



SENIOR PATROL LEADER

Position description: The senior patrol leader is elected by the Scouts to represent them as the top youth leader in the troop.

Reports to: The Scoutmaster

Senior patrol leader duties:

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the patrol leaders' council meeting.
- Appoints other troop youth leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to youth leaders.
- Assists the Scoutmaster with youth leadership training.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



ASSISTANT SENIOR PATROL LEADER

Position description: The assistant senior patrol leader is the second highest-ranking youth 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 youth leaders in the troop.

Reports to: The senior patrol leader

Assistant senior patrol leader duties:

- Helps the senior patrol leader lead meetings and activities.
- Runs the troop in the absence of the senior patrol leader.
- Helps train and supervise the troop scribe, quartermaster, instructor, librarian, historian, and chaplain's aide.
- Serves as a member of the patrol leaders' council.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives the Scout Oath and Law.
- Shows Scout spirit.
- Lends a hand controlling the patrol and building patrol spirit.
- Wears the uniform correctly.



PATROL LEADER

Position description: The patrol leader is the elected leader of his patrol. He represents his patrol on the patrol leaders' council.

Reports to: The senior patrol leader

Patrol leader duties:

- Appoints the assistant patrol leader.
- Represents the patrol on the patrol leaders' council.
- Plans and steers patrol meetings.
- Helps Scouts advance.
- Acts as the chief recruiter of new Scouts.
- Keeps patrol members informed.
- Knows what his patrol members and other leaders can do.
- Sets the example.
- Wears the uniform correctly.
- Lives the Scout Oath and Law.
- Shows Scout spirit.



ASSISTANT PATROL LEADER

Position 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:

- Helps the patrol leader plan and steer patrol meetings and activities.
- Helps him keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Represents his patrol at patrol leaders' council meetings when the patrol leader cannot attend.



TROOP GUIDE

Position description: The troop guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Reports to: The assistant Scoutmaster for the new-Scout patrol in the troop

Troop guide duties:

- Introduces new Scouts to troop operations.
- Guides new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class rank 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 individuals Scouts on Scouting challenges.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



TROOP QUARTERMASTER

Position description: The quartermaster keeps track of troop equipment and sees that it is in good working order.

Reports to: The assistant senior patrol leader

Quartermaster duties:

- Keeps records on patrol and troop equipment.
- Makes sure equipment is in good working condition.
- Issues equipment and makes sure it is returned in good condition.
- Makes suggestions for new or replacement items.
- Works with the troop committee member responsible for equipment.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



TROOP SCRIBE

Position 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.

Reports to: The assistant senior patrol leader

Scribe duties:

- 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 member responsible for records and finance.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



TROOP HISTORIAN

Position description: The troop historian preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia.

Reports to: The assistant senior patrol leader

Historian duties:

- Gathers pictures and facts about 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.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



TROOP LIBRARIAN

Position description: The librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists.

Reports to: The assistant senior patrol leader

Librarian duties:

- 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, and follows up on late returns.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



INSTRUCTOR

Position description: The instructor teaches Scouting skills.

Reports to: The assistant senior patrol leader

Instructor duties:

- Teaches basic Scouting skills in troop and patrols.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



CHAPLAIN'S AIDE

Position description: The chaplain's aide works with the troop chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program.

Reports to: The assistant senior patrol leader

Chaplain aide duties:

- 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 the troop program planning process.
- Helps plan for religious observance in troop activities.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



DEN CHIEF

Position description: The den chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack.

Reports to: The den leader in the pack and the assistant Scoutmaster for the new-Scout patrol in the troop

Den chief duties:

- 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.
- Sets the example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.



JUNIOR ASSISTANT SCOUTMASTER

Position 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 is appointed by the Scoutmaster because of his leadership ability.

Reports to: The Scoutmaster

Junior assistant Scoutmaster duties:

- Functions as an assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.