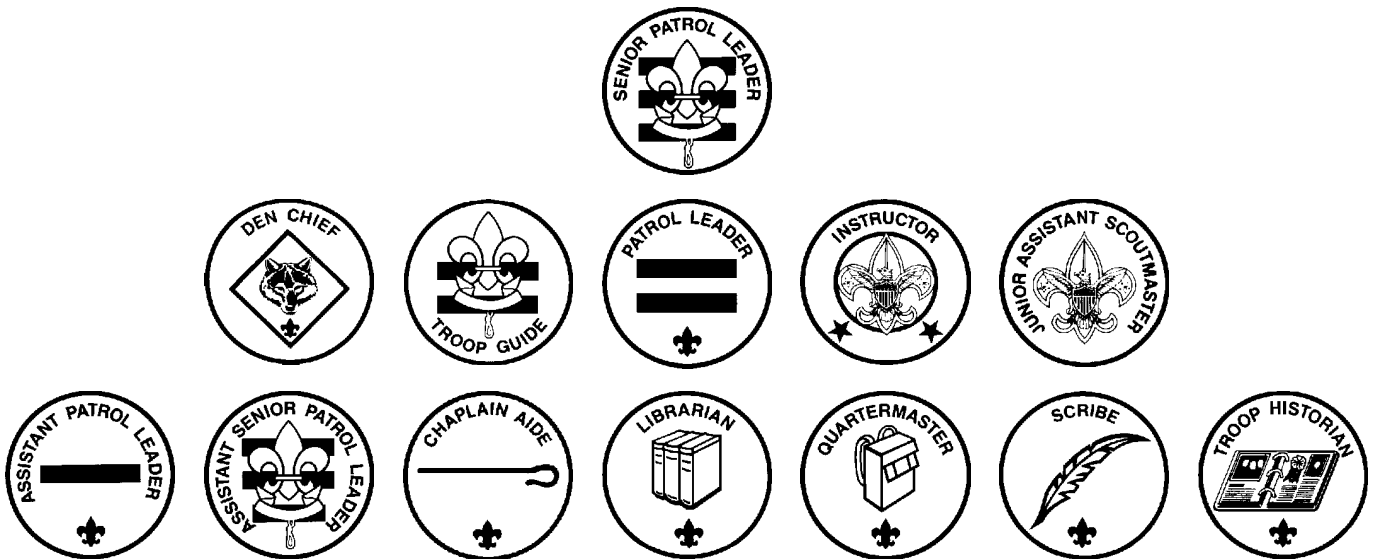




TROOP 396 The Pride of The Capitol



Troop 396 Scout Leadership Positions Duties and Responsibilities

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Leadership or 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 will be involved and making the decisions!

The overall leader of the troop is of course the Scoutmaster. He is responsible for the general activities of the troop including instruction, advancement, troop and patrol activities, as well as general supervision in helping the Boys to run the troop.

That's right! The goal is for YOU to guide the troop to attain the Aims: (Participating Citizenship Growth in moral strength and character, Development in physical, mental, and emotional fitness) Using the Methods of Scouting: (The IDEALS - The PATROLS - The OUTDOOR - ADVANCEMENT - ADULT ASSOCIATION - PERSONAL GROWTH - LEADERSHIP DEVELOPMENT - The UNIFORM).

YOUR recommendations and decisions to help the Scouts you are responsible for, get the most out of Scouting. You can 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 responsibility! Are you up to it? And 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
- Recommend troop outings, where to camp, what to do
- Plan advancement opportunities for all troop members
- Help Select High-Adventure programs
- Help other Scouts along the trail to Eagle.

