. The APL actively helps run the patrol.

**Qualifications**

**Age:** none

**Rank:** none

**Experience:** none

**Performance Requirements**

**Training:** OJT by Patrol Leader

**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 unexcused absences in a row, you can be removed from office. Attends PLC meetings.

**Specific Leadership Responsibilities**

Helps the Patrol Leader plan and steer 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 Leaders council meetings when the Patrol Leader cannot attend.

Lends a hand controlling the patrol and building patrol spirit.

**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 or Senior Patrol Leader 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.

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

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

Scouts 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

Parents 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

**Troop 13**  
**Leadership Position Description**  
**Troop Bugler**



**General Information** SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 12 months

**Reports to:** Assistant Senior Patrol Leader and Assistant Scoutmaster.

**Description:** The Troop Bugler provides music at the opening of troop meetings when scheduled. At campouts, he plays Reveille at the start of each day and Taps and the closing of each day.

**Comments:** To be a good Troop Bugler you need to attend nearly all troop meetings and campouts.

**Qualifications**

**Age:** none

**Rank:** 2<sup>d</sup> class or above

**Experience:** Training and skill in the playing of a bugle.

**Performance Requirements**

**Training:** Meet with past Troop Bugler.

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

**Specific Leadership Responsibilities**

Attends and play bugle at troop meetings, programs and campouts. Maintains selection of music for special events/programs.

**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 or Senior Patrol Leader 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.

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

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

Scouts 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

Parents 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

**Troop 13**  
**Leadership Position Description**  
**Troop Historian**



**General Information** SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 12 months

**Reports to:** Assistant Senior Patrol Leader and assigned Assist Scoutmaster

**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 display, articles for the web site and presentations of current activities. In addition, the work of the Historian provides a link with the past.

**Qualifications**

**Age:** none

**Rank:** Tenderfoot or above

**Experience:** none, but interest in photography and writing is helpful

**Performance Requirements**

**Training:** Meet with prior Troop Historian for Training.

**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 unexcused absences in a row, you can be removed from office. Does attend the Patrol Leaders Council.

**Specific Leadership Responsibilities**

Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook. Note, this does not mean the Historian is responsible for all the writing, just that the information is retained. Prepares written and photographic documentation of each Troop activity and includes in scrapbook (or web site) within one month of the event.

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

Keeps information (names, highest rank, membership dates) about former members of the troop.

**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 or Senior Patrol Leader 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.

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

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

Scouts 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

Parents 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.

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Signature Date

**Troop 13**  
**Leadership Position Description**  
**Troop Guide**



**General Information** SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 12 months

**Reports to:** Scoutmaster and Assist Scoutmaster assigned to the New Boy Patrol

**Description:** The Troop Guide works with new Scouts. He helps them feel comfortable and encourages advancement from Scout through First Class.

**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 the first year fun and successful. This is an important position.

**Qualifications**

**Age:** 14 or older

**Rank:** EAGLE

**Experience:** SPL, ASPL, PL, or other Recognized Leadership positions in the Troop

**Performance Requirements**

**Training:** Self-review of Scout Craft Skills, attend Introduction to Leadership for Scouts and Troops, NYLT

**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 unexcused absences in a row, you can be removed from office. Not required to attend the Patrol Leaders Council unless assisting new 1<sup>st</sup> year Patrol Leader.

**Specific Leadership Responsibilities**

Introduces new Scouts to troop operations. Teaches basic Scout skills. Helps new Scouts work toward First Class. Guides new Scouts through early Scouting activities and Guides new Scouts to live by Scout Oath and Law.

Coaches the patrol leader of the new Scout patrol on his duties and works with the patrol leader at Patrol meetings.

Attends Patrol Leaders? Council meetings with the patrol leader of the new Scout patrol as necessary.

Assists the Assistant Scoutmaster with training.

Counsels individual Scouts on Scouting challenges.

**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 or Senior Patrol Leader 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.

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

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

Scouts 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

Parents 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

**Troop 13**  
**Leadership Position Description**  
**Troop Quartermaster**



**General Information** SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 12 months

**Reports to:** Assistant Senior Patrol Leader and Troop Adult Quartermaster

**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 camp outs. There are times when the Quartermaster has to be available to check equipment in and out.

**Qualifications**

**Age:** none

**Rank:** 1<sup>st</sup> class or higher

**Experience:** none

**Performance Requirements**

**Training:** Meet with past Troop Quartermaster for training, , Attend Introduction to Leadership for Scouts and Troops.

**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 unexcused absences in a row, you can be removed from office. Does attend the Patrol Leaders Council.

**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 Committee member responsible for equipment.

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

**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 or Senior Patrol Leader 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.

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

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

Scouts 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

Parents 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.

