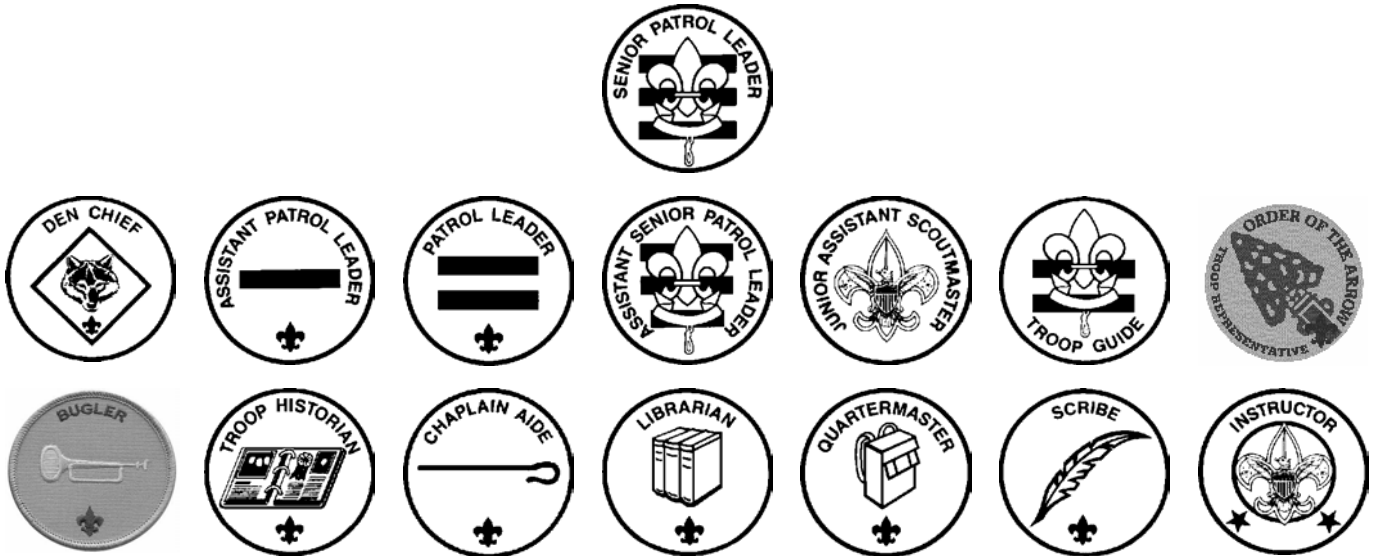


BSA Troop 42 – Norwood, MA



Leadership Positions: Duties and Responsibilities

Leading the way...





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 activities. 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 is in the starting lineup, and when to substitute? The coach, right?

There is one thing that makes Boy Scouts different from all other youth groups. Do you know what it is?

Well, it is not the uniform. Every soccer, football, hockey, 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. Sir Robert 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 no, 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 and guidance, but YOU will be making the decisions.

Because being a leader is more than just sewing on and wearing a patch, we have put together job descriptions for each of the scout troop leadership positions to assist you in understanding the requirements and expectations. They will give you a good idea of what each position entails to help you decide which one you may want to take on. Remember, there is no required skill set or one leadership style to follow, just do your best and never be afraid to seek out assistance. Part of rank advancement requires scouts to take on a leadership position, so take one on and work with your team to make the most of it.

Here's how to be considered for a position. First read the job descriptions, qualifications, and responsibilities. Then decide what you want to do and talk it over with your parent(s)/guardian(s). You can also talk it over with other Scouts who have served in that position. Finally, get a troop job application form (at the back of this document), fill it out, have your parent(s)/guardian(s) read & sign it, and turn it in to the Scoutmaster.

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



BSA Troop 42 – Norwood, MA 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 (SPL) 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 many troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

QUALIFICATIONS

- Age:** At least 14 years old
Rank: 1st Class or higher
Experience: Previous service as ASPL, PL, or APL
Attendance: At least 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training if you have not done so in the past 24 months, or if so requested by the Scoutmaster.
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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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. Remember, you are not just representing yourself.
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(s) is/are ready to assume your responsibilities in your absence.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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



**BSA Troop 42 – Norwood, MA
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 Leader are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

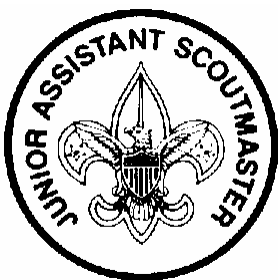
- Training:** You must attend the troop Junior Leader Training if you have not done so in the past 24 months, or if requested to do so by the Scoutmaster.
Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance 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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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. Remember, you are representing your Troop's Patrol.
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 Leaders' Council
- Plans and leads patrol meetings
- Helps the Scouts in his Patrol advance
- Acts as the chief recruiter of new Scouts
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do



