



**Leading the way...**



**Troop 719 Scout Leadership Positions  
Duties and Responsibilities**

**Version 1.0 – January 2000**



Leading the way...

What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot of different and fun things. But who decided what to do and who planned the activities? The Den Leaders, right?

Sports teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach, right?

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

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform.

It is not the fun activities. There are a lot of other things that are fun.

And it certainly isn't cleaning dirty pots and pans on a campout!!

**What makes Scouting special is that YOU make the decisions!**

That's right! YOU run the troop. Baden-Powell made it very plain in Aids to Scoutmastership when he wrote,

“The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders.”

This is real decision making power. And not it's not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will:

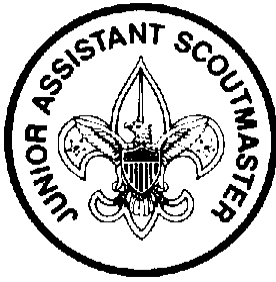
- Plan and run troop meetings,
- Pick troop outings, where to camp, what to do,
- Plan advancement opportunities for all troop members
- Select High-Adventure programs
- Determine troop policy
- Help other Scouts along the trail to Eagle.

Sound cool? 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. 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.

So, are you ready to "Lead the way"?



**Troop 719**  
**Leadership Position Description**

**JUNIOR ASSISTANT SCOUTMASTER**

**GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** 12 – 18 months  
**Reports to:** Scoutmaster  
**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 or higher  
**Experience:** Distinguished service in Troop level leadership positions (SPL, ASPL, Guide).  
**Attendance:** 75% over the previous 12 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past. You are encouraged to attend the District level Junior Leader Training course.  
**Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster if you 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.
- Supervises and supports boy leaders in assigned areas. Provides suggestions, encouragement, and guidance.
  - Provides instruction in Scout skills, leadership, and merit badges.
  - Signs off advancement requirements in Boy Scout Handbook.
  - Assists with program planning and in execution of outdoor program.
- Performs duties as assigned by the Scoutmaster.



**Troop 719**  
**Leadership Position Description**

**SENIOR PATROL LEADER**

**GENERAL INFORMATION**

- Type:** Elected by the members of the troop with Scoutmaster approval  
**Term:** 12 – 18 months  
**Reports to:** Scoutmaster  
**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.

**QUALIFICATIONS**

- Age:** 14 and up  
**Rank:** Star or higher  
**Experience:** Previous service as SPL, ASPL, PL, or Troop Guide  
**Attendance:** 75% over previous 12 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past. You are encouraged to attend the District level Junior Leader Training course.  
**Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Runs all troop meetings, events and activities and the Patrol Leader's Council meeting.
- Assigns duties and responsibilities to junior leaders. Supervises, corrects, and instructs their performance. Provides encouragement and motivation.
- Works through Patrol Leaders to maintain order and discipline.
- Signs off advancement requirements.
- Attends meetings of the Troop Committee.
- Assists the Scoutmaster with Junior Leader Training.



**Troop 719**  
**Leadership Position Description**

**ASSISTANT SENIOR PATROL LEADER**

**GENERAL INFORMATION**

- Type:** Elected by the members of the troop with Scoutmaster approval  
**Term:** 12 – 18 months  
**Reports to:** Senior Patrol Leader  
**Description:** The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.  
**Comments:** The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and mentors the work being done.

**QUALIFICATIONS**

- Age:** 13 and up  
**Rank:** 1st Class or higher  
**Experience:** previous service as ASPL, PL, APL, or Troop Guide  
**Attendance:** 75% over the previous 12 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader if you suddenly have to miss an activity or 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.
- Assists SPL in maintaining order and discipline.
- Helps train and supervise the Troop Quartermaster, Instructor, Librarian, Historian, Scribe, and Chaplain Aide.
- Directs junior leader activities as requested by SPL.
- Serves as a member of the Patrol Leader's Council.
- Signs off advancement requirements.
- Attends meetings of Troop Committee with or in place of SPL.



## Troop 719 Leadership Position Description

### PATROL LEADER

#### GENERAL INFORMATION

- Type:** Elected by members of the patrol with Scoutmaster approval. May be appointed by Senior Patrol Leader in consultation with the Scoutmaster.
- Term:** 12 months
- Reports to:** Senior Patrol Leader
- Description:** The Patrol Leader is the 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:** 1st Class or higher
- Experience:** previous position of responsibility in the Troop
- Attendance:** 75% over previous 12 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Assistant Senior Patrol Leader if you suddenly have to miss an activity or outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Represents the patrol on Patrol Leader's Council. Keeps patrol members informed.
- Knows what his patrol members and other leaders can do.
- Assists in teaching skills to members of his patrol. Helps Scouts advance.
- Ensures that "buddy" and tenting assignments are made for outings and menus have been prepared. Appoints a person to plan and lead songs, yells, and skits at campfire program.
- Ensures that a leader is designated for an outing if he cannot personally attend, and assists that leader in outing preparations.
- Plans and leads patrol meetings. (Planning for outings and skill instruction is done here.)
- Signs off advancement requirements; Encourages patrol members to recruit new boys..



