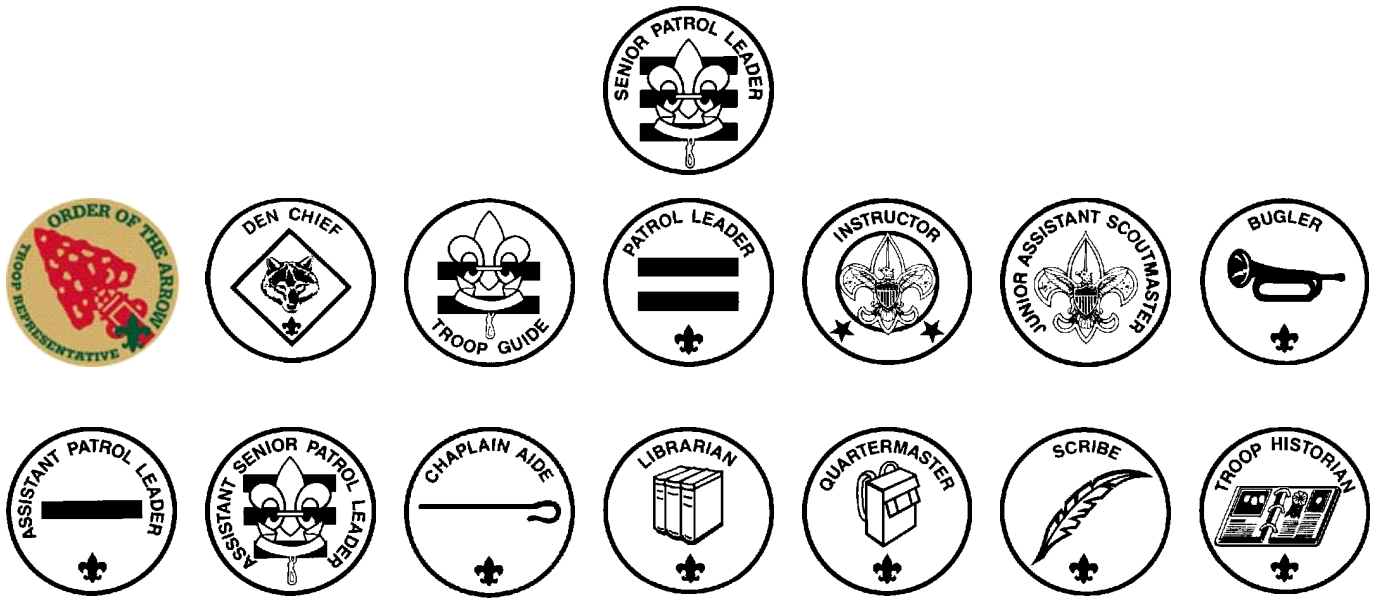




Troop 140 TLC Leading the way...



**Troop 140 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 Scoutmaster Ship 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 just the 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

Participate in determining Troop policy

Help other Scouts along the trail to Eagle.

Sound cool? 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. You can also talk it over with other Scouts who have served in that position. Finally, get a Troop Leadership Commitment 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!



Troop 140 Leadership Position Description SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Elected by the Troop Members.
Term: Six months
Reports to: Scoutmaster
Description: The Senior Patrol Leader is selected 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 Senior Patrol Leader's job is to set a good example to the other Troop leaders and members. He must delegate and choose leaders who are able, not just his friends or other popular Scouts.

QUALIFICATIONS

Age: none
Rank: 1st Class or higher
Experience: Previous service as ASPL & PL (preferred but not required)
Attendance: 80% over 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 85% of all Troop meetings, Troop Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the Troop Leadership Council (TLC) and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.
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 early 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

- Preside over all Troop meetings, events, activities, and the Troop program planning conferences.
- Take responsibility for general Troop attitude and Troop spirit.
- Make the agenda for and chair the Troop Leaders' Council and all Troop meetings.
- Assign duties and responsibilities to other leaders.
- Assist the Scoutmaster with Junior Leader Training.
- Communicate routinely and timely with the Scoutmaster to review the upcoming troop activities.
- Communicate routinely and timely with the Troop Leaders' Council to ensure coordination of the upcoming troop activities.
- Work out the details of upcoming activities & Troop meetings with ASPL at least once weekly.
- Maintain good communication with the Patrol Leaders and see that they are doing their jobs.
- Be responsible for the Court of Honor programs, or make sure that someone else is in charge of the Court of Honor and doing the job to the best of that person's ability.