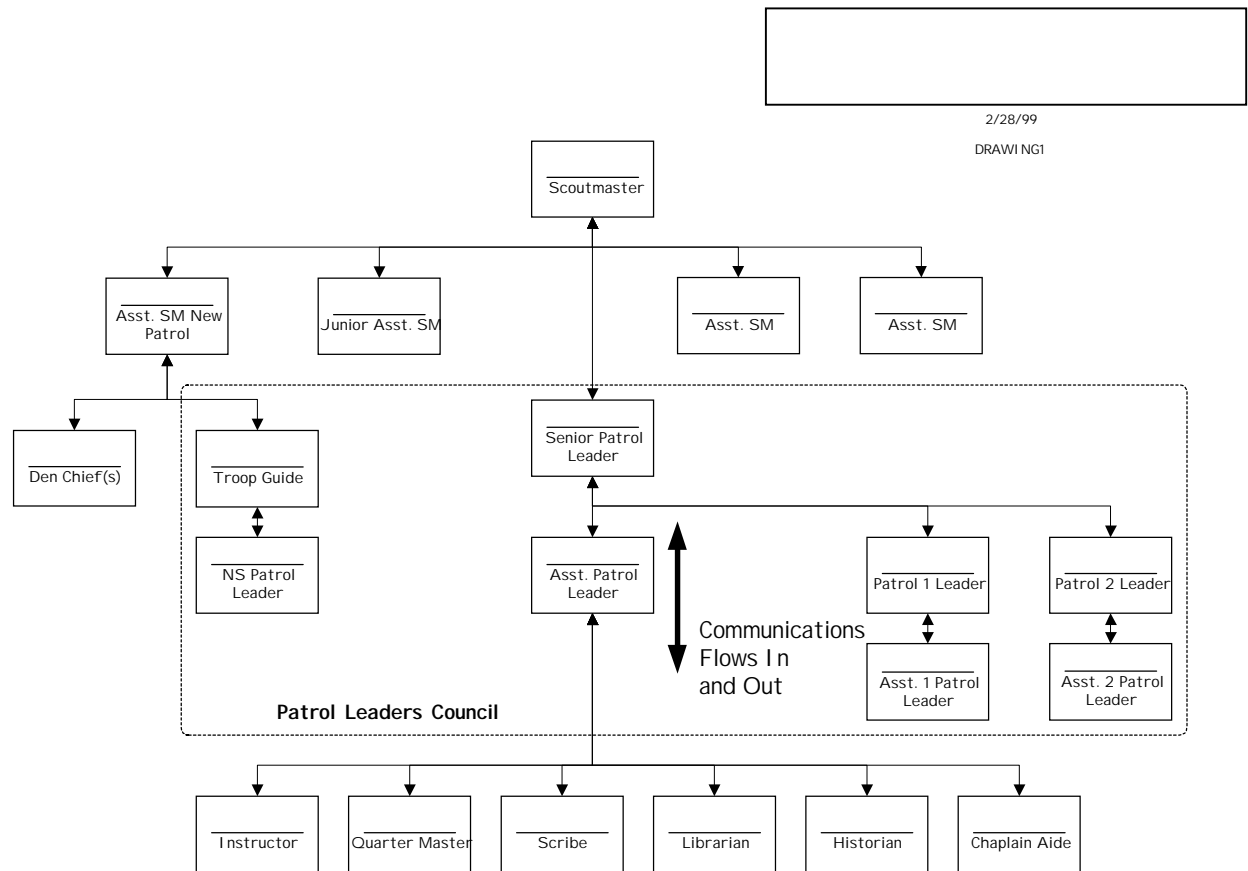
Sound cool? It really is! The adults are there to provide support but YOU will be making the recommendations for decisions.

Because being a leader is more than just sewing on a patch. As a troop leader you are expected to completely observe the patrol method, to sacrifice personal wants and needs to those of the group, and to participate fully in all activities of the troop. To do this all Junior Leaders must completely follow The Scout Oath, The Scout Laws, and The Outdoor Code.

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.

The following chart shows who you are responsible to (above you) and responsible for (below you). As a good leader you should remember that communications should flow up and down.



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



Troop 396
Leadership Position Description
SENIOR PATROL LEADER

GENERAL INFORMATION

- Type:** Elected by the members of the troop
Term: 6 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:** none
Rank: 1st Class or higher
Experience: Previous service as SPL, ASPL, PL, or APL
Attendance: 75% over 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 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all 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 of SENIOR PATROL LEADER

Runs all troop meetings, events, activities, and the program planning conference.

Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.

Assigns duties and responsibilities to junior leaders.

Assists the Scoutmaster with Junior Leader Training.

Duties	What it means in Troop 396
Preside at all Troop meetings, events, activities and the annual annual program planning conference .	<ul style="list-style-type: none"> • Have an agenda and backup plan for each meeting or event. • Call people responsible for program items and remind them of their responsibility. • Conduct the meeting or event and direct the activities of other Junior Leaders and Scouts. • Notify the ASPL if you are going to be absent from a meeting or event.
Runs the Patrol Leaders Council (PLC).	<ul style="list-style-type: none"> • Issue an agenda before the PLC so all can properly prepare for the meeting. • Conduct the PLC in an orderly fashion and stick to