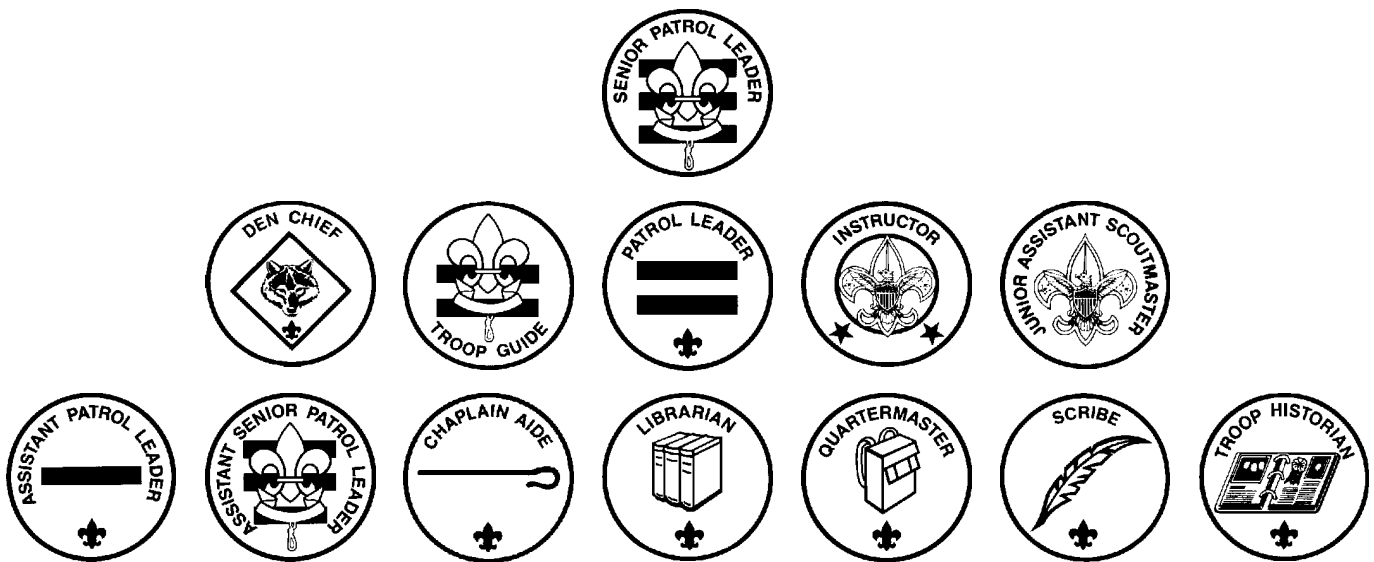




Leading the way...

TROOP 483 LEADERSHIP POSITION GUIDE



Troop 483 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

Help other Scouts along the trail to Eagle.

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.

Remember to “Lead by Example”, that means to make certain that you set the example for the scouts to follow. Before you can make them wear their uniform correctly, you have to. Before you can make them do unpleasant tasks you have to show them that you can and will do them when required.

Good Luck in your adventure as a leader in YOUR scout troop.



Troop 483
Leadership Position Description

SENIOR PATROL LEADER

Effective 10/1/02

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. Cannot serve more than 2 consecutive terms as Senior Patrol Leader

QUALIFICATIONS

- Age:** 14 years old or older
Rank: Life or above
Experience: Previous service as SPL, ASPL, PL, APL or Troop Guide
Attendance: 60% of troop meetings and troop outings 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 troop outings and Patrol Leader's Council meetings. You should attempt to attend the majority of troop 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 notified and 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.
- Voting Member of Patrol Leader's Council.
- 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.
- Acts as a chief recruiter of new Scouts.



Troop 483
Leadership Position Description

PATROL LEADER

Effective 10/1/02

GENERAL INFORMATION

- Type:** Elected by members of the patrol
Term: 6 months
Reports to: Senior Patrol Leader
Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.
Comments: The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leader's Council. Cannot serve more than 2 consecutive terms as Patrol Leader.

QUALIFICATIONS

- Age:** None
Rank: 1st Class or above
Experience: None, however experience as an APL is helpful
Attendance: 50% of troop meetings and troop outings over previous 6 months

PERFORMANCE REQUIREMENTS

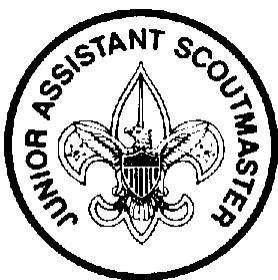
- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend **70%** of all troop meetings, Patrol Leader's Council meetings and troop outings. You should attend most troop service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council.
- Voting member of the Patrol Leader's Council.
- Plans and conducts patrol meetings.
- Helps Scouts advance in rank.
- Acts as a chief recruiter of new Scouts.
- Keeps patrol members informed.
- Knows what his patrol members and other leaders can do.
- Works with assigned Patrol ASM to coordinate patrol activities and advancement.