**BSA Troop 42 – Norwood, MA
Leadership Position Description**

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Scoutmaster
Description: The Junior Assistant Scoutmaster (JASM) serves in the capacity of an Assistant Scoutmaster except where legal age requirements apply. He must be 16–17 years old. He's appointed by the Scoutmaster because of his leadership ability.
Comments: In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training if you have not done so in the past 24 months, or if requested to do so by the Scoutmaster.
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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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



BSA Troop 42 – Norwood, MA Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Den Leader(s) of the Cub Scout Pack's Webelos and the Scoutmaster or the Asst. Scoutmaster(s) working with new scouts.

Description: The Den Chief works with a local Cub Scout Pack's Webelos Scouts, and Den Leaders.

Comments: The Den Chief provides knowledge of games and Scout skills that Den Leaders may lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

QUALIFICATIONS

Age: At least 13 years old

Rank: 1st Class or higher

Experience: none

Attendance: At least 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training if you have not done so in the past 24 months, or if requested to do so by the Scoutmaster.

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. You are also expected to attend 75% 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. Project a positive image of Boy Scouts.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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. Remember that the impression you give these future Scouts will be a lasting one from a Boy Scout perspective.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Cubmaster or Den 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 else 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 monthly Pack meetings
- Meets with adult members of the Den, Pack, and Troop as necessary



BSA Troop 42 – Norwood, MA Leadership Position Description

INSTRUCTOR

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 the Assistant Scoutmaster for new Scouts. 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

- Age:** At least 14 years old
Rank: 1st Class or higher
Experience: none
Attendance: At least 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training if you have not done so in the past 24 months, or if requested to do so by the Scoutmaster.
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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Teaches basic Scouting skills in troop and patrols



BSA Troop 42 – Norwood, MA Leadership Position Description

TROOP GUIDE

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 the first year fun and successful. This is an important position.

QUALIFICATIONS

Age: At least 13 years old

Rank: 1st Class or higher

Experience: none

Attendance: At least 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training if you have not done so in the past 24 months, or if requested to do so by the Scoutmaster.

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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else 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
- Coaches the patrol leader of the new Scout patrol on his duties
- Works with the patrol leader at Patrol Leaders' Council meetings
- Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol
- Assists the Assistant Scoutmaster with training
- Counsels individual Scouts on scouting challenges



**BSA Troop 42 – Norwood, MA
Leadership Position Description**

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader in consultation with the Scoutmaster
Term: 6 months
Reports to: Senior Patrol Leader
Description: The Assistant Senior Patrol Leader (ASPL) 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:** At least 14 years old
Rank: 1st Class or higher
Experience: none
Attendance: At least 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training if you have not done so in the past 24 months, or if requested to do so by the Scoutmaster.
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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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



**BSA Troop 42 – Norwood, MA
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 (APL) is appointed by the Patrol Leader and leads the patrol in his absence.
Comments: Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training if you have not done so in the past 24 months, or if requested to do so by the Scoutmaster.
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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else 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



**BSA Troop 42 – Norwood, MA
Leadership Position Description**

CHAPLAIN AIDE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader in consultation with the Scoutmaster
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, but can have another troop member's help.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

- Training:** It is recommended that you attend the troop Junior Leader Training if you have not done so in the past 24 months, or you must do so if requested by the Scoutmaster.
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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else 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



**BSA Troop 42 – Norwood, MA
Leadership Position Description**

TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader in consultation with the Scoutmaster

Term: 6 months

Reports to: Assistant Senior Patrol Leader

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

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

QUALIFICATIONS

Age: none

Rank: none

Experience: none, but interest in photography is helpful

Attendance: At least 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: It is recommended that you attend the troop Junior Leader Training if you have not done so in the past 24 months, or you must do so if requested by the Scoutmaster.

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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook
- Takes care of troop trophies, ribbons, and souvenirs of troop activities
- Keeps information about former members of the troop



BSA Troop 42 – Norwood, MA Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader in consultation with the Scoutmaster
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Troop Librarian takes care of troop literature and tracks who borrows it. Works with Merit Badge Counselors to ensure appropriate books are available for class teachings.
- Comments:** The library contains books of historical value as well as current materials. Added together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

- Training:** It is recommended that you attend the troop Junior Leader Training if you have not done so in the past 24 months, or you must do so if requested by the Scoutmaster.
- 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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Sets up and takes care of the 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



