

BSA Position of Responsibility Descriptions **September 2020**

General Descriptions

Set a good example
Wear the Scout uniform correctly
Live by the Scout Oath and Law
Show and help develop Scout spirit

Senior Patrol Leader (SPL)

Preside at all troop meetings, events, activities and annual program planning conference
Chair the patrol leaders' council
Appoint boy leaders with the advice and consent of the Scoutmaster
Assign duties and responsibilities to other youth leaders
Monitor and evaluates youth leaders' performance monthly
Work with the Scoutmaster in training youth leaders
Achieve an 80% overall participation percentage or better at all troop events

Assistant Senior Patrol Leader (ASPL)

Be responsible for training and giving direct leadership to the following appointed youth leaders: historian, Order of the Arrow troop representative, scribe, librarian, instructor, quartermaster and chaplain aide.
Help lead meetings and activities as called upon by the senior patrol leader
Guide the troop in the senior patrol leader's absence
Perform tasks assigned by the senior patrol leader, including monthly monitoring and evaluating youth leaders' performance
Function as a member of the patrol leaders' council
Achieve a 75% overall participation percentage or better at all troop events

Patrol Leader (PL)

Appoints the Assistant Patrol Leader and Patrol Quartermaster
Plan and lead patrol meetings and activities
Records attendance of all troop activities on the Monthly Patrol Report and gives to Troop Scribe
Prepares the Monthly Performance Report, reviews with patrol members and gives to Troop Scribe
Keep patrol members informed
Assign each patrol member a task and help them succeed
Represent the patrol at all patrol leaders' council meetings and the annual program planning conference
Prepare the patrol to take part in all troop activities
Work with other troop leaders to make the troop run well
Know what patrol members and other leaders can do
Achieve a 75% overall participation percentage or better at all troop events

Assistant Patrol Leader (APL)

Help the patrol leader plan and lead patrol meetings and activities
Help the patrol leader keep patrol members informed
Help the patrol leader prepare the patrol to take part in all troop activities
Lead the patrol in the patrol leader's absence
Represent the patrol at all patrol leaders' council meetings in the patrol leader's absence
Work with other troop leaders to make the troop run well
Achieve a 70% overall participation percentage or better at all troop events

Troop Guide (TG)

- Introduce new Scouts to troop operations
- Guide new Scouts through early Scouting activities
- Shield new Scouts from harassment by older Scouts
- Teach basic Scout skills and encourage new Scouts to earn the First Class rank in their first year
- Coach the patrol leader of the new-Scout patrol on his duties
- Work with the patrol leader at patrol leaders' council meetings
- Support Assistant Scoutmaster with training
- Coach individual Scouts on Scout challenges
- Achieve a 75% overall participation percentage or better at all troop events

Scribe

- Attend and prepare minutes of the patrol leaders' council meetings
- Prepares the Monthly Patrol Reports and distributes weekly to Patrol Leaders
- Prepares and distributes the Monthly Performance Report to Patrol Leaders at month end
- Maintains the Troop's Advancement Board
- Work with the appropriate troop committee members responsible for finance, records, and advancement
- Handle correspondence appropriately
- Achieve a 75% overall participation percentage or better at all troop events

Quartermaster (QM)

- Keep records of patrol and troop equipment
- Keep equipment in good repair
- Keep equipment storage area neat and clean
- Work with individual Patrol Quartermasters to maintain patrol boxes
- Issue equipment and see that it is returned in good order
- Suggest new or replacement items
- Work with the troop committee member responsible for equipment
- Provide flags for troop meetings and other ceremonies and secure flags afterwards
- Achieve a 70% overall participation percentage or better at all troop events

Patrol Quartermaster (PQM)

- Keep track of patrol equipment
- Maintain patrol box in clean and complete condition
- Check out and return patrol box to Troop Quartermaster
- Coordinate with Troop Quartermaster request for new or replacement items
- Coordinate with Patrol Leader needs for every outing
- Achieve a 60% overall participation percentage or better at all troop events

Librarian

- Establish and maintain a troop library
- Keep records on literature owned by the troop and post to troop's website
- Add new or replacement items as needed
- Have literature available for borrowing at troop meetings
- Maintain a system to check literature in and out
- Follow up on late returns
- Achieve a 60% overall participation percentage or better at all troop events

Historian

- Gather pictures and facts about troop activities and post to troop's website with a short narrative
- Take care of troop trophies, ribbons and keepsakes
- Keep information about troop alumni
- Coordinate activities with Troop Scribe and Librarian
- Achieve a 60% overall participation percentage or better at all troop events

Order of the Arrow Troop Representative

Serve as a communication link between the lodge or chapter and the troop
Encourage year-round and resident camping in the troop
Encourage older-Scout participation in high-adventure programs
Encourage Scouts to actively participate in community service projects
Assist with leadership skills training in the troop
Encourage Arrowmen to assume leadership positions in the troop
Encourage Arrowmen in the troop to be active participants in lodge or chapter activities and to seal their membership in the Order by becoming Brotherhood members
Live by the OA obligation
Achieve a 60% overall participation percentage or better at all troop events

Instructor

Instruct Scout skills as needed with the troop or patrols
Prepare well in advance for each teaching assignment
Achieve a 70% overall participation percentage or better at all troop events

Den Chief (DC)

Knows the purposes of Cub Scouting
Serve as the activities assistant at den meetings
Help at monthly pack meetings
Be a friend to the boys in the den
Meet regularly with the adult den leader(s) to review the den and pack meeting plans
If serving as a Webelos den chief, help prepare boys to join Boy Scouting
Project a positive image of Boy Scouting
Achieve a 70% overall participation percentage or better at all troop events

Chaplin Aide

Keep troop leaders apprised of religious holidays when planning activities
Assist the troop chaplain or religious coordinator in meeting the religious needs of troop members while on activities
Encourage saying grace at meals while camping or on activities
Lead worship services on campouts
Tell troop members about the religious emblems program for their faith
Achieve a 60% overall participation percentage or better at all troop events

Bugler

Possess basic skill with instrument
Demonstrate proficiency with basic bugle calls
Perform at opening and closing of all meetings
May be called upon for special occasions
Achieve a 60% overall participation percentage or better at all troop events

Junior Assistant Scoutmaster (JASM)

Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older)
Accomplish any duties assigned by the Scoutmaster
Achieve a 70% overall participation percentage or better at all troop events