Troop 483
Leadership Position Description

JUNIOR ASSISTANT SCOUTMASTER

Effective 10/1/02

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 6 months
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 14 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability. Appointed position no consecutive term limitations.
Comments: In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

- Age:** 14 years old or older
Rank: Life or Eagle
Experience: Previous leadership positions
Attendance: 60% of troop meetings and troop outings 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 **70%** of all troop meetings, Patrol Leader's Council meetings and troop outings. You should attend most troop 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 by assisting the Scoutmaster in the supervision of troop activities.
Performs duties as assigned by the Scoutmaster.
Serves as an advisor to the Patrol Leader's Council.
Acts as a chief recruiter of new Scouts.



Troop 483 Leadership Position Description

DEN CHIEF Effective 10/1/02

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 6 months
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. Appointed position no consecutive term limitations.

QUALIFICATIONS

- Age:** 12 or older
Rank: 1st Class or above
Experience: None, however prior experience as a Cub Scout is helpful.
Attendance: 50% of troop meetings and troop outings 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 and troop outings. You should attend most Patrol Leader's Council meetings and troop 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 Boy Scout troop as necessary.



Troop 483 Leadership Position Description

INSTRUCTOR

Effective 10/1/02

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 Months

Reports to: Scoutmaster

Description: The Instructor teaches Scouting skills.

Comments: The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster 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. Appointed position no consecutive term limitations.

QUALIFICATIONS

Age: 13 years old or older

Rank: Star or above

Experience: None, however experience as a SPL, ASPL, PL, APL or Troop Guide preferred.

Attendance: 50% of troop meetings and troop outings 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 and troop outings. You should attend most Patrol Leader's Council meetings and troop 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

Teaches basic Scouting skills in troop and patrols.

Introduces new Scouts/Webelos to troop operations.

Attends Webelos campout.

Acts as a chief recruiter of new Scouts.



Troop 483
Leadership Position Description

TROOP GUIDE
Effective 10/1/02

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 6 months
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. Appointed position no consecutive term limitations.

QUALIFICATIONS

- Age:** 13 years old or older
Rank: Star or above
Experience: None, however experience as a SPL, ASPL, PL, APL or Instructor preferred.
Attendance: 50% of troop meetings and troop outings 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 and troop outings. You should attend most Patrol Leader's Council meetings and troop 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/Webelos to troop operations. Attends Webelos campout.
- Guides new Scouts through early Scouting activities.
- Shields new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class in their first year.
- Teaches basic Scout skills.
- Works with the patrol leader at Patrol Leader's Council meetings.
- Attends Patrol Leader's Council meetings.
- Assists the "New Scout" Assistant Scoutmaster with training of new scouts.
- Counsels individual Scouts on Scouting challenges.
- Acts as a chief recruiter of new Scouts.



Troop 483
Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

Effective 10/1/02

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. Appointed position no consecutive term limitations.

QUALIFICATIONS

- Age:** 13 years old or older
Rank: Star or above
Experience: SPL, ASPL, PL, APL, or Troop Guide
Attendance: 50% of troop meetings and troop outings 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 **70%** of all troop meetings and troop outings. You should attend most Patrol Leader's Council meetings and troop 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 Chaplain Aide.
- Voting member of the Patrol Leader's Council.
- Acts as a chief recruiter of new Scouts.



Troop 483
Leadership Position Description
ASSISTANT PATROL LEADER
Effective 10/1/02

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. Appointed position no consecutive term limitations.

QUALIFICATIONS

- Age:** None
Rank: 1st class and above, lower rank scout may be used if no 1st class scout is available in the patrol.
Experience: None
Attendance: 50% of troop meetings and troop outings over previous 6 months

PERFORMANCE REQUIREMENTS

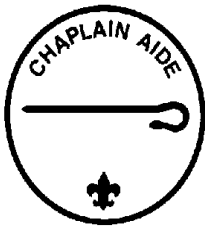
- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend **70%** of all troop meetings and troop outings. You should attend most Patrol Leader's Council meetings and troop service projects. If your attendance is low, 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.
- Acts as a chief recruiter of new Scouts.



Troop 483 Leadership Position Description

CHAPLAIN AIDE Effective 10/1/02

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 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. Appointed position no consecutive term limitations.

