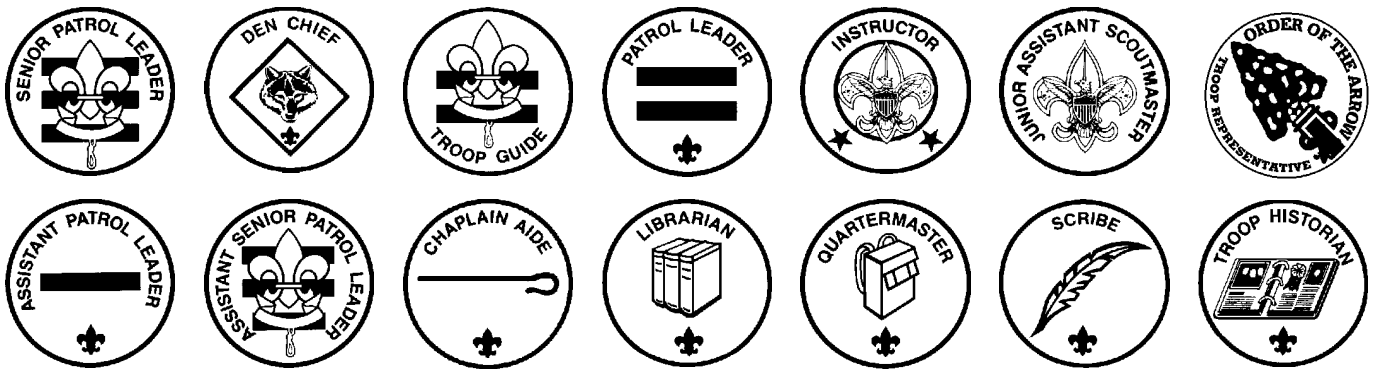




Leading the way...



Troop 331 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 for any leadership positions that are of interest to you. Then decide what position you want to try and talk it over with your parents and other scouts. You may also want to talk to other Scouts who have served in that position. Finally, if the position is elected, you must place your name in nomination at the time of the next election. If the position is appointed, notify an adult leader that you are interested in being considered for an appointment.

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



Troop 331
Leadership Position Description
SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by the members of the troop
Term: one year
Reports to: Scoutmaster
Description: The Senior Patrol Leader is elected by the Scouts to represent them as the leader of the troop.
Comments: The Senior Patrol Leader is the focal point of the troop. He needs to be able to attend virtually all troop functions. The Senior Patrol Leader must be able to lead and maintain order at all troop meetings and know when and how to delegate tasks to other scouts in leadership positions. The Senior Patrol Leader must have the maturity and judgment to always make decisions which are in the best interest of the troop, rather than just popular with his friends.

QUALIFICATIONS

- Age:** 14 or older
Rank: Life or Eagle
Experience: Previous service as SPL, ASPL, PL, or APL, and two long term campouts
Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must plan and attend the troop Junior Leader Training. It does not matter whether you may have previously attended Junior Leader Training, since you must be directly involved with the preparation and implementation of the training of your leadership team.
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 an extraordinary effort because so many boys are depending on you.

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 Leaders are ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events and activities.
- Runs the Patrol Leader's Council meeting.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.



Troop 331
Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by the scouts who are patrol members
Term: 1 year (first year, 3 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 Leaders are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

- Age:** 12 or older
Rank: First Class or above
Experience: One long term campout or six monthly campouts
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 give this job your very 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 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

- Represents the patrol on the Patrol Leader's Council
- Plan and lead patrol meetings
- Set a good example to the rest of the patrol
- Help Scouts advance
- Keeps patrol members informed
- Know what patrol members and other leaders can do.
- Promote Scout Spirit.



Troop 331
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 a capacity similar to an Assistant Scoutmaster. He must be at least 16 years old and not yet 18. Junior Assistant Scoutmasters are appointed by the Scoutmaster because of leadership ability and a perceived interest to remain active in scouting in the future as an adult leader.
Comments: In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

- Age:** At least 16 years old
Rank: Life or Eagle
Experience: Two long term campouts and prior 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 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 331 Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Cubmaster, Den Leader and Assistant Scoutmaster(s) for new Scouts
Description: The Den Chief works with Cub Scouts, Webelos Scouts, and Den Leaders in a designated Cub Scout pack.
Comments: The Den Chief provides 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 the ranks of Cub Scouts.