**Troop 719**  
**Leadership Position Description**

**ASSISTANT PATROL LEADER**

**GENERAL INFORMATION**

- Type:** Elected by members of the patrol with Scoutmaster approval. May be appointed by Senior Patrol Leader or Patrol Leader in consultation with the Scoutmaster.
- Term:** 12 months
- Reports to:** Patrol Leader
- Description:** The Assistant Patrol Leader leads the patrol in the absence of the Patrol Leader.
- 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:** 1st Class or higher
- Experience:** none
- Attendance:** 75% over previous 12 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Assistant Senior Patrol Leader if you suddenly have to miss an activity or outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Helps the Patrol Leader keep patrol members informed.
- Helps the patrol get ready for all troop activities and outings.
- Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Assists with planning and carrying out patrol meetings and activities.
- Assists the Patrol Leader in tracking member rank advancement.

**Note:** APL is NOT considered a position of responsibility for advancement to Star, Life, or Eagle rank. However, it is excellent training for Patrol Leader and higher leader positions.



## Troop 719 Leadership Position Description

### TROOP GUIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 12 months  
**Reports to:** Assistant Scoutmaster for the New Scout program  
**Description:** The Troop Guide is a leader and “big brother” who introduces new Scouts to the Troop. He helps them feel comfortable and earn their First Class rank in their first year.  
**Comments:** The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. He works with the Trail to First Class Coordinator to plan and execute instruction. This is an important position.

#### QUALIFICATIONS

- Age:** 13 or older  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 75% over previous 12 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Assistant Senior Patrol Leader if you suddenly have to miss an activity or outing. Notify the Trail to First Class Coordinator if you will miss scheduled instruction. 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 harrassment by older Scouts.
- Helps new Scouts earn First Class in their first year.
- Teaches basic Scout skills.
- Assists the Trail to First Class Coordinator with training.



## Troop 719 Leadership Position Description

### DEN CHIEF

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 1 year  
**Reports to:** Scoutmaster and Den Leader  
**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. He is a role model of Boy Scouting to Cub Scouts. 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:** none  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 75% over previous 12 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past. You are encouraged to attend the District level Den Chief Training.  
**Attendance:** You are expected to attend 75% of all troop meetings and outings. 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 74% 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Den Leader if you suddenly have to miss a meeting or an activity or outing.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Knows the purposes of Cub Scouting
- Helps Cub Scouts earn achievements and advance through Cub Scout ranks.
- Sets the example of Boy Scouting and represents the Troop to Cub Scouts.
- Encourages joint Webelos den and Troop activities.
- Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Assists with activities in the den meetings and helps out at the monthly Pack meetings.
- Demonstrates Scout skills and assists with flag ceremonies, games, and instruction, as requested by the Den Leader; Is a friend to the boys in the den.



**Troop 719**  
**Leadership Position Description**

**INSTRUCTOR**

**GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** 1 year  
**Reports to:** Scoutmaster  
**Description:** The Instructor teaches Scouting skills.  
**Comments:** The Instructor will work closely with both the Troop Guide and with the Trail to First Class Coordinator. 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 Instructor may be a "specialist" who is proficient in a particular skills group, such as cooking or first aid or knots and lashings. The troop can have more than one instructor.

**QUALIFICATIONS**

- Age:** none  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 75% over previous 12 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Assistant Senior Patrol Leader if you suddenly have to miss an activity or outing. Notify the Trail to First Class Coordinator if you will miss scheduled instruction. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Teaches basic Scouting skills in troop and patrols.



## Troop 719 Leadership Position Description

### CHAPLAIN AIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 12 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 and can have other troop members help.

#### QUALIFICATIONS

- Age:** none  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 75% over the previous 12 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all troop meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Assistant Senior Patrol Leader if you suddenly have to miss an activity or outing. You also need to make sure that someone will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps plan for religious observance in troop activities and outings.
- Assists the Troop Chaplain with religious services at troop activities and campouts.
- Makes sure religious holidays are considered during troop program planning.
- Tells Scouts about the religious emblem program for their faith.



**Troop 719**  
**Leadership Position Description**

**TROOP HISTORIAN**

**GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** 12 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. To be a good Historian, you must participate regularly in Troop activities and special events, in order to develop and maintain accurate and complete records.