Troop 140 Leadership Position Description PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by Patrol members
Term: Six months
Reports to: Assigned Assistant Senior Patrol Leader
Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Troop Leaders' Council.
Comments: The Patrol Leader may easily be the most important job in the Troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader, are the primary members of the Troop Leaders' Council.

QUALIFICATIONS

- Age:** none
Rank: 1st Class or higher (preferable but not required if no one else meeting the criteria is running)
Experience: none
Attendance: 75% over 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 80% of all Troop meetings, Troop Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.
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 early for meetings and activities. You must call the Senior Patrol Leader and Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoint the Assistant Patrol Leader.
- Represent the patrol on the Troop Leaders' Council.
- Plan and steer patrol meetings.
- Help Scouts in your patrol advance.
- Act as the chief recruiter of new Scouts.
- **Keep patrol members and appropriate Assistant SM informed with the call down.**
- Develop patrol spirit, have a **patrol name**, **patrol yell**, and **patrol flag** within 1 month.
- Patrol leaders **must** know when, what, and where a planned event is to happen and how many of his patrol members will attend. In addition who will be buying the food? If someone cannot be found, then it is the responsibility of the patrol leader to get the food even if he himself is not attending the event.



Troop 140
Leadership Position Description
JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster
Term: 1 year
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 sixteen 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 sixteen years old
Rank: Life or Eagle
Experience: Previous leadership positions
Attendance: 75% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must help plan the Troop Junior Leader Training even if you cannot attend.
Attendance: You are expected to attend 80% of all Troop meetings, Troop Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed by the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.
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 early for meetings and activities. You must call the Senior Patrol Leader and 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.
- Performs duties as assigned by the Scoutmaster.*

* See Scoutmaster Leadership Position Description
3/18/2018



Troop 140 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 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: at least 2 years older than the boys in the Den.

Rank: 1st Class or higher (Scoutmaster may make exceptions on a case by case basis.)

Experience: none ** Den Chief training is strongly recommended. (If not yet trained, then should take training at next available offering to remain in position.)

Attendance: 75% over 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, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster from office.

In terms of attendance with your den, you are expected to attend 90% 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.

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 early for meetings and activities. You must call the Senior Patrol Leader and Scoutmaster if you are not going to be at a troop meeting or if you suddenly have to miss an outing. You must call the Den Leader if you are not going to be at a Cub Scout 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

- Know the purposes of Cub Scouting
- Help Cub Scouts advance through Cub Scout ranks.
- Encourage Cub Scouts to join a Boy Scout Troop upon graduation. (Not necessarily just Troop 140)
- Assist with activities in the den meetings.
- Be a friend to the boys in the den.
- Help out at weekly den meetings and monthly pack meetings.
- Meet with adult members of the den, pack, and Troop as necessary.



Troop 140 Leadership Position Description TROOP INSTRUCTOR

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: Six months

Reports to: Scoutmaster

Description: The Instructor teaches Scouting skills.

Comments: The Instructor will work closely with both the Troop Guide(s) and with the Assistant Scoutmasters for the new Scouts. The Instructor does not have to be an expert but should be able to teach the Scout craft skills needed for Tenderfoot, Second Class, and First Class ranks, and be willing to makeup any deficiencies that he or the Scoutmaster sees. The Troop can have more than one instructor.

QUALIFICATIONS

Age: none

Rank: Star Class or higher

Experience: none

Attendance: 75% over 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 90% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed by the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.

