

Troop Leadership Positions

Senior Patrol Leader (SPL)

Job Description:

The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.



Duties:

- Preside at all troop meetings, events, activities, and the annual program planning conference.
- Communicates details about all Troop activities to the Troop in a timely manner via email, web postings, and with meeting announcements.
- Chair the Patrol Leaders' Council (PLC) meeting once a month.
- Appoint other boy leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other junior leaders.
- Assists with Scoutmaster in training junior leaders.
- Delegates task to the ASPLs. Makes sure an ASPL attends any meeting/function he will not be able to attend (troop, PLC, Committee Meeting, etc.)
- Oversees the planning efforts of Scouts for all Troop campouts and produces an agenda and Patrol assignments.

Assistant Senior Patrol Leader (ASPL)

Job Description:

The Assistant Senior Patrol Leader is the second highest-ranking junior leader in the Troop. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the Senior Patrol Leader or when called upon. He also provides leadership to other junior leaders in the Troop.



Duties:

- Help with leading meetings and activities as called upon by the SPL
- Take over troop leadership in the absence of the Senior Patrol Leader.
- Be responsible for training and giving direct leadership to all other Troop Positions, as assigned by the SPL

Troop Quartermaster

Job Description:

The Troop Quartermaster keeps track of troop equipment and assures it is in working order.



Duties:

- Keep records on patrol and troop equipment.
- Keep equipment clean and in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the troop committee member responsible for equipment.
- Meet with Patrol Quartermaster to ensure they are performing their jobs.

Troop Scribe

Job Description:

The Troop Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of dues, advancement, and Scout attendance at troop meetings.



Duties:

- Keep a log of Patrol Leaders' Council (PLC) Meetings.
- Record attendance at troop functions.
- Record advancement in troop records.
- Work with the adult troop committee member responsible for finance, records, and advancement.
- Performs other tasks as assigned by the Senior leadership.

Troop Guide

Job Description:

To work actively with new Scouts in the New Scout Patrol. The Troop Guides introduce new Scouts to troop operations and help them feel comfortable in the troop.



Duties:

- Help new Scouts earn advancement requirements through First Class.
- Advise patrol leader on his duties and responsibilities at PLC meetings.
- Attend Patrol Leaders Council (PLC) meetings with the New Scout Patrol Leader.
- Help Assistant Scoutmaster train new Scouts
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Teach basic Scout skills.

Instructor

Job Description: The Instructor teaches scouting skills.

Duties:

- Instruct scouting skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment



Librarian

Job Description: The Librarian takes care of troop literature.

Duties:

- Establish and take care of the troop library.
- Keep records on literature owned by the troop.
- Add new or replacement items as needed.
- Keep books and pamphlets available for borrowing at troop meetings.
- Keep a system for checking books and pamphlets in and out.
- Follow up on late returns.
- Assemble Troop Notebooks for New Members
- Keep Master Copies of all troop literature passed out at meetings



Historian

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

Duties:

- Ensure photos from each Troop event are put on the Troop Website, and ensure a write-up about the event is placed there in a timely manner.
- Take care of troop trophies, ribbons, and souvenirs of troop activities.
- Keep information about former members of the troop.



Chaplain Aide

Job Description:

The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the Scouts in the troop. He also works to promote the religious emblems program.

Duties:

- Assist Chaplain or in meeting the religious needs of troop members while on activities.
- Prays or asks someone to pray at the beginning and end of every Troop meeting..
- Tell Scouts about the religious emblem program of their faith.
- Helps to plan and execute Scouts Own Services on Campouts



Webmaster

Job Description:

Works with an adult to make updates to the Troop Website and the Troop Calendar.

Duties:

- Update the Troop website as requested by leadership
- Update the Troop calendar as needed
- Encourage Patrol Webmasters to have Patrol Web Pages, and help them do so.



OA Troop Representative

Job Description:

An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.



Duties:

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

Bugler (non PLC Position)

Job Description: The Bugler plays the bugle at troop ceremonies.

Bugler duties:

- Plays reveille and taps at every campout, or assigns someone to do so.
- Plays for Special Flag Ceremonies as needed
- Plays bugle as requested by troop leadership.



Den Chief (non PLC Position)

Job Description:

The Den Chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack.

Duties

- Get signed approval from both Scoutmaster and Cumaster
- Serve as the activities assistant at den meetings.
- Meet regularly with the Den Leader to review the den and pack meeting plans.
- If serving as a Webelos Den Chief, prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Know the purposes of Cub Scouting.
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.



