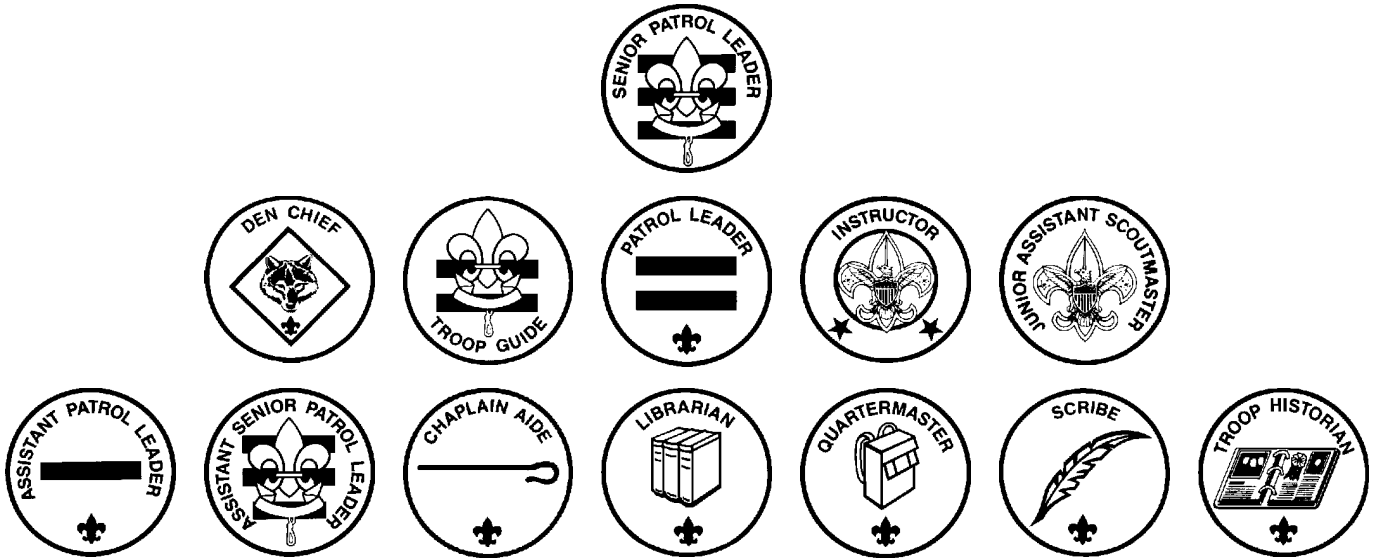




Leading the way...



**Troop 2970 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 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 job 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!



Troop 2970 Leadership Position Matrix

Elected Positions (Pre-Qualified by Scoutmaster)

Position	Min Term	Attendance	Reports To	Rank	Req. Training	Expected Experience
Senior Patrol Leader (SPL)	12 months	75% Troop Meetings and PLC meetings	Scoutmaster	Life (Eagle preferred)	TLT	Patrol Leader, Instructor, Den Chief, Guide
Patrol Leader	4 months	75% Troop Meetings and PLC meetings	ASPL	1st Class	TLT	

Appointed by Senior Patrol Leader (Approved by Scoutmaster)

Position	Min Term	Attendance	Reports To	Rank	Req. Training	Expected Experience
Assist. Senior Patrol Leader (ASPL); Team ASPL New Scout ASPL Instructor ASPL	6 months	75% Troop Meetings and PLC meetings	SPL	Star	TLT	Patrol Leader, Instructor, Den Chief, Guide
Chaplain Aide	6 months	75% Troop Meetings and Courts of Honor	SPL (or ASPL)	1 st Class (Star preferred)	TLT	
Scribe	6 months	75% Troop Meetings and PLC meetings	SPL (or ASPL)	1 st Class (Star preferred)	TLT	
Quartermaster	6 months	75% Troop Meetings and PLC meetings	SPL (or ASPL)	1 st Class (Star preferred)	TLT	
OA Representative	6 months	50% of Troop Meetings	SPL (or ASPL)	1 st Class (Star preferred)	TLT	
Webmaster	6 months	75% of Troop Meetings	SPL	1 st Class (Star preferred)	TLT	
Historian	6 months	50% of Troop Meetings	SPL (or ASPL)	1 st Class (Star preferred)	TLT	
Librarian	6 months	50% of Troop Meetings	SPL (or ASPL)	1 st Class (Star preferred)	TLT	

Appointed by Patrol Leader (does not count toward Rank advancement requirements)

Position of Responsibility	Minimum Term	Meeting Attendance	Reports To	Min Rank	Remarks
Assistant Patrol Leader (APL);	none	75% of meetings	Patrol Leader	none	Takes over for PL when PL cannot attend.
Quartermaster	none	50% of meetings	Patrol Leader	none	Coordinates with Team / Troop Quartermaster.
Scribe	none	50% of meetings	Patrol Leader	none	Takes notes for Patrol Meetings and maintains patrol roster.
Historian	none	50% of meetings	Patrol Leader	none	Maintains journal of patrol activities and captures pictures for patrol members.
Chaplain's Aide	none	50% of meetings	Patrol Leader	none	Prepare worship materials and prayers for patrol meals.