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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Teach basic Scouting skills in Troop and patrols.
- Assist in advancing all scouts to First class.
- May initial for advancement up to First Class, but MAY NOT sign for advancement. After initialing, the boy then can go to an ASM who will then determine whether or not that boy knows said requirement.
- Teach proper ways to do fire building, knots and lashings, use of woods tools, and pitch a tent.
- **Within the first month of office, submit to Scoutmaster a written monthly plan (for the next six months) of what you plan to do with the Troop.**
- Help teach or run (at least once) a Troop Junior Leader Training (JLT).
- Function as a member of the TLC.



Troop 140 Leadership Position Description TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: Six months

Reports to: Scoutmaster and ASPL

Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Comments: The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.

QUALIFICATIONS

Age: none

Rank: 1st Class or higher

Experience: none

Attendance: 75% over 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 90% of all Troop meetings, Troop Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed by the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.

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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Introduce new Scouts to Troop operations.
- Guide new Scouts through early Scouting activities.
- Shield new Scouts from harassment by older Scouts.
- Help new Scouts earn First Class in their first year.
- Aid in teaching basic Scout skills; work with Troop Instructor.
- Communicate with the appropriate patrol leader on how each new scout is doing on his duties. Coach the patrol leader of the New-Scout patrol on his duties.
- Work with the patrol leader at Troop Leaders' Council meetings.
- Attend Troop Leaders' Council meetings and represent the new Scouts' needs.
- Assist the Junior Assistant Scoutmaster and Troop Instructor with training.
- Counsel individual Scouts on scouting challenges.



Troop 140 Leadership Position Description FIRST ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Elected by troop members.

Term: Six months.

Reports to: Senior Patrol Leader

Description: The First Assistant Senior Patrol Leader is the second highest ranking patrol leader in the Troop. The First 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 including the other ASPLs.

Comments: The most important part of the First ASPL position is his work with the other junior leaders. The First ASPL should be familiar with the other positions and stay current with the work being done.

QUALIFICATIONS

Age: none

Rank: 1st Class or higher

Experience: none

Attendance: 50% 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 80% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.

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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Partner with the Senior Patrol Leader to help him accomplish his job (at troop meetings, campouts, activities, etc.). Share responsibility for success.
- Serve as Acting Senior Patrol Leader in the event of the SPL's absence.
- Help supervise the other ASPL positions and any other positions per the organization chart.
- Serve as a member of the Troop Leaders' Council.
- Work out the details of upcoming activities & Troop meetings with SPL and other ASPLs at least once weekly. Maintain good communication with the SPL.
- Maintain good communication with the other ASPLs and see that they are doing their jobs to the best of their ability.



Troop 140
Leadership Position Description
ASSISTANT SENIOR PATROL LEADER(S)
(in charge of Patrols)

GENERAL INFORMATION

- Type:** Elected by troop members.
Number: Two
Term: Six months.
Reports to: Senior Patrol Leader and First ASPL
Description: These two Assistant Senior Patrol Leaders are directly in charge of providing leadership to assigned Patrol Leaders and their patrols. They may also act as the Senior Patrol Leader in the absence of the SPL and the First ASPL or when called upon. They also provide leadership to other junior leaders in the Troop including the other ASPLs.
Comments: The most important responsibility of these ASPLs is their work with the Patrol Leaders that are assigned to them. They will directly supervise these Patrol Leaders and meet with them directly during the TLC.

QUALIFICATIONS

- Age:** none
Rank: 1st Class or higher
Experience: none
Attendance: 50% 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 80% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.
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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Partner with specified Patrol Leaders to help them accomplish their job (at troop meetings, TLCs, campouts, activities, etc.). Share responsibility for success.
- Serve as Acting Senior Patrol Leader as needed.
- Help supervise the Patrol Leader positions and any other positions per the organization chart.
- Serve as a member of the Troop Leaders' Council and meet directly with their assigned Patrol Leaders.
- Work out the details of upcoming activities & Troop meetings with assigned Patrol Leaders and SPL and First ASPL at least once weekly. Maintain good communication with the SPL, First ASPL and assigned Patrol Leaders.
- Maintain good communication with the assigned Patrol Leaders and see that they are doing their jobs to the best of their ability.