Troop 337 Specific Leadership Positions

Gamemaster (non PLC Position)

Job Description:

In charge of all Troop Meeting Games

Duties

- Organizes all Troop Meeting Games
- Communicates Games to the SPL by Saturday
- Assigns individuals or Patrols to run Games
- Assigns individuals or Patrols to bring Supplies

Medic (non PLC Position)

Job Description:

In charge of First Aid on All Troop Events

Duties

- Ensures the First Aid Kit is always with the Troop
- Administers First Aid as needed

Patrol Leadership Positions

Patrol Leader (PL)

Job Description:

The Patrol Leader is elected by the patrol and leads the patrol.



Duties:

- Plan and lead all patrol meetings and activities both during Troop meetings and on all activities and campouts.
- Prepare and submit a Patrol Meeting agenda for Troop Meetings by Saturday Night.
- Prepares the patrol to take part in all troop activities.
- Send email reminders, updates, and information about Troop and Patrol activities. This should be a minimum of one email per week, or more as needed.
- Assign each patrol members jobs and help them succeed.
- Represent the patrol at all Patrol Leaders' Council (PLC) meetings and at the annual program planning conference. Email the Patrol with decisions made at these meetings immediately following.
- Develop patrol spirit.
- Hold at least three Patrol meetings/activities outside of the Troop during your tenure.
- Set the highest standard of being a good Scout, following all points of the law

Assistant Patrol Leader (APL)

Job Description:

The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.



Reports to: The Patrol Leader

Assistant Patrol Leader duties:

- Assist the Patrol Leader in:
 - planning and leading patrol meetings and activities.
 - keeping patrol members informed.
 - preparing your patrol to take part in all troop activities.
 - and steer patrol meetings and activities
- Take charge of the patrol in the absence of the Patrol Leader.
- Represent the patrol at Patrol Leaders' Council (PLC) meetings in the absence of the Patrol Leader.

Patrol Quartermaster

Job Description:

The Patrol Quartermaster is appointed by the Patrol Leader and checks out and in required equipment from the Troop Quartermaster. He also makes sure everyone in his patrol has required equipment for each event. He keeps patrol gear organized.

Duties:

- Keeps all the patrol gear in order.
- Makes sure the gear is in proper shape when it's time to check in.
- Assists the Troop Quartermaster as needed

Patrol Scribe

Job Description:

The Patrol Scribe is appointed by the Patrol Leader and keeps patrol records.

Patrol Scribe duties:

- Keep the patrol log which contains minutes of last patrol meeting, duty roster, etc.
- Read the log of the last patrol meeting.
- Keep attendance records and collects dues.
- Prepare budget for buying patrol equipment.
- Collect the money for buying food.

Chief Cook

Job Description:

The Chief Cook is appointed by the Patrol Leader and is responsible for every aspect of Den Cooking for every campout.

Duties:

- Oversees Patrol Menu Planning, ensuring that the Patrol plans proper, nutritional food.
- Assigns two Grubmasters for each campout.
- Assigns meal duties for each campout (prep, cook, cleanup).
- Supervises grubmaster, helpers, and cooks at every meal.
- Make sure the meal is prepared well and on time.

Grubmasters *(two rotated each campout)*

Job Description:

The Grubmasters are appointed by the Chief Cook and shop for food. Duties rotate each outing.

Duties:

- Shop for Food
- Load food in dry bins and coolers for the campout (this may be done at home by bringing empty bins and coolers home the week of the campout, or by bringing in food the day of the campout and loading it at the church).
- Only Grubmasters are allowed to take out food from bins and coolers
- Lay out food in preparation for cooking for each meal.

Cheerleader (may be rotated)

Job Description:

The Cheerleader is appointed by the Patrol Leader and is responsible for keeping morale high in the Patrol.

Duties:

- Keep morale high.
- Learn songs, yells, stunts and make plans for campfire programs.
- Plan Patrol Games for Campout

Fire Marshal

Job Description:

The Fire Marshal is responsible for the building and safe operation of the Patrol Fire

Duties:

- Along with the Patrol Leader, decide the best place to put the fire. Ensure it is a safe place, which follows the leave no trace principals.
- Ensure water is nearby, and the fire is built with a ten foot clearing.
- Assign Assistant Fire Marshals to help collect wood and build the fire.
- Ensure the Patrol Fire is never unattended, and that Patrol members are being safe around the fire.
- Responsible for properly cleaning up the fire area at the end if the campout.
- Report unsafe incidents to adult leaders.