



Leading the way...



Troop 71 Cowesett 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 do some or all of the following:

Consult with other Scouts to determine the activities that interest them;

Plan and run patrol, troop or patrol leaders' council (PLC) meetings;

Pick troop outings, where to camp, what to do;

Plan advancement opportunities for all troop members;

Select High-Adventure programs;

Help determine troop policy;

Represent our troop in other organizations;

Help other Scouts along the trail to Eagle.

Sound great? 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 to make sure you will be able to commit the time required to perform the duties of the position. 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 to the Scoutmaster.

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

General Information

A big part of the Scouting program is developing leadership. Requirements for advancement to the ranks of Star, Life and Eagle state that you must actively participate in a position of responsibility for a specific period of time. This does not mean that you just sew on the patch (although you do need to do that). You have the responsibility to demonstrate and prove that you have indeed done your best and have actually carried out the responsibilities of your position.

You are not in this alone. The Scoutmaster and Assistant Scoutmasters are committed to helping Scouts benefit from the growth opportunities leadership brings. We will work with Scout leaders to help them be successful through guidance, training, coaching, and explicit feedback on areas that need improvement during their term in office.

With the exception of Assistant Patrol Leader and Bugler, all of the Leadership positions outlined in this guide can be used to meet the requirement for Star, Life and Eagle service in a position of responsibility. Bugler can only be used to meet the leadership requirement for Star and Life. **You may hold a Leadership position for which you are qualified at any time. However, in order to count toward Star, Life and Eagle rank advancement, the position of responsibility must be held while you are First Class (for advancement to Star), Star (for advancement to Life) or Life (for advancement to Eagle).**

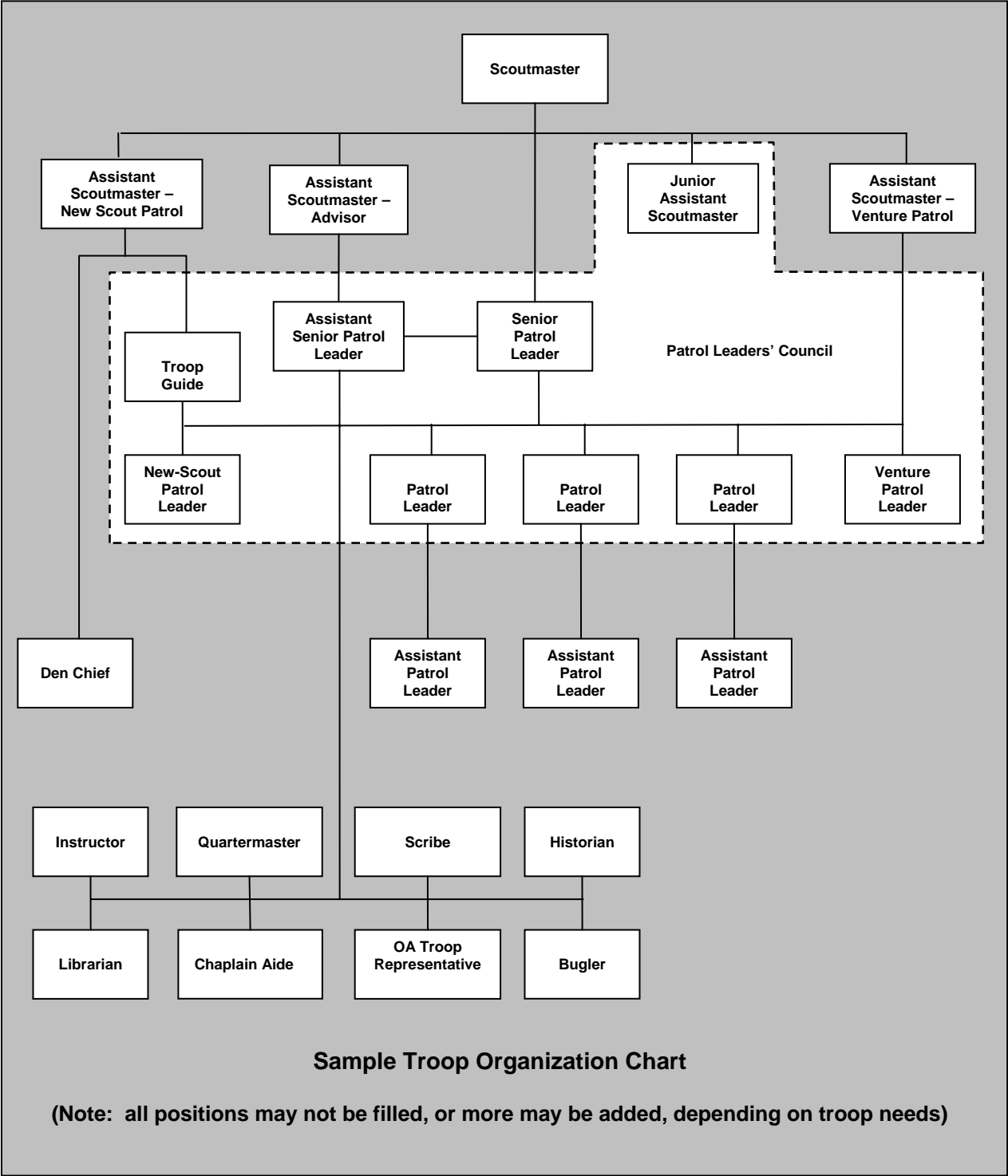
Troop 71 Cowesett will not necessarily use all the Leadership positions in this document if filling a position would not enhance troop functioning or provide a meaningful leadership experience for the Scout.