Troop 140
Leadership Position Description
ASSISTANT SENIOR PATROL LEADER
(in charge of troop junior leaders, other than Patrol Leaders)

GENERAL INFORMATION

- **Type:** Elected by troop members.

Number: One

Term: Six months.

Reports to: Senior Patrol Leader and First ASPL

Description: This Assistant Senior Patrol Leader is directly in charge of providing leadership to all Troop junior leaders except for the Patrol Leaders and Assistant Patrol Leaders. He may also act as the Senior Patrol Leader in the absence of the SPL and the First ASPL or when called upon.

Comments: The most important responsibility of this ASPL is his work with the Scribe, Historian, Troop Guides, Chaplains' Aide, Librarian, Quartermasters, and OA Representative. He will directly supervise these Leaders and meet with them during the TLC.

QUALIFICATIONS

Age: none

Rank: 1st Class or higher

Experience: none

Attendance: 50% 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 80% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.

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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Partner with specified Leaders to help them accomplish their job (at troop meetings, TLCs, campouts, activities, etc.). Share responsibility for success.
- Serve as Acting Senior Patrol Leader as needed.
- Help supervise the specified Leader positions and any other positions per the organization chart.
- Serve as a member of the Troop Leaders' Council and meet directly with assigned Leaders.
- Work out the details of upcoming activities & Troop meetings with assigned Leaders and SPL and First ASPL at least once weekly. Maintain good communication with the SPL, First ASPL and assigned Leaders.
- Maintain good communication with the assigned Leaders and see that they are doing their jobs to the best of their ability.



Troop 140 Leadership Position Description ASSISTANT PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader
Term: Six months
Reports to: 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: none
Experience: none
Attendance: 50% over 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, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC, and/or the Scoutmaster, and/or the patrol leader with Scoutmaster consent, from office.
Effort: You are expected to give this job your best effort.

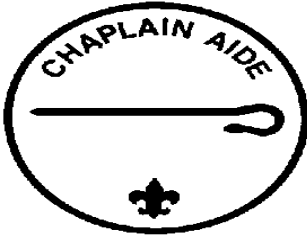
GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.
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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Help the Patrol Leader plan and steer patrol meetings and activities.
- Help the Patrol Leader keep patrol members informed.
- Help the patrol get ready for all Troop activities.
- Represent your patrol at Troop Leaders' Council meetings and other Troop functions when the Patrol Leader cannot attend*.
- Lend a hand controlling the patrol and building patrol spirit.

* See Patrol Leader Leadership Position Description
3/18/2018



Troop 140 Leadership Position Description CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by Scoutmaster.

Term: Six months

Reports to: Assigned Assistant Senior Patrol Leader

Description: The Chaplain Aide works with the Troop Chaplain (adult) 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 may have other Troop members help.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Junior Leader Training even if you have attended in the past. And are **strongly** encouraged to attend council Chaplain Aide training next time it is offered.

Attendance: You are expected to attend 60% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.

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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Work with the Troop Chaplain (Adult Chaplain) to provide religious services at Troop activities*.
- Attend each campout say grace at meals and provide a Scout's Own ceremony, or identify an alternate person to serve in your place.
- Promote Scout Sunday and the Sam Houston Area Council's annual Ten Commandments Hikes.
- Tells Scouts about the religious emblem program for their faith.
- Assist with any award ceremony (typically part of a Court of Honor) for Scouts who earn the religious emblem/knot for their faith.
- Make sure religious holidays are considered during Troop program planning.

* Activities may include before and after meetings, C.O.H., travel to and from campout/service project, before meals, etc.



Troop 140 Leadership Position Description TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by Scoutmaster.

Term: Six months

Reports to: Assigned Assistant Senior Patrol Leader

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

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

QUALIFICATIONS

Age: none

Rank: none

Experience: none, but interest in photography is helpful

Attendance: 50% 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, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.