Appointed by Scoutmaster / Assistant Scoutmaster

Position	Minimum Term	Attendance	Reports To	Min Rank	Required Training	Expected Experience
Den Chief	6 months	75% of Den Meetings	Chief of Den Chiefs DC Advisor	1st Class	Den Chief Training	none
New Scout Patrol Leader	6 months	75% of Troop Meetings. Summer camp required	ASPL New Scouts	Star	TLT, Instructor's EDGE	Patrol Leader
Guides; Patrol Guide Merit Badge Guide Chief of Den Chiefs	12 months	75% of Troop Meetings. Summer camp required	ASPL	Star	TLT, Instructor's EDGE	Patrol Leader, Instructor
Instructor	12 months	50% of Troop Meetings	ASM Advisor	1st Class	TLT, Instructor's EDGE	Patrol Leader, Guide
Junior Assistant Scoutmaster	12 months	50% of Troop Meetings	Scoutmaster	Life (Eagle preferred)	TLT	Preferred SPL



Troop 2970 Leadership Position Application, Review and Approval Process

Holding and fulfilling the duties of a troop position of responsibility is one of the requirements to earn the rank of Star, Life and Eagle. (4 months for Star; 6 months for Life; 6 months for Eagle)

The qualifying positions of responsibility include;

- Patrol Leader
- Assistant Senior Patrol Leader (ASPL)
- Senior Patrol Leader (SPL)
- Troop Guide; incl. Troop 2970 positions of Merit Badge Guide & Chief of Den Chiefs *
- Order of the Arrow Troop Representative
- Den Chief
- Scribe
- Librarian
- Historian
- Quartermaster
- Bugler **
- Junior Assistant Scoutmaster ***
- Chaplain Aide
- Instructor & Lead Instructor
- Troop Webmaster
- Leave No Trace Trainer

* Chief of Den Chiefs, in lieu of Senior Patrol Leader, supports the Den Chiefs.

** Bugler does qualify for the Eagle Leadership requirement.

*** Junior Assistant Scoutmasters are assigned by invitation of Scoutmaster only.

Descriptions of the troop positions of responsibility can be found in the following;

- Troop 2970 published position specific Leadership Position Description
- BSA Junior Leaders Handbook
- As noted in the Boy Scout Handbook via www.bsahandbook.com

Earning credit for a Troop Leadership position is a four-step process:

1. Apply for a leadership position
2. Leadership application review and approval
3. Accept and fulfill duties of the approved leadership position.
4. Review performance and receive sign-off credit.

Step 1 - Apply for a Leadership Position

1. Read the job descriptions, qualifications, and responsibilities for the position(s) you are interested in seeking to fill. If you suspect other activities outside of scouting are going to prevent you from fully completing your job, you should consider postponing your leadership role until you have the time give it your best efforts.
2. Decide what you want to do and talk it over with the Senior Patrol Leader and your parents.
 - * Den Chiefs are to discuss with Chief of Den Chiefs and your parents.
3. Talk it over with other Scouts who have served in that position.
4. Obtain and complete Troop 2970 Leadership Application form for position(s) of interest.
5. Have your parents review the requirements with you and sign the Leadership Application form.
6. Email your completed form to the Senior Patrol Leader and Scoutmaster (or assigned Assistant Scoutmaster) for review and approval.

* Den Chiefs to email to Chief of Den Chiefs and Adult Den Chief Advisor.

Step 2 - Leadership Application Review and Approval

Senior Patrol Leader

- Applications reviewed by the Scoutmaster.
- Approved Senior Patrol Leader candidates placed on the ballot.
- Troop members vote on approved candidates in annual elections held in May

Assistant Senior Patrol Leader

- Applications reviewed by the Scoutmaster and Senior Patrol Leader.
- Position is appointed by Senior Patrol Leader with Scoutmaster approval.

Patrol Leader

- Applications are reviewed by the Scoutmaster and Senior Patrol Leader
- Approval is to be obtained prior to the Patrol Leader elections.
- Patrol members elect the new Patrol Leader in annual elections held in September.
- New Patrol Leader is required to complete annual Troop Leadership Training
- Changing Patrol Leaders mid year is encouraged to make leadership available throughout the year, however mid year changes must be approved by SPL and Scoutmaster, and will follow the same election process.