Elected positions will be filled by a secret ballot election; a majority of those voting at the meeting determines the winner. If more than two Scouts are vying for a position and no one receives a majority of votes, a run-off will be held immediately between the top two vote getters.

Elections will be held in July (typically at summer camp) for positions to be held for the six month term from August 1 to February 1 (includes annual calendar planning), and in January for positions to be held for the six month term from February 1 to August 1 (including through summer camp). One-year positions will be appointed by the Scoutmaster in July and are effective August 1. Troop Junior Leader training will typically occur in the period between the election/appointment and the beginning of the term of office.

Depending on troop or individual Scout circumstances, the Scoutmaster reserves the right to waive qualification requirements or make appointments at other times if necessary.

Acknowledgment: This guide was modified from similar guides utilized by other troops and their contribution is greatly appreciated.



Sample Troop Organization Chart

(Note: all positions may not be filled, or more may be added, depending on troop needs)



Troop 71 Cowesett Leadership Position Description

SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by the members of the troop
Term: 6 months
Reports to: Scoutmaster
PLC Member?: Yes, voting member and chair of the Patrol Leaders' Council
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. The SPL leads through the PLC and must be careful not to take over tasks that are the responsibility of other troop leaders.

QUALIFICATIONS

- Age:** 14 years or older
Rank: Star or higher
Experience: 6 months previous service in any other leadership position
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

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

- Presides over all troop meetings, events, activities, and the annual program planning conference.
- Chairs the Patrol Leader's 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.



**Troop 71 Cowesett
Leadership Position Description**

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the advice and counsel of the Scoutmaster
Term: 6 months
Reports to: Senior Patrol Leader
PLC Member?: Yes, voting member of the Patrol Leaders' Council
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. Depending on troop size, there may be more than one ASPL.

QUALIFICATIONS

- Age:** 13 years or older
Rank: 1st Class or higher
Experience: none
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

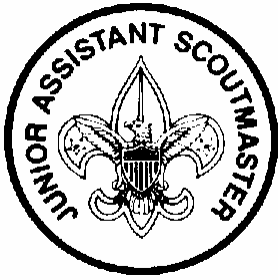
- Training:** You must attend troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend at least 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences 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 badges correctly located.
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 your ASM or the Scoutmaster if the SPL is unavailable) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Historian, Librarian, Chaplain Aide, Order of the Arrow troop representative and Bugler.
- Serves as a member of the Patrol Leader's Council.



**Troop 71 Cowesett
Leadership Position Description**

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Scoutmaster
PLC Member?: Yes, voting member of the Patrol Leaders' Council
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

- Age:** At least 16 years old
Rank: Life
Experience: Previous leadership positions
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend at least 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 badges correctly located.
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 (except for leadership responsibilities reserved for adults 18 and 21 years of age and older).
- Performs duties as assigned by the Scoutmaster.



Troop 71 Cowesett Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Assistant Scoutmaster for new Scouts
PLC Member?: Yes, voting member of the Patrol Leaders' Council
Description: The Troop Guide works with new Scouts. He helps them feel comfortable and make significant progress toward earning 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. Where enough new Scouts join to form new Scout patrols (NSP), there will be one Troop Guide per NSP.