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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Take photographs and gather pictures and facts about past Troop activities and keep them in a historical file or scrapbook and/or website. (See Troop Treasurer for budget allowed for supplies.)
- Take care of Troop trophies, ribbons, and any souvenirs of Troop activities.
- Keep information about former members of the Troop, as needed (e.g., a list of all the troop's Eagle Scouts, etc.).
- **Bring photo albums and scrapbooks to Courts of Honor, Webelos visits, and any meetings prior to long-term campouts as advertisement for sign-up.**
- Be responsible for finding a substitute if not available for a Troop Campout or activity.
- Keep an inventory of Troop awards and keepsakes.
- Submit articles and photos to various newspapers and media to publicize our troop and Boy Scouting activities. Track progress toward and pursue the "Scouting in the News Award".
- Prepare and give a presentation to the troop near the end of your term of office about the past six month's activities and accomplishments, to highlight our successes and fun.



Troop 140 Leadership Position Description TROOP LIBRARIAN

GENERAL INFORMATION

Type: Appointed by Scoutmaster and SPL.

Term: Six months

Reports to: Assigned Assistant Senior Patrol Leader

Description: The Troop Librarian takes care of all Troop literature and makes sure that it is up to date.

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: none

Experience: none

Attendance: 50% 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, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.

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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- **Do an inventory of all books within the first month in office and last month.**
- Maintain the Troop library.
- Keep records of books and pamphlets owned by the Troop.
- Add new or replacement items as needed, and as budgeted to do so by the Troop Treasurer.
- Keep books and pamphlets available for borrowing.
- Maintain a system for checking out and returning books and pamphlets.
- Follow up on late returns.
- Have library available at each Troop meeting, and for summer camp, winter camp, and other MB activities.



Troop 140 Leadership Position Description TROOP LEAD QUARTERMASTER

GENERAL INFORMATION

Type: Elected by troop quartermasters.

Term: Six months

Reports to: Assigned Assistant Senior Patrol Leader

Description: The Lead Quartermaster oversees and directs the Quartermaster corps.

Comments: The Lead Quartermaster does most of his work around campouts and cleaning-and-repair meetings. At times the Lead Quartermaster has to be available to assign jobs to Quartermaster corps and to ensure that meeting times and assignments are communicated.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% 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 80% of all Troop meetings, Troop Leaders' Council meetings as requested, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.

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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Oversee inventory of all troop equipment upon entering and leaving office. Ensure inventory after each campout and verify/ensure equipment is clean and dry.
- Supervise the delivery of equipment to meetings, campouts, and activities. Oversee and direct Quartermaster corps when loading and unloading gear.
- Ensure that absent patrol quartermasters arrange for replacements for all activities.
- Issue troop tents for campouts; ensure they are returned in good condition, and in a timely manner.
- Keep records of troop equipment quality and condition. Work with the Troop adult Quartermaster and Quartermaster corps on equipment repair and maintenance. Make suggestions for new or replacement items to adult Quartermaster. Consult with Troop Treasurer and Adult Quartermaster about any purchases.
- Supervise the care of the US, Troop, and patrol flags for meetings, campouts, activities and ceremonies and make certain they are properly stored afterwards. Note: Coordinate flag care with other QMs.
- Attend Troop TLC meetings, when requested to discuss equipment issues.



Troop 140 Leadership Position Description TROOP QUARTERMASTER

GENERAL INFORMATION

- Type:** Elected by troop members.
Number: Two per patrol
Term: Six months
Reports to: Lead Quartermaster
Description: The Quartermasters keep track of and maintain troop equipment.
Comments: The Quartermaster does most of his work around campouts and cleaning-and-repair sessions. At times the Quartermaster has to be available to check equipment in and out. Quartermasters are primarily responsible for their Patrol's gear, but must also care for troop gear as needed.