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Signature/ Date

**Troop 13**  
**Leadership Position Description**  
**Outdoor Ethics Guide**



**General Information** SCOUT'S NAME \_\_\_\_\_

- **Type:** Elected by the senior patrol leader and approved by the Scoutmaster.
- A Scout under the age of 14, or who has not completed Leave No Trace Trainer training, may serve as an *instructor* teaching Leave No Trace skills until he obtains the necessary training.

**Term:** 12 months

**Reports to:** Assistant Senior Patrol Leader and Troop Scoutmaster

**Description:** He should have a thorough understanding of and commitment to Leave No Trace and Tread Lightly!. Ideally, he should have completed Leave No Trace training or Tread Lightly! training as well as earned both the Camping and Environmental Science merit badges..

**Comments:** The Outdoor Ethics Guide specializes in teaching Leave No Trace and Tread Lightly! principles and ensures that the troop follows the principles of Leave No Trace and Tread Lightly! on all outings such as camping and other outdoor activities. Leave No Trace Trainer Course is 16 hours.

### Qualifications

**Age:** 14

**Rank:** 1<sup>st</sup> class or above

**Experience:** None

### Performance Requirements

**Training:** You must attend the troop junior Leader Training even if you have attended it 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 unexcused absences in a row, you can be removed from office.

### Specific Leadership Responsibilities

Teaches Leave No Trace and Tread Lightly! principles and ensures that the troop follows the principles of Leave No Trace and Tread Lightly! on all outings

**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 notify by email or call the Senior Patrol Leader 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.

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

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

Scouts 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

Parents 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.

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Signature /Date

**Troop 13**  
**Leadership Position Description**  
**Troop Scribe**



**General Information** SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 12 months

**Reports to:** Assistant Senior Patrol Leader and Troop Advancement Committee Chairman

**Description:** The Scribe keeps the troop records. He records and publishes the activities of the Patrol Leaders? Council and keeps a record of 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:** 2<sup>d</sup> class or above

**Experience:** none

**Performance Requirements**

**Training:** You must attend the Introduction to Leadership for Scouts and Troops 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 unexcused absences in a row, you can be removed from office.

**Specific Leadership Responsibilities**

Attends, keeps minutes, and publishes a log of Patrol Leaders Council meetings.

Records individual Scout attendance.

Works with the Troop Committee members responsible for records and finance.

**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 or Senior Patrol Leader 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.

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

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

Scouts 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

Parents 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



# Troop 13

## Leadership Position Description

### OA Troop Representative



**General Information** SCOUT'S NAME \_\_\_\_\_

**Type:** Appointed by SPL with SM approval

**Term:** 12 months

**Reports to:** The Assistant Senior Patrol Leader

**Description:** An Order of the Arrow Troop Representative is a 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 Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.

**Adult Mentor:** Adult OA Representative

**Qualifications:**

**Age:** Under 18 years old

**Rank:** First Class Scout

**Experience:** OA Member in good standing

**Performance Requirements:**

**Training:**

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

**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 positions 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.

**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 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 Scoutmaster or Senior Patrol Leader 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.

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

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

Scouts 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.

\_\_\_\_\_  
Parents 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

\_\_\_\_\_  
Signature /Date

**Troop 13**  
**Leadership Position Description**  
**Troop Librarian**



**General Information** SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 12 months

**Reports to:** Assistant Senior Patrol Leader and Troop Advancement Committee Chairman

**Description:** The Troop Librarian takes care of troop literature.

**Comments:** The library contains books of historical value as well as current materials. Altogether, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

**Qualifications**

**Age:** none

**Rank:** Tenderfoot

**Experience:** none

**Performance Requirements**

**Training:** Meet with past Troop Librarian for training.

**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 unexcused absences in a row, you can be removed from office. Does **not** attend the Patrol Leaders Council.

(Librarian is not part of the PLC)

**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.

**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 email or call the Scoutmaster or Senior Patrol Leader 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.

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

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

Scouts 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

Parents 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

**Troop 13**  
**Leadership Position Description**  
**Chaplain Aide**



- **Type:** Elected by the senior patrol leader and approved by the Scoutmaster.

**Term:** 12 months

**Reports to:** Assistant Senior Patrol Leader and Troop Scoutmaster

**Description:** The Chaplain Aide works with the Troop to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program.

**Comments:** "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other troop member's help

**Qualifications**

**Age:** None

**Rank:** 1<sup>st</sup> class or above

**Experience:** completed the official 16-hour Leave No Trace Trainer training course

**Performance Requirements**

**Training:** You must attend the troop junior Leader Training even if you have attended it 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 unexcused absences in a row, you can be removed from office.

**Specific 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 notify by email or call the Senior Patrol Leader 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.

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

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

Scouts 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

Parents 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

