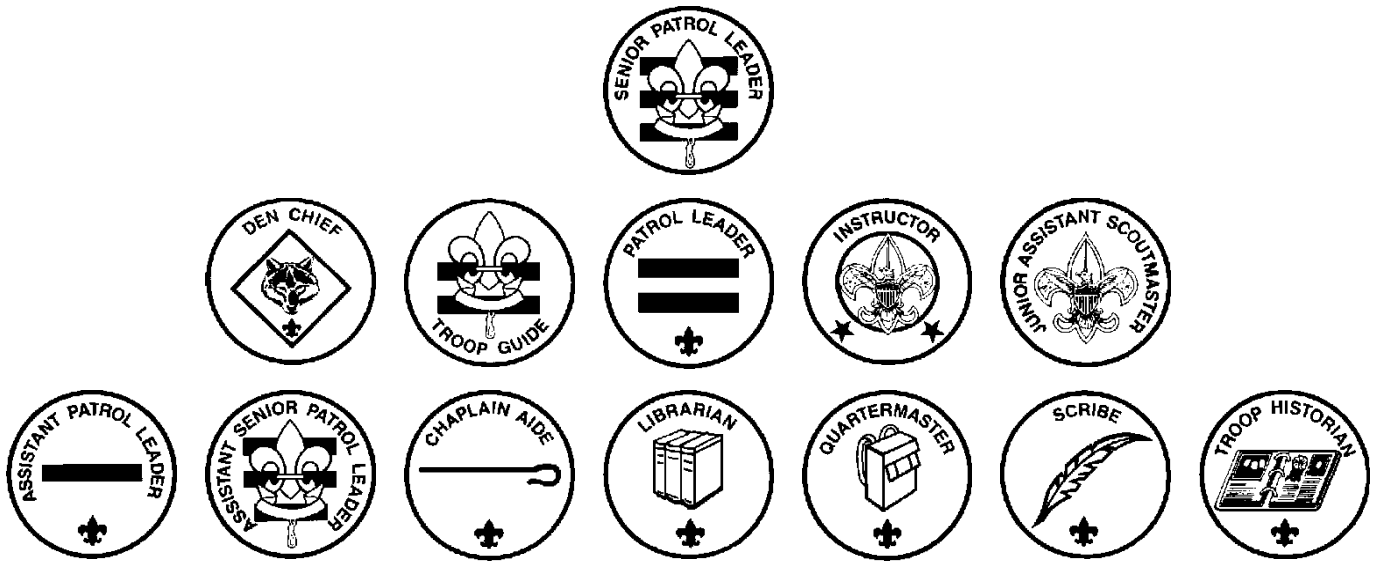




Leading the way...



**Troop 455 Scout Leadership Positions
Duties and Responsibilities**

September 2020



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 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 along with signed copies of each job description choice.

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



Troop 455
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 REQUIREMENTS

- Age:** none
Rank: 1ST Class or higher
Experience: Preference for previous service as SPL, ASPL or PL
Attendance: 65% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past. Senior Patrol Leader candidates must commit to completing NYLT (National Youth Leadership Training).
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 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 Leaders' Council meeting, coordinating with the Scoutmaster
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to junior leaders; monitors and evaluates performance
- Assists the Scoutmaster with Junior Leader Training

Signature: _____

Date: _____



Troop 455
Leadership Position Description

PATROL LEADER

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 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 Leaders are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS REQUIREMENTS

- Age:** none
Rank: 2nd Class or higher
Experience: none
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 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

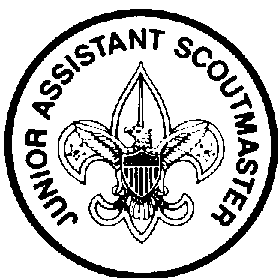
- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit 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 and Patrol Quartermaster
- Represents the patrol on the Patrol Leaders' Council (PLC)
- Plans and steers patrol meetings; helps Scouts advance
- Records attendance at meetings, outings and activities on the Monthly Patrol Report
- Prepares the Monthly Performance Report from the Monthly Patrol Report
- Acts as the chief recruiter of new Scouts
- Knows what his patrol members and other leaders can do; keeps patrol informed

Signature: _____

Date: _____



Troop 455
Leadership Position Description

JUNIOR ASSISTANT SCOUTMASTER

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 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 REQUIREMENTS

- Age:** At least 16 years old
Rank: Eagle
Experience: Previous service as SPL, ASPL or PL
Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

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

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the 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

Signature: _____

Date: _____



Troop 455
Leadership Position Description

DEN CHIEF

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 an expertise 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 REQUIREMENTS

- Age:** 14 or older
Rank: 2nd Class or higher
Experience: Previous service in a leadership position
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. Preference is given to those with one week of CIT at Cub World.
Attendance: You are expected to attend 70% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
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 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 and 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