Chief of Den Chiefs

- Applications reviewed by the incumbent Chief of Den Chiefs and the Den Chief Advisor.
- New Chief of Den Chiefs is selected by the incumbent Chief of Den Chiefs in May.
- New Chief of Den Chief completes Leadership Agreement and gives it to the Den Chief Advisor.
- Chief of Den Chiefs completes annual Troop Leadership Training.

Den Chief

- Applications are reviewed by the Chief of Den Chiefs and the Den Chief Advisor.
- Den Chief completes Leadership Agreement and gives it to the Chief of Den Chief.
- Den Chief attends classroom Den Chief Training, and online Den Chief course.

Junior Assistant Scoutmaster

- Assigned by invitation of Scoutmaster
- Reports to Scoutmaster or his designee

All all other Troop Leadership positions

- Applications are reviewed by Senior Patrol Leader and Scoutmaster.
- Positions are appointed by the Senior Patrol Leader with Scoutmaster approval.

The Senior Patrol Leader may reject the application and request the scout apply for another Leadership Position Appointments if there are already enough scouts currently serving in the scout's first choice

Step 3 - Accept and Fulfill Duties of the Approved Leadership Position

Once you have been accepted for a Troop leadership position, all you have to do is fulfill the responsibilities for the position as agreed between you and your assigned youth leader. It is important that you also complete the minimum attendance requirements for your position, as the Troop is counting on you to be there to lead the other scouts.

To earn credit, you must adhere to the following process;

- 1) You must turn in a Monthly Leadership Report to your direct report, which is your assigned youth leader or Adult Advisor.
- 2) Your report will be reviewed and either approved or rejected
 - a) If rejected, your supervising youth leader will note the reasons for rejecting it on the form and discuss it with the scout, as well as the Assistant Scoutmaster
- 3) Credit for leadership service will not be given for months when a Monthly Leadership Report is not turned in and approved.

Step 4 - Review Performance and Scoutmaster Sign-off

Once you have completed the requirements for the leadership position, you will review your performance with your assigned Assistant Senior Patrol Leader (Chief of Den Chiefs for Den Chiefs).

The following steps will be followed to review performance and gain sign off;

- 1) The assigned Assistant Senior Patrol Leader (Den Chief Advisor for Den Chief only) will review your progress, including reviewing your approved Monthly Leadership Reports. He will then summarize on the Final Leadership Report form what you have done in your position of responsibility.
 - a. If he agrees that you have met the requirements he will schedule a meeting with the two of you and the assigned Assistant Scoutmaster.
- 2) Upon request by the ASPL, Scoutmaster or Assistant Scoutmaster will review the reports.
 - a. If the Scoutmaster or Assistant Scoutmaster is satisfied that you have completed the job requirements, he will approve your Final Leadership Report and credit will be earned.

Note: The Scoutmaster will review and approve the Senior Patrol Leader and the Assistant Senior Patrol Leaders performance; the Den Chief Advisor will review and approve the Chief of Den Chiefs.



Troop 2970 Leadership Position Application / Agreement

Your Name: _____ Age: _____ Current Rank: _____

Current Position: _____ Previous Positions: _____

Under the national program a boy holding the First Class rank is a complete Scout. This reflects the national policy goal that every Scout attain First Class rank, and the BSA program is based on the assumption that a boy has the skills of a First Class Scout. Leadership is a privilege in Scouting, and is required for advancement beyond the First Class rank.

Beyond First Class rank up to the Eagle rank, a Scout must make a commitment to his brother Scouts and Troop to be a leader. A Scout's service in a leadership position is a privilege, critical to the success of Troop 2970 and is accepted on the terms of the following Agreement:

List the position(s) you are seeking (or have accepted) as your leadership position:

1st Choice	2nd Choice	3rd Choice

For this position, use this space to tell why you want this responsibility, how you would do the job, and why you are the best choice for this position.

Scout's Agreement

I understand that a leadership position in Troop 2970 is a privilege. I have read the job descriptions for these positions and I understand the duties and responsibilities. If selected, I agree to carry them out to the best of my ability. I also understand that in order to receive Leadership credit in Troop 2970 for my services, I must meet all of the requirements defined in the Troop 2970 Scout Leadership Approval Process, which requires that I prepare and submit a monthly journal report of my experience in this position.

Signature) _____ Date: _____

Parent's Support Agreement

I agree with the commitment my son is making and agree with the performance expectations. 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 2970 Leadership Position Application / Agreement

Your Name: _____ Age: _____ Current Rank: _____

Current Position: _____ Previous Positions: _____

Under the national program a boy holding the First Class rank is a complete Scout. This reflects the national policy goal that every Scout attain First Class rank, and the BSA program is based on the assumption that a boy has the skills of a First Class Scout. Leadership is a privilege in Scouting, and is required for advancement beyond the First Class rank.