QUALIFICATIONS

- Age:** 12 or older
Rank: First 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. Must also attend Den Chief Training course.
Attendance: You are expected to attend 66% 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 and active in Troop, Pack and Den activities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Know the purposes of Cub Scouting
- Help Cub Scouts advance through Cub Scout ranks.
- Encourage Cub Scouts to cross over and join a Boy Scout troop.
- Assist with activities in the den meetings.
- Serve as a friend to the boys in the den.
- Help out at weekly den meetings and monthly pack meetings.
- Meet with adult members of the den, pack, and troop as necessary.



**Troop 331
Leadership Position Description**

INSTRUCTOR

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Junior Assistant Scoutmaster / Assistant Scoutmaster(s) for new Scouts
Description: The Instructor teaches Scouting skills.
Comments: The Instructor will work closely with both the Troop Guide(s) and with the Assistant Scoutmaster(s) 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:** 14 or older
Rank: 1st 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 66% 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. If you are going to be absent and you have a scheduled activity or presentation to make, you must call the Senior Patrol Leader or one of the Assistant Senior Patrol Leaders to let them know you will not attend. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Teaches basic Scouting skills in troop and patrols.



**Troop 331
Leadership Position Description**

TROOP GUIDE

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Junior Assistant Scoutmaster / Assistant Scoutmaster(s) for 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

- Age:** 14 or older
Rank: 1st 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 66% 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.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Introduce new Scouts to troop operations.
- Guide new Scouts through early Scouting activities
- Shield new Scouts from harassment by older Scouts.
- Help new Scouts earn First Class in their first year.
- Teach basic Scout skills.
- Coach the Patrol Leader, Assistant Patrol Leader and Patrol Quartermaster on his duties.
- Work with the patrol leader at Patrol Leaders' Council meetings.
- Attend Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.
- Assist the Assistant Scoutmaster with training.
- Consult with individual Scouts on Scouting challenges.



Troop 331
Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by the members of the troop
Term: 1 year
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:** 13 or older
Rank: Star or higher
Experience: One long term campout
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 very 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 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

- Help the Senior Patrol Leader lead meetings and activities.
- Run the troop in the absence of the Senior Patrol Leader.
- Help train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, Chaplain Aide and OA Troop Representative.
- Serve as a member of the Patrol Leader's Council.



Troop 331
Leadership Position Description

ASSISTANT PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by the scouts who are patrol members
Term: 1 year (first year, 3 months)
Reports to: Patrol Leader
Description: The Assistant Patrol Leader serves as an assistant to 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

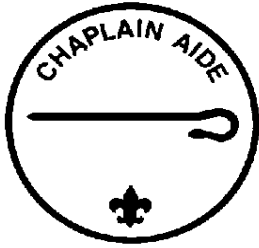
- Training:** none
Attendance: You are expected to attend 75% of all troop meetings, troop outings and service projects. You are to attend Patrol Leaders' Council meetings when the Patrol Leader cannot. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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 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

- Help the Patrol Leader plan and lead patrol meetings and activities.
- Help the Patrol Leader keep patrol members informed.
- Help the patrol get ready for all troop activities.
- Represent the patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lend a hand controlling the patrol and building patrol spirit.
- Set a good example to the rest of the patrol.



Troop 331
Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

- Type:** Appointed Scoutmaster
Term: 1 year
Reports to: Assistant Senior Patrol Leader
Description: The Chaplain Aide works with the Troop Chaplain to uphold the 12th point of the Scout Law in all troop outings and activities. He also attends to the religious needs of Scouts in the troop. He should be participating in and working 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 plan the services with the assistance of other troop members.

QUALIFICATIONS

- Age:** none
Rank: First 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 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 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

- Assist the Troop Chaplain with religious services at troop activities.
- Tell Scouts about the religious emblem program for their faith.
- Make sure religious holidays are considered during troop program planning.
- Help plan for religious observance in troop activities.