Signature: _____

Date: _____



Troop 455
Leadership Position Description

INSTRUCTOR, Leave No Trace

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 6 Months
Reports to: Scoutmaster
Description: The Instructor teaches Scouting skills with respect to Leave No Trace training.
Comments: The Instructor will work closely with both the Troop Guide(s) and with the Assistant Scoutmaster for new Scouts. In addition to Leave No Trace training, the Instructor does not have to be an expert but should be able to teach the Scout craft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS REQUIREMENTS

- Age:** 14 or older
Rank: 1ST Class or higher
Experience: Previous service as SPL, ASPL or PL
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. Instructor candidates must have completed NYLT (National Youth Leadership Training).
Attendance: You are expected to attend 70% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the 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
Teaches Scouting Leave No Trace skills in troop and patrols

Signature: _____

Date: _____



Troop 455 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 Months
Reports to: Assistant Senior Patrol Leader – New Scouts
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 REQUIREMENTS

- Age:** 14 or older
Rank: 2nd Class or higher
Experience: none
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 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

- Introduces new Scouts to troop operations
- 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
- Represents the New Scout Patrol (if applicable) at the Patrol Leaders' Council meetings
- Assists the Instructor and Assistant Scoutmaster of New Scout with training
- Counsels individual Scouts on Scouting challenges

Signature: _____

Date: _____



Troop 455
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 REQUIREMENTS

- Age:** none
Rank: 1ST Class or higher
Experience: Previous service as a SPL, ASPL or PL
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. Assistant Senior Patrol Leader candidates must have completed NYLT (National Youth Leadership Training).
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 Senior Patrol Leader lead meetings and activities
- Runs the troop in the absence of the Senior Patrol Leader
- Helps train, supervise, monitor and evaluate members of the Junior Leadership Team (Patrol Leaders, Scribe, Quartermaster, Instructor, Troop Guides, Librarian, Historian, etc.)
- Serves as a member of the Patrol Leaders' Council

Signature: _____

Date: _____



Troop 455
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 REQUIREMENTS

- Age:** none
Rank: 2ND Class or higher
Experience: none
Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

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

GENERAL LEADERSHIP RESPONSIBILITIES

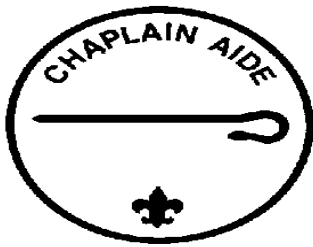
- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call your 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 Leaders' Council meetings when the Patrol Leader cannot attend
- Lends a hand controlling the patrol and building patrol spirit

Signature: _____

Date: _____



Troop 455
Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 Months
Reports to: Assistant Senior Patrol Leader - Administration
Description: The Chaplain Aide works with the Troop Chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program.
Comments: "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other troop members' help.

QUALIFICATIONS REQUIREMENTS

- 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

- 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

Signature: _____

Date: _____



**Troop 455
Leadership Position Description**

TROOP HISTORIAN

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 Months
Reports to: Assistant Senior Patrol Leader - Administration
Description: The Troop Historian keeps a historical record or scrapbook of troop activities.
Comments: The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

QUALIFICATIONS REQUIREMENTS

- 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

- Collects photos and facts about past troop activities and post to the troop's website
- Takes care of troop trophies, ribbons, and souvenirs of troop activities
- Coordinates activities with the troop Scribe and Librarian
- Keeps information about former members of the troop

Signature: _____

Date: _____



Troop 455
Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 Months

Reports to: Assistant Senior Patrol Leader - Administration

Description: The Troop Librarian takes care of troop literature.

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

QUALIFICATIONS REQUIREMENTS

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

Post list of books and pamphlets owned by the troop to the troop's website

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

Coordinates publishing troop holdings with the troop Webmaster

Issues vouchers for purchase of used merit badge books

Signature: _____

Date: _____



Troop 455
Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 Months
Reports to: Assistant Senior Patrol Leader – Troop Training
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 REQUIREMENTS

- Age:** none
Rank: 2nd Class or higher
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 70% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the 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 clean and in good working condition
- Issues equipment and makes sure it is returned in good condition by patrol quartermasters
- Makes suggestions for new or replacement items
- Works with individual Patrol Quartermasters to maintain patrol boxes
- 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

Signature: _____

Date: _____



Troop 455 Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 Months
Reports to: Assistant Senior Patrol Leader - Administration
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, outings and other troop activities.
Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

QUALIFICATIONS REQUIREMENTS

- Age:** none
Rank: 2nd Class or higher
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 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

- Attends and keeps a log of Patrol Leaders' Council meetings
- Distributes PLC agenda and prior meeting minutes to members before each PLC meeting
- Prepares the Monthly Patrol Reports and distributes weekly to Patrol Leaders to take attendance and collects at end of each meeting
- Distributes the Monthly Performance Report at the end of the month to Patrol Leaders
- Coordinates having the Monthly Patrol Reports attendances posted to Troopmaster
- Maintains troop Advancement Board (new scouts/inactive scouts)
- Works with the Troop Committee members responsible for records and finance