Beyond First Class rank up to the Eagle rank, a Scout must make a commitment to his brother Scouts and Troop to be a leader. A Scout's service in a leadership position is a privilege, critical to the success of Troop 2970 and is accepted on the terms of the following Agreement:

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Signature) _____ Date: _____



Troop 2970 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: 1st Class or higher
Experience: Previous service as SPL, ASPL, PL, or APL
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

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

GENERAL LEADERSHIP RESPONSIBILITIES

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leader's Council meeting.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.



Troop 2970 Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by member sof 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 given this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council
- Plans and steers patrol meetings
- Helps Scouts advance
- Acts as the chief recruiter of new Scouts
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do.



**Troop 2970
Leadership Position Description**

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Scoutmaster
Description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability.
Comments: In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

- Age:** At least 16 years old
Rank: Eagle
Experience: Previous leadership positions
Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

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

GENERAL LEADERSHIP RESPONSIBILITIES

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Functions as an Assistant Scoutmaster.
Performs duties as assigned by the Scoutmaster.



Troop 2970 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 a 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:** 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 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.
In terms of attendance with your den, you are expected to attend 90% 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.



Troop 2970 Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Scoutmaster
Description: The Instructor teaches Scouting skills.
Comments: The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmasters for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

- Age:** 13 or older
Rank: Star preferred (1st Class)
Experience: none
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

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

GENERAL LEADERSHIP RESPONSIBILITIES

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

1. Uses the EDGE method to teach specific scouting skills in troop and patrols.
2. Develops a curriculum for a specific skill, such as;
 - i. Orienteering (Find your Way)
 - ii. Knots & Lashings
 - iii. First Aid
 - iv. Cooking & Cleaning
 - v. Camp Selection, Set Up, Packing, Equipment & Gear
 - vi. Wood Tools
 - vii. Nature Awareness (plants, animals,
 - viii. Fire Site Preparation & Fire Safety
3. Lead the Troop Activities that involve your specific skill, including troop meetings, outings, new boy camp outs, Webelos weekend, etc. This includes organizing other scouts to teach.
4. Recruit replacement candidates and train your replacement for next year



Troop 2970 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

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

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

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

GENERAL LEADERSHIP RESPONSIBILITIES

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

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



**Troop 2970
Leadership Position Description**

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
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

PERFORMANCE REQUIREMENTS

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

GENERAL LEADERSHIP RESPONSIBILITIES

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplin Aide.
- Serves as a member of the Patrol Leader's Council.



Troop 2970
Leadership Position Description

ASSISTANT PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader
- Term:** 6 months
- Reports to:** Patrol Leader
- Description:** The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.
- Comments:** Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

QUALIFICATIONS

- Age:** none
- Rank:** none
- Experience:** none
- Attendance:** 50% over previous 6 months

PERFORMANCE REQUIREMENTS

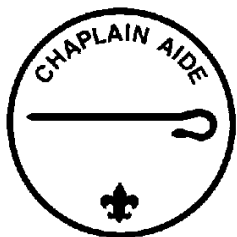
- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences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

GENERAL LEADERSHIP RESPONSIBILITIES

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Patrol Leader plan and steer patrol meetings and activities.
- Helps the Patrol Leader keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.



Troop 2970 Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months
Reports to: Assistant Senior Patrol Leader
Description: The Chaplain Aide works with the Troop Chaplin 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 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 Chaplin with religious services at troop activities.
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during troop program planning.
- Helps plan for religious observance in troop activities.



Troop 2970 Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Historian keeps a historical record or scrapbook of troop activities.

Comments: The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

QUALIFICATIONS

Age: none

Rank: none

Experience: none, but interest in photography is helpful

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

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

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

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

GENERAL LEADERSHIP RESPONSIBILITIES

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

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

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

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

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

Keeps information about former members of the troop.



Troop 2970 Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months
Reports to: Assistant Senior Patrol Leader
Description: The Troop Librarian takes care of troop literature.
Comments: The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

QUALIFICATIONS

- Age:** none
Rank: none
Experience: none
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

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

GENERAL LEADERSHIP RESPONSIBILITIES

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

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



Troop 2970 Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.

Comments: The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

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

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

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

GENERAL LEADERSHIP RESPONSIBILITIES

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

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

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

Keeps records on patrol and troop equipment

Makes sure equipment is in good working condition

issues equipment and makes sure it is returned in good condition

Makes suggestions for new or replacement items

Works with the Troop Committee member responsible for equipment

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



**Troop 2970
Leadership Position Description**

TROOP SCRIBE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months
Reports to: Assistant Senior Patrol Leader
Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.
Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

QUALIFICATIONS

- Age:** none
Rank: none
Experience: none
Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

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

GENERAL LEADERSHIP RESPONSIBILITIES

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress
- Works with the Troop Committee members responsible for records and finance.