

Troop 116 Leadership Job Descriptions

When you accepted a position as a junior leader, whether in a troop level position or a patrol level position, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. The job descriptions below provide some of the things you are expected to do while serving as a junior leader. You should bring a copy of this description with you during your introduction to leadership conference with your adult leader.

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Troop-level Leadership Positions (elected by Troop)

- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Troop Scribe
- Troop Librarian
- Troop Historian (Photographer)
- Troop Bugler
- Troop Chaplain's Aide
- Instructor
- Troop Guide
- Den Chief
- Order Of The Arrow Representative

Patrol-level Positions (elected by Patrol)

- Patrol Leader
- Assistant Patrol Leader
- Patrol Quartermasters

Senior Patrol Leader

RESPONSIBLE TO: Scoutmaster

SPECIFIC DUTIES:

- Preside at all troop meetings, events, activities, and annual program planning conference.
- Chair the Patrol Leaders' Council Meetings.
- Name appointed boy leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other leaders.
- Work with Scoutmaster in training junior leaders.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Assistant Senior Patrol Leader

RESPONSIBLE TO: Senior Patrol Leader and 1st Assistant Scoutmaster

SPECIFIC DUTIES:

- Attend Patrol Leaders' Council Meetings
- Act as assistant for the Senior Patrol Leader.
- Be responsible for training and giving direct leadership to the following appointed junior leaders: troop scribe, librarian, historian, photographer, instructor, quartermaster, and chaplain's aide.
- Take over troop leadership in the absence of the senior patrol leader.
- Perform tasks assigned by the senior patrol leader.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Patrol Leader

RESPONSIBLE TO: Senior Patrol Leader

SPECIFIC DUTIES:

- Attend Patrol Leaders' Council Meetings
- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a job and help them succeed.

- Represent the patrol at all patrol leaders' council meetings and at the annual program planning conference.
- Prepare the patrol to take part in all troop activities.
- Develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Assistant Patrol Leader

RESPONSIBLE TO: Patrol Leader

SPECIFIC DUTIES:

- Assist the patrol leader in
 - o Planning and leading patrol meetings and activities.
 - o Keeping patrol members informed.
 - o Preparing your patrol to take part in all troop activities.
- Take weekly attendance of patrol attendance and provide to scribe.
- Take charge of the patrol in the absence of the patrol leader.
- Represent the patrol at all patrol leaders' council meetings in the absence of the patrol leader.
- Help develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Quartermaster

RESPONSIBLE TO: Patrol Leader & Senior Quartermaster

SPECIFIC DUTIES:

- Attend Quartermaster Council meetings.
- Under the guidance of the Troop Quartermaster:
 - o Keep records of patrol equipment.
 - o Keep patrol equipment in good repair.
 - o Issue patrol equipment and see that it is returned in good order.
 - o Suggest new or replacement items.

- Work with the Assistant Scoutmaster responsible for equipment.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Scribe

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Attend and keep a log of weekly Troop Meetings
- Attend and keep a log of Patrol Leader Council (PLC) Meetings
- Place records on troop website.
- Record attendance (with help from Assistant Patrol Leaders)
- Assist troop committee members responsible for finance, records, and advancement.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Librarian

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Attend Patrol Leaders' Council Meetings
- Establish and maintain a troop library.
 - o Keep records on literature owned by the troop.
 - o Add new or replacement items needed.
 - o Have literature available for borrowing at troop meetings.
 - o Keep system to check literature in and out.
 - o Follow up on late returns.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Historian (Photographer)

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Attend Patrol Leaders' Meetings
- Take pictures at troop meetings and activities.
- Digitize images to be placed online.
- Work with Troop Historian to place photographs online.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Bugler

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Attend Patrol Leaders' Meetings
- Sound Taps, Assembly and Revelry at troop campouts
- Sound Assembly at weekly meetings.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Chaplain's Aide

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Attend Patrol Leaders' Meetings
- Keep troop leaders apprised of religious holidays when planning activities.
- Guide Patrol Chaplain's Aides and presides over Chaplain's Aide Council.
- Assist chaplain or religious coordinator in meeting the religious needs of troop members while an activities.
- Encourage saying grace at meals while camping or on activities.
- Tell troop members about religious emblem program of their faith.
- Preside over closing prayer at troop meetings.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Instructor

RESPONSIBLE TO: Assistant Senior Patrol Leader

SPECIFIC DUTIES:

- Instruct scouting skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Troop Guide**RESPONSIBLE TO:** Assistant Scoutmaster - new Scout patrol**SPECIFIC DUTIES:**

- Help Scouts meet advancement requirements through First Class.
- Advise new scout patrol leader on his duties and his responsibilities at patrol leaders' council meetings.
- Attend patrol leaders' council meetings with the new Scout patrol leader.
- Prevent harassment of new Scouts by older Scouts.
- Help assistant Scoutmaster Train new patrol leader when he is elected.
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

Den Chief**RESPONSIBLE TO:** the den leader in the pack and the Assistant Scoutmaster for den chiefs**SPECIFIC DUTIES:**

- Serve as the activities assistant at den meetings.
- Meet regularly with the den leader to review the den and pack meetings plans.
- If serving as a Webelos den chief, prepare the boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.