**QUALIFICATIONS**

- Age:** none  
**Rank:** usually 1st Class or higher  
**Experience:** none, but interest in photography is helpful  
**Attendance:** 75% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must participate in many activities in order to develop and maintain an accurate and complete record. You must call the Senior Patrol Leader or Assistant Senior Patrol Leader if you suddenly have to miss an activity or outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Gathers pictures and facts about troop activities and keeps them in a historical file or scrapbook. Annotates event records with dates, names, places, and description of activities. (The Troop assists by reimbursement of reasonable expenses for film, scrapbooks, photo albums, poster board, markers, etc upon presentation of receipts to the Treasurer. If you are unsure of an expense, ask the Treasurer before buying.)

Takes care of troop trophies, ribbons, news stories, old patrol flags, event patches, awards, and souvenirs of troop activities.

Keeps information about former Scouts and leaders of the troop.

Develops displays for membership promotions (Scout Night, etc.) and Courts of Honor.



**Troop 719**  
**Leadership Position Description**

**TROOP LIBRARIAN**

**GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** 12 months  
**Reports to:** Assistant Senior Patrol Leader  
**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:** usually 1st Class or higher  
**Experience:** none  
**Attendance:** 75% over the previous 12 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Assistant Senior Patrol Leader if you suddenly have to miss an activity or 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, pamphlets, audio-visual tapes, and merit badge booklets owned by the troop. Monitors the condition of these resources.
- Recommends and receives approval for new or replacement items through the Troop Treasurer.
- Keeps books, pamphlets, tapes, and merit badge booklets available for borrowing by Scouts and leaders.
- Maintains a system for checking library resources in and out.
- Follows up on late returns.
- Maintains a merit badge counsellor list for reference by Scouts. (Receive updates from Carroll District through the Scoutmaster or Troop Committee Chairperson.)



**Troop 719**  
**Leadership Position Description**

**TROOP QUARTERMASTER**

**GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** 12 months  
**Reports to:** Assistant Senior Patrol Leader  
**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:** usually 1st Class or higher  
**Experience:** none  
**Attendance:** 75% over the previous six months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Assistant Senior Patrol Leader if you suddenly have to miss an activity or outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Keeps records of patrol and troop equipment.
- Makes sure equipment is in good working condition.
- Maintains a system for checking equipment in and out.
- Makes sure that equipment is returned clean, dry, and in good working order. Follows up on late equipment returns.
- Works with the Troop Committee member responsible for equipment. Makes suggestions for new or replacement items through the Troop Committee.
- Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards. Sets up the Troop meeting area before Troop meetings and leaves it neat and clean afterwards. The Quartermaster may use other Scouts in performing these tasks, but he remains responsible for seeing that they are accomplished.



## Troop 719 Leadership Position Description

### TROOP SCRIBE

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 12 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, and Scout attendance at troop meetings.  
**Comments:** To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings. Since Scout rank advancement depends on active participation in Troop activities, accurate and current attendance records provide an early warning of Scouts who may run into trouble, or who may be experiencing difficulties or losing interest in Scouting. Sometimes this enables Troop leaders to fix the problem before it becomes serious.

#### QUALIFICATIONS

- Age:** none  
**Rank:** usually 1st Class or higher  
**Experience:** none  
**Attendance:** 75% over the previous six months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Assistant Senior Patrol Leader if you suddenly have to miss an activity or 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 at all Troop activities.
- Works with the Troop Committee members responsible for records.
- Periodically provides reports of Scout attendance to SPL, Scoutmaster, and Troop Committee Advancement Chairperson.
- Works with the Troop Treasurer to maintain records of dues payments



**Troop 719**  
**Leadership Position Description**

**ORDER OF THE ARROW TROOP REPRESENTATIVE**

**GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** 12 months  
**Reports to:** Scoutmaster  
**Description:** The OA representative serves as a program and communications link between the local OA lodge chapter and the troop.  
**Comments:** To be a good OA representative you need to attend most troop and OA chapter meetings.

**QUALIFICATIONS**

- Age:** none  
**Rank:** 1st Class or higher  
**Experience:** must be a member of the Order of the Arrow in good standing  
**Attendance:** 75% over the previous six months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% of all troop meetings, OA chapter roundtable meetings and outings. 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 (hat, shirt, neckerchief with slide or bolo tie), shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law, and OA obligation 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 Assistant Senior Patrol Leader if you suddenly have to miss an activity or outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Attends monthly OA roundtable meetings.
- Encourages older-Scout participation in high adventure activities.
- Promotes camping activities in the Troop.
- Encourages arrowmen to become troop leaders and participate in OA activities.
- Assists with troop OA elections
- Assists with leadership skills training



# Troop 719

## Leadership Position Application

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Current Position: \_\_\_\_\_ Previous Positions: \_\_\_\_\_

Attendance (6 months): \_\_\_\_\_ (get from Troop Scribe records)

List your first three choices

1st Choice	2nd Choice	3rd Choice
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For your first choice, use this space to tell why you want this job, how you would do the job, and why you are the best choice for this position.

### Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

### Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the troop.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)