QUALIFICATIONS

- Age:** none
Rank: none
Experience: none
Attendance: 50% 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 80% of all Troop meetings, Troop Leaders' Council meetings as requested, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.
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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Perform inventory of all patrol equipment upon entering and leaving office. Take inventory after each campout and verify/ensure equipment is clean and dry.
- Be responsible for getting needed equipment to meetings, campouts, and activities.
- Be responsible for seeing that patrol gear is loaded and unloaded.
- Be responsible for finding a replacement in cases of excused absence.
- Issue troop tents for campouts; ensure they are returned in good condition, and in a timely manner.
- Keep records of patrol equipment quality and condition. Work with the Troop adult Quartermaster and Lead Quartermaster on repairs and equipment maintenance. Make suggestions for new or replacement items to Lead Quartermaster.
- In coordination with other QMs, be responsible for condition and care of the US, Troop, and patrol flags for meetings, campouts, activities and ceremonies and make certain they are properly stored afterwards.
- Attend Troop TLC meetings, when requested (or when needed) to discuss equipment issues.



Troop 140 Leadership Position Description TROOP SCRIBE

GENERAL INFORMATION

Type: Appointed by Scoutmaster.

Term: Six months

Reports to: Assistant Senior Patrol Leader.

Description: The Scribe keeps the Troop records*. He records the activities of the Troop Leaders' Council, keeps records of Scout attendance at Troop meetings, campouts, activities, and service hours.

Comments: To be a good Scribe, you need to attend nearly all Troop and Troop Leaders' Council meetings.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% 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, Troop Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.

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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Attend and record accurate minutes of Troop Leaders' Council meetings.
- **Publish TLC minutes by next Troop meeting, and makes sure that minutes are at next Troop Committee (adult) Meeting**
- Record individual Scout attendance.
- Record individual Scout advancement progress on Troop chart. (Currently not required.)
- Work with the Troop Committee members responsible for records and finance.
- Work with Webmaster by getting photos and information to Webmaster via mail/email. Help keep troop website up to date with other information. (Task currently reassigned to youth Webmaster.)
- Be responsible for finding a substitute to fill in for you if you are not available (ask Librarian first).

* Records may include signup sheets, actual attendance, dates, and locations for all upcoming Troop events.



Troop 140 Leadership Position Description Order of the Arrow Troop Representative

GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster.
Term: Six months
Reports to: Assistant Senior Patrol Leader, Adult OA Representative and OA Chapter Vice Chief.
Description: The 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 an important communication link to other Arrowmen, and to 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.
- Comments:** To be a good OA Representative you need to attend nearly all Troop meetings in addition to regularly attending monthly OA Chapter meetings.

QUALIFICATIONS

- Age:** none
Rank: 1st Class or higher
Experience: Current OA Member
Attendance: 50% 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, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences, you can be removed either by the TLC and/or the Scoutmaster 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 official socks, bottoms (pants or shorts), belt (BSA approved), and shirt (with patches in the proper places). The troop-approved bolo tie and a Troop-approved hat may also be worn.
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 early for meetings and activities. You must call the Senior Patrol Leader and 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

- Serve as a communication link between the lodge or chapter and the troop. Promote OA to the troop. Present the OA purpose, events and news at least twice in a six-month period.
- Attend at least two OA Chapter meetings in a six-month period to keep abreast of chapter news and collect information to distribute to troop.
- Encourage year-round and resident camping in the troop (particularly amongst older scouts).
- Encourage Scout participation in high adventure programs, both through individual encouragement and troop presentation(s). (Give at least one presentation during term of office.)
- Encourage Scouts to actively participate in community service projects. Work with troop leadership to ensure there are service opportunities and help plan and promote them.
- Assist with leadership skills training in the troop.
- Encourage Arrowmen to assume leadership positions in the troop.

- Plan, promote, and coordinate with the appropriate people to hold troop's OA election—ensure everyone understands how the election is conducted and that it is conducted correctly.
- Encourage Arrowmen in the troop to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.

Troop 140

Leadership Position Commitment

Your Name: _____ Age: _____

Current Rank: _____ Current Patrol: _____

Desired Position(s): _____

Previous Positions: _____

Scout's Agreement

I have read the job description for my position. I understand the duties and responsibilities and I 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)



TROOP 140 JLT

Name _____

Phone _____ E mail _____

School _____ Grade _____ Age _____

Extra Curricular Activities _____

What Don't We Know About You? _____

Why Did You Run For This Position? _____

What Qualifications Do You Have For This Position? _____

What Qualities Do You Feel You Need Help With? _____