Troop 331
Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Assistant Senior Patrol Leader
Description: The Troop Historian keeps a historical records, scrapbook of troop activities and quarterly newsletter.
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: First Class or higher
Experience: none, but interest in photography and writing 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 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

- Gather pictures and facts about past troop activities and keeps them in a historical file or scrapbook.
- Take care of troop trophies, ribbons, and souvenirs of troop activities.
- Keep information about former members of the troop.
- Responsible for the production of the troop quarterly newsletter. Information will be gathered from each Patrol Leader.
- Aide the Scribe as required.
- Supply material for the troop Web Site.



Troop 331
Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Assistant Senior Patrol Leader
Description: The Troop Librarian takes care of troop literature and library of merit badge and reference books.
Comments: The library contains merit badge pamphlets, scout manuals, reference books, and a collection of books of historical value. The library has both a monetary value and a value as a resource to scouts during their rank advancements. The Librarian manages the troop library for the benefit of the troop.

QUALIFICATIONS

- Age:** none
Rank: First 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 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 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

- Set up and takes care of a troop library
- Keep records of books and pamphlets owned by the troop.
- Add new or replacement items as needed.
- Keep books and pamphlets available for borrowing.
- Keep a system for checking books and pamphlets in and out.
- Follow up on late returns.
- Issue vouchers for purchase of used merit badge books.



Troop 331
Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Assistant Senior Patrol Leader / Assistant Scoutmaster Quartermaster
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: First 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 Senior Patrol Leader 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

- Keep records on patrol and troop equipment
- Make sure equipment is in good working condition
- Issue equipment and makes sure it is returned in good condition
- Make suggestions for new or replacement items
- Work with the Troop Committee member responsible for equipment



Troop 331
Leadership Position Description
PATROL QUARTERMASTER

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Troop Quartermaster / Patrol Leader
Description: The Patrol Quartermaster keeps track of Patrol equipment and sees that it is in good working order.
Comments: The Quartermaster does most of his work around campouts.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

- Training:** none
Attendance: You are expected to attend 60% of all troop meetings, outings, and service projects. You are expected to attend 75% of scheduled campouts. 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 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

- Keep records on patrol and troop equipment
- Make sure equipment is in good working condition
- Issue equipment and makes sure it is returned in good condition
- Make suggestions for new or replacement items
- Work with the Troop Committee member responsible for equipment
- Get patrol flags for meetings and ceremonies and put them away afterwards.



**Troop 331
Leadership Position Description**

TROOP SCRIBE

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Assistant Senior Patrol Leader
Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council 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: First Class or higher
Experience: none, writing experience would be helpful
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 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

- Attend and keep the minutes of Patrol Leaders' Council meetings
- Record individual Scout attendance for campouts and Troop meetings.
- Records attendance of Troop service and Eagle projects.
- Supply material for Troop Web Site.
- Aide the Historian as required.



**Troop 331
Leadership Position Description**

OA TROOP REPRESENTATIVE

GENERAL INFORMATION

Type: Scoutmaster

Term: 1 year

Reports to: Designated Assistant Senior Patrol Leader / Assistant ScoutMaster, OA Advisor

Description: Liaison between the OA Chapter / Lodge and the Troop

Comments: Coordinates service opportunities within the unit, to coordinate unit involvement with the Order of the Arrow, including Unit Elections, Camp Promotions, and Inductions, and request lodge and chapter resources to help the unit needs.

QUALIFICATIONS

Age: 12 or older

Rank: First Class or higher

Experience: OA Member in good standing

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 66% 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. Attend 2 of the 3 annual OA Conclaves.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serves as a communication link between the lodge or chapter and or 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 projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.

Troop 331

Leadership Position Application

Your Name: _____ Age: _____

Current Rank: _____

Current Position: _____ Previous Positions: _____

Attendance (6 months): _____ (get from Troop Scribe 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 why you want this job, how you would do the job, and why you are the best choice for this position.

Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected 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)