BSA Troop 42 – Norwood, MA Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader in consultation with the Scoutmaster
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Troop Quartermaster, in cooperation with the Troop Equipment Coordinator, keeps track of troop equipment and ensures that it is in good working order. He also identifies equipment needed by the Troop.
- Comments:** The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

- Training:** It is recommended that you attend the troop Junior Leader Training if you have not done so in the past 24 months, or you must do so if requested by the Scoutmaster.
- 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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keeps records on patrol and troop equipment
- Makes sure equipment is in good working condition
- issues equipment and makes sure it is returned in good condition
- Makes suggestions for new or replacement items
- Works with the Troop Committee member responsible for equipment
- Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards



BSA Troop 42 – Norwood, MA Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

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

QUALIFICATIONS

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

PERFORMANCE REQUIREMENTS

- Training:** It is recommended that you attend the troop Junior Leader Training if you have not done so in the past 24 months, or you must do so if requested by the Scoutmaster.
- 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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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



**BSA Troop 42 – Norwood, MA
Leadership Position Description**

TROOP BUGLER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader in consultation with the Scoutmaster

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Bugler sounds assembly at weekly meetings and other troop activities.

Comments: To be an effective Bugler, you should attend as many meetings and activities as possible.

QUALIFICATIONS

Age: none

Rank: none

Experience: Skilled in the playing of a bugle or trumpet

Attendance: At least 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: It is recommended that you attend the troop Junior Leader Training if you have not done so in the past 24 months, or you must do so if requested by the Scoutmaster.

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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Sounds Taps, Assembly, and Revelry at troop campouts and activities
- Sound Assembly at weekly meetings



BSA Troop 42 – Norwood, MA Leadership Position Description

TROOP OA REPRESENTATIVE

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
- Term:** 6-12 months
- Reports to:** Scoutmaster
- Description:** The Order of the Arrow (OA) Representative serves as the communication between the lodge or chapter and the troop, encourages all scouts to be involved with community service projects, encourages older Scouts to participate in high adventure programs, and assists with leadership skills training.
- Comments:** To be a good OA Representative you should provide information regarding community service projects and actively participate in any leadership training programs.

QUALIFICATIONS

- Age:** none
- Rank:** 1st Class or higher
- Experience:** A member of the OA
- Attendance:** At least 50% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training if you have not done so in the past 24 months, or if requested to do so by the Scoutmaster.
- 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. You must wear all of the parts of the troop uniform, shirttail tucked in, and 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 else will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serves as a communication link between the lodge or chapter and the troop
- Encourages Scouts to actively participate in community service projects
- Encourages year round and resident camping in the troop
- Encourages Arrowmen to assume leadership positions in the troop
- Assists with leadership skills training in the troop

Troop 42 Leadership Positions – Summary of Requirements

POSITION	Term	Age Requirement <i>See Note 1</i>	Min. Rank Requirement	Previous Experience Requirement	Attendance Requirement <i>See Note 2</i>	Training <i>See Note 3</i>
Junior Assistant Scoutmaster	12 months	16 – 17	Life	Any leadership position	75%	Yes
Senior Patrol Leader	6 months	At least 14	1 st Class	ASPL, PL, or APL	75%	Yes
Assistant Senior Patrol Leader	6 months	At least 14	1 st Class	None	50%	Yes
Instructor	6 months	At least 14	1 st Class	None	50%	Yes
Den Chief	6 months	At least 13	1 st Class	None	50%	Yes
Troop Guide	6 months	At least 13	1 st Class	None	50%	Yes
Troop OA Representative	6 - 12 months	None	1 st Class	OA member	50%	Yes
Patrol Leader	6 months	None	None	None	50%	Yes
Assistant Patrol Leader	6 months	None	None	None	50%	Yes
Chaplain Aide	6 months	None	None	None	50%	No
Troop Historian	6 months	None	None	None	50%	No
Troop Librarian	6 months	None	None	None	50%	No
Troop Quartermaster	6 months	None	None	None	50%	No
Troop Scribe	6 months	None	None	None	50%	No
Troop Bugler	6 months	None	None	None	50%	No

NOTES:

1. The indicated Age Requirement must be met at the time of Troop elections, unless waived by the Scoutmaster due to special circumstances. For example, if the age requirement will be met the following week, the scout may be permitted to run in the election.
2. Attendance Requirement means the % of meetings/activities you must have attended in the previous 6 months based on the records maintained by the Troop Scribe.
3. Yes means you must have attended Junior Leader Training (JLT) within the past 24 months from the date of Troop Elections. For all positions, the Scoutmaster, at his discretion, can decide that you should attend JLT whether or not you have attended JLT in the past 24 months.
4. Leadership positions may be held for consecutive terms, if other qualified Scouts do not volunteer for that position.