QUALIFICATIONS

- Age:** 13 or older
Rank: 1st Class or higher
Experience: none
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend at least 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 badges correctly located.
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 your ASM or the Scoutmaster if the SPL is unavailable) 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 make good progress toward earning 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.



Troop 71 Cowesett Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by members of the patrol (except in new Scout patrols where they are appointed by the Assistant Scoutmaster for new Scouts)
- Term:** 6 months (except in new Scout patrols where the term shall be determined by the Assistant Scoutmaster for new Scouts; typically 1 to 3 months)
- Reports to:** Senior Patrol Leader
- PLC Member?:** Yes, voting member of the Patrol Leaders' Council
- Description:** The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.
- Comments:** The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

- Age:** none
- Rank:** 2nd Class or higher (except new Scout patrol)
- Experience:** none
- Attendance:** 60% of meetings, outings, and service projects over previous 6 months (for new Scout patrols, adequate attendance determined by Assistant Scoutmaster for new Scouts)

PERFORMANCE REQUIREMENTS

- Training:** You must attend troop Junior Leader Training even if you have attended in the past (this requirement is waived in new Scout patrols – training will be conducted by the Assistant Scoutmaster for new Scouts and the Troop Guide).
- Attendance:** You are expected to attend at least 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 badges correctly located.
- 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 the SPL is unavailable) 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 the Assistant Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council and at the annual program planning conference.
- Plans and steers patrol meetings.
- Helps Scouts advance.
- Keeps patrol members informed and prepared to take part in troop activities.
- Fairly assigns tasks to other patrol members and helps them succeed.



**Troop 71 Cowesett
Leadership Position Description**

ASSISTANT PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader
Term: 6 months
Reports to: Patrol Leader
PLC Member?: No unless he is representing the patrol in the absence of the 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

- Age:** none
Rank: Tenderfoot or above
Experience: none
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You should attend troop Junior Leader Training if you can.
Attendance: You are expected to attend at least 60% of all troop 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 should attend as many Patrol Leaders' Council meetings as you can.
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 badges correctly located.
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 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.
- Leads the patrol in the Patrol Leader's absence.
- Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.



Troop 71 Cowesett Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Assistant Scoutmaster for new Scouts and Den Leader
PLC Member?: Not a member of the Patrol Leaders' Council
Description: The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.
Comments: The Den Chief provides a knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

QUALIFICATIONS

- Age:** 13 or older
Rank: 1st Class or higher
Experience: none
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend troop Junior Leader Training even if you have attended in the past and Council Den Chief training.
Attendance: You are expected to attend at least 75% of all troop 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 at least 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.

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 badges correctly located.
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 Den Leader if you are not going to be at a Pack or Den meeting or if you suddenly have to miss a Pack or Den outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Knows the purposes of Cub Scouting.
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Assists with activities in the den meetings.
- Is a friend to the boys in the den.
- Helps out at weekly den meetings and monthly pack meetings.
- Meets with adult members of the den, pack, and troop as necessary.



Troop 71 Cowesett Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
Reports to: Assistant Senior Patrol Leader
PLC Member?: Not a member of the Patrol Leaders' Council
Description: The Instructor teaches Scouting skills.
Comments: The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

- Age:** 13 or older
Rank: 1st Class or higher
Experience: none
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend at least 75% of all troop 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 badges correctly located.
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 Assistant Senior Patrol Leader (or the SPL, your ASM or the Scoutmaster if the ASPL is unavailable) 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.



Troop 71 Cowesett Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the advice and counsel of the Scoutmaster
Term: 6 months
Reports to: Assistant Senior Patrol Leader
PLC Member?: Not a member of the Patrol Leaders' Council
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: 2nd Class or higher
Experience: none
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend at least 75% of all troop 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 badges correctly located.
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 Assistant Senior Patrol Leader (or the SPL, your ASM or the Scoutmaster if the ASPL is unavailable) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Keeps records on patrol and troop equipment.
- Makes sure equipment is in good working condition.
- Keep the equipment storage area neat and clean.
- 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.



Troop 71 Cowesett Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the advice and counsel of the Scoutmaster
Term: 6 months
Reports to: Assistant Senior Patrol Leader
PLC Member?: Yes, non-voting member of the Patrol Leaders' Council
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: 2nd Class or higher
Experience: none
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend at least 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 badges correctly located.
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 Assistant Senior Patrol Leader (or the SPL, your ASM or the Scoutmaster if the ASPL is unavailable) 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.
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress.
- Works with the Troop Committee members responsible for records and finance.