QUALIFICATIONS

- Age:** None
Rank: 1st class or above preferred, lower rank scout may be used if no 1st class scout are is available.
Experience: None
Attendance: 50% of troop meetings and troop outings 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 **70%** of all troop meetings and troop outings. You should attend most Patrol Leader's Council meetings and troop service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

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

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assists the Troop Chaplain with religious services at troop activities.
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during troop program planning.
- Helps plan for religious observance in troop activities.
- Acts as a chief recruiter of new Scouts.
- Required to help coordinate and attend Scout Sunday.



Troop 483
Leadership Position Description

TROOP HISTORIAN
Effective 10/1/02

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. Appointed position no consecutive term limitations.

QUALIFICATIONS

- Age:** None
Rank: 1st class or above preferred, lower rank scout may be used if no 1st class scout is available.
Experience: None, but interest in photography is helpful
Attendance: 50% of troop meetings and troop outings 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 **70%** of all troop meetings and troop outings. You should attend most Patrol Leader's Council meetings and troop 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.
Acts as a chief recruiter of new Scouts.



Troop 483
Leadership Position Description

TROOP LIBRARIAN

Effective 10/1/02

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 informational materials (merit badge books, manuals, guides). All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop. Appointed position no consecutive term limitations.

QUALIFICATIONS

- Age:** None
Rank: 1st class or above preferred, lower rank scout may be used if no 1st class scout is available.
Experience: None
Attendance: 50% of troop meetings and troop outings 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 **70%** of all troop meetings and troop outings. You should attend most Patrol Leader's Council meetings and troop 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.
- Acts as a chief recruiter of new Scouts.



Troop 483
Leadership Position Description

TROOP QUARTERMASTER
Effective 10/1/02

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, outside of troop meetings and outings, when the Quartermaster has to be available to check equipment in and out. Appointed position no consecutive term limitations.

QUALIFICATIONS

- Age:** None
Rank: 1st class or above
Experience: None
Attendance: 50% of troop meetings and troop outings 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 **70%** of all troop meetings and troop outings. You should attend most Patrol Leader's Council meetings and troop 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, if not report to Scoutmaster, Adult Quartermaster or Assistant Scoutmaster in charge of equipment.
- Issues equipment and makes sure it is returned in good condition.
- Makes suggestions for new or replacement items to Scoutmaster, Adult Quartermaster or Assistant Scoutmaster in charge of equipment.
- Works with the Adult Quartermaster or Assistant Scoutmaster in charge of equipment.
- Attends Patrol Leader's Council Meetings.
- Acts as a chief recruiter of new Scouts.



Troop 483 Leadership Position Description

TROOP SCRIBE

Effective 10/1/02

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 Leader's Council and keeps a record of Scout attendance at troop meetings. Collects attendance and agenda from Patrol Leaders for individual patrol meetings. Turns in records to Scoutmaster or Records Chairman.
Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leader's Council meetings. Appointed position no consecutive term limitations.

QUALIFICATIONS

- Age:** None
Rank: 1st class or above preferred, lower rank scout may be used if no 1st class scout is available.
Experience: None
Attendance: 50% of troop meetings and troop outings 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 **70%** of all troop meetings and troop outings. You should attend most Patrol Leader's Council meetings and troop 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 Leader's Council meetings.
- Records individual Scout attendance.
- Works with the Scoutmaster or Records Chairman to maintain records.
- Acts as a chief recruiter of new Scouts.



Troop 483
Leadership Position Description

TROOP BUGLER
Effective 10/1/02

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 months
Reports to: Assistant Senior Patrol Leader
Description: The Bugler is responsible for the proper raising and retirement of the flag where appropriate. Plays reveille in the morning and taps in the evening when and where it is appropriate.
Comments: To be a good Bugler you need to attend nearly all troop functions where a flag is present. Appointed position no consecutive term limitations.

QUALIFICATIONS

- Age:** None
Rank: 1st class or above preferred, lower rank scout may be used if no 1st class scout is available.
Experience: None
Attendance: 50% of troop meetings and troop outings 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 **70%** of all troop meetings and troop outings. You should attend most Patrol Leader's Council meetings and troop 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 meetings and outings and provides for the morning reveille and evening retirement of the flag, when appropriate.

Troop 483

Leadership Position Agreement

POSITION ACCEPTING: _____

Your Name: _____ Age: _____

Current Rank (CIRCLE ONE THAT APPLIES): **EAGLE** **LIFE** **STAR** **1ST** **2ND** **TNDRFT** **SCOUT**

Previous Positions (circle all that apply): **SPL** **ASPL** **PL** **APL** **JASM** **TRP GUIDE** **SCRIBE**

QTRMSTR **HIST** **LIBR** **CHAP AIDE** **DEN CHIEF** **BUGLER** **OA REP** **INSTR**

Attendance (past 6 months from troop records): _____

Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and will carry them out to the best of my ability.

(signature)

(date)

Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the troop.

(signature)

(date)