Signature: _____

Date: _____



**Troop 455
Leadership Position Description**

TROOP OA REPRESENTATIVE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 Months
Reports to: Assistant Senior Patrol Leader – Troop Training
Description: The OA Representative serves as a communication link between the Order of the Arrow lodge or chapter and the Scout Troop. He encourages Arrowmen in the troop to be active participants in lodge or chapter activities and to seal their Live by the OA obligation.
Comments: To be a good OA Representative, you need to be active in your lodge or chapter and encourage fellow Arrowmen to be active.

QUALIFICATIONS REQUIREMENTS

- Age:** none
Rank: none
Experience: OA membership given priority
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

- Serves as communication link between 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 programs
- Assists with leadership skills training in the troop
- Encourages Arrowmen to assume leadership positions in the troop

Signature: _____

Date: _____

Troop 455
Leadership Position Description

TROOP BUGLER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
Term: 6 Months
Reports to: Assistant Senior Patrol Leader - Administration
Description: The Bugler plays the military calls of reveille and taps at all camping outings and other troop events that might be requested.
Comments: To be a good Bugler, you need to perform the basic bugle calls with proficiency and attend almost all troop camping outings.

QUALIFICATIONS REQUIREMENTS

- 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

- Possess basic skills with bugle or similar instrument
- Demonstrate proficiency with basic bugle calls of reveille and taps
- Perform at all troop outings
- Perform at special occasions requested by troop

Signature: _____

Date: _____

Troop 455
Leadership Position Description
PATROL QUARTERMASTER

GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader
Term: 6 Months
Reports to: Patrol Leader
Description: The Patrol Quartermaster keeps track of the patrol equipment and sees that the patrol box is complete and clean for each outing.
Comments: The Patrol Quartermaster does most of his work around campouts. The Patrol Quartermaster checks out and returns the patrol box to the Troop Quartermaster for each outing. If the Troop Quartermaster's inspection finds problems, the Patrol Quartermaster is responsible for remedy.

QUALIFICATIONS REQUIREMENTS

- Age:** none
Rank: 2nd Class or higher
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 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 of patrol equipment
- Makes sure equipment is in clean and good working condition
- Coordinates with Patrol Leader that patrol box is properly prepared for outings
- Coordinates with Troop Quartermaster request for new or replacement items
- Checks out and returns patrol box from Troop Quartermaster for each outing

Signature: _____

Date: _____

Troop 455

Leadership Position Application

Your Name: _____ Age: _____

Current Rank: _____

Current Position: _____ Previous Positions: _____

Attendance Percentages (last 6 months meetings/outings): _____ (from TroopMaster records)

List your first three choices

1st Choice	2nd Choice	3rd Choice
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For your first choice, use this space to tell: 1) why you want this job; 2) how you would do the job; and 3) why you are the best choice for this position.

Scout's Agreement

I have read the job descriptions for these positions. I understand the attendance requirements and the duties and responsibilities of the positions. If selected, I 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)

Troop 455 Election Process Timeline for Leadership Positions

Day	Date	Activity
		Level Patrols as Needed
Mon	31-Aug-20	Election Process Timeline Reviewed with Troop Committee
Tues	1-Sept-20	Election Process Timeline Reviewed with PLC (Patrol Leader's Council) Distribute Hardcopy of the Election Process Timeline & Application
Tues	15-Sept-20	Election Process presented to troop/discussion follows Distribute Election Materials & Application to the troop
Mon	28-Sept-20	DEADLINE TO SUBMIT ALL LEADERSHIP POSITION APPLICATIONS submit to Mr. Sharp - tc_s1@live.com AND copied to a parent or other adult leader for 2-deep leadership
Tues	29-Sept-20	SPL Candidates speak to troop via Zoom, sharing why they are the best candidate for SPL Troop Election of Senior Patrol Leader (SPL) SPL Appoints Assistant Patrol Leaders
Tues	6-Oct-20	Patrol Leader Candidates speak to their patrols and tell why they are the best candidate for the position Patrol election of Patrol Leaders (PL) SPL, ASM/PLCC and SM meet with candidates for other leadership positions, if needed SPL, with SM and ASM/PLCC approval, makes appointments of other leadership positions Senior Patrol Leader, with SM and ASM/PLCC approval, appoints APL and Patrol Quartermaster
		SPL Announces the Scout Leadership Team for January-July 2019 Scouts assume new leadership positions (POR) for next 6 months
Tues	8-Dec-20	End of Year Celebration/Court of Honor Current SPL thanks prior Leadership Team Current SPL presents Jan-July 2019 Leadership Team Oath of Office administered to the new leadership team