Troop 71 Cowesett Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the advice and counsel of the Scoutmaster
Term: 6 months
Reports to: Assistant Senior Patrol Leader
PLC Member?: Not a member of the Patrol Leaders' Council
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: 2nd Class or higher
Experience: none, but interest in photography is helpful
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend at least 75% of all troop 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 badges correctly located.
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 Assistant Senior Patrol Leader (or the SPL, your ASM or the Scoutmaster if the ASPL is unavailable) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

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



Troop 71 Cowesett Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the advice and counsel of the Scoutmaster
Term: 6 months
Reports to: Assistant Senior Patrol Leader
PLC Member?: Not a member of the Patrol Leaders' Council
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

- Age:** none
Rank: 2nd Class or higher
Experience: none
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

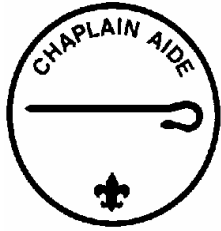
- Training:** You must attend troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend at least 75% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed 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 badges correctly located.
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 Assistant Senior Patrol Leader (or the SPL, your ASM or the Scoutmaster if the ASPL is unavailable) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Sets up and takes care of a troop library
- Keeps records of books and pamphlets owned by the troop.
- Adds new or replacement items as needed.
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out.
- Follows up on late returns.
- Solicits scouts for used merit badge books to add to the troop library.



Troop 71 Cowesett Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the advice and counsel of the Scoutmaster
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- PLC Member?:** Not a member of the Patrol Leaders' Council
- 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

- Age:** none
- Rank:** 2nd Class or higher
- Experience:** none
- Attendance:** 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend at least 75% of all troop 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 badges correctly located.
- 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 Assistant Senior Patrol Leader (or the SPL, your ASM or the Scoutmaster if the ASPL is unavailable) 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 (e.g., grace at meals and worship services) at troop activities.



Troop 71 Cowesett Leadership Position Description

ORDER OF THE ARROW TROOP REPRESENTATIVE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the advice and counsel of the Scoutmaster
Term: 6 months
Reports to: Assistant Senior Patrol Leader
PLC Member?: Not a member of the Patrol Leaders' Council
Description: The Order of the Arrow Troop Representative is a link between the troop and the local Order of the Arrow lodge.
Comments: By enhancing the image of the Order as a service arm to the troop, he promotes the Order, and encourages Scouts to take part in all sorts of camping and high-adventure opportunities.

QUALIFICATIONS

- Age:** none
Rank: 1st Class or higher
Experience: none
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend at least 75% of all troop 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 at OA functions, you are expected to attend at least 75% of meetings and other functions. You must inform the appropriate Order of the Arrow member 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 badges correctly located.
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 appropriate Order of the Arrow member if you are not going to be at an OA meeting or if you suddenly have to miss an OA outing. If you will miss a troop function, you must call the Assistant Senior Patrol Leader (or the SPL, your ASM or the Scoutmaster if the ASPL is unavailable). You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serve as a communication link between the lodge or chapter and the troop.
- Encourage camping, high-adventure programs and community service projects in the troop.
- Encourage Arrowmen to assume leadership positions in the troop.
- Encourage Arrowmen to be active in lodge and chapter activities and to seal their membership in the Order by becoming Brotherhood members.



Troop 71 Cowesett Leadership Position Description

BUGLER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the advice and counsel of the Scoutmaster
Term: 6 months
Reports to: Assistant Senior Patrol Leader
PLC Member?: Not a member of the Patrol Leaders' Council
Description: The bugler plays the bugle at troop ceremonies and outings.
Comments: The bugler will be responsible for sounding some calls on a set schedule (Reveille, for example) without prompting. The bugler will work with other troop leaders to schedule other calls.

QUALIFICATIONS

- Age:** none
Rank: 2nd Class or higher
Experience: the bugler must demonstrate the ability to sound the bugle calls listed in "Specific Leadership Responsibilities" prior to being appointed to this position
Attendance: 60% of meetings, outings, and service projects over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend at least 75% of all troop 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 badges correctly located.
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 Assistant Senior Patrol Leader (or the SPL, your ASM or the Scoutmaster if the ASPL is unavailable) 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

- Plays the bugle as requested by troop leadership.
- Sound the following bugle calls as required: First Call, Reveille, Mess, To the Colors, Officers, Drill, Assembly, Recall, Fatigue, Church, Fire, Swimming, Retreat, Call to Quarters, Taps.

Troop 71 Cowesett

Leadership Position Application

Your Name: _____ Age: _____

Current Rank: _____

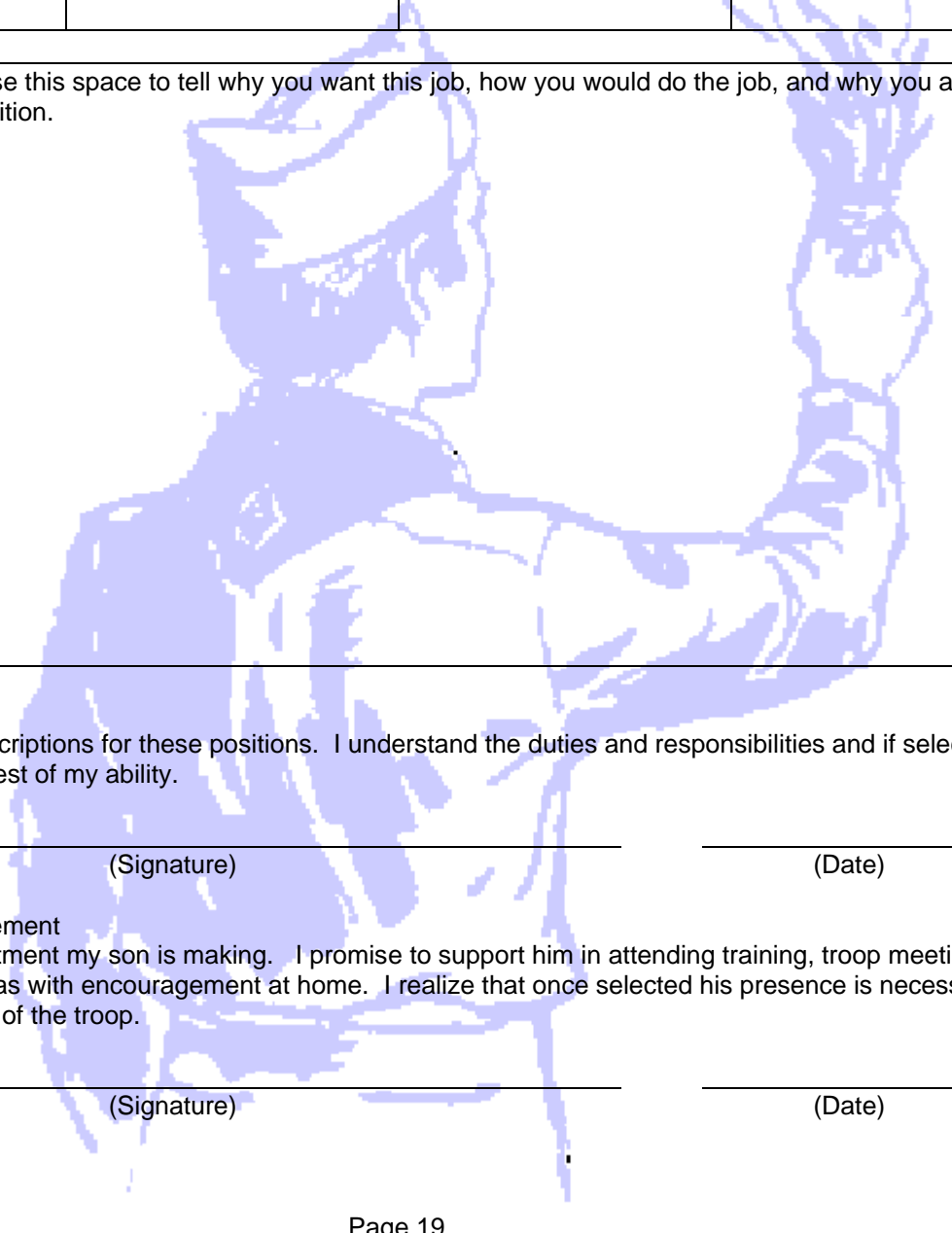
Current Position: _____ Previous Positions: _____

Attendance (6 months): _____ (get from Troop Scribe records)

List up to four choices

1st Choice	2nd Choice	3rd Choice	4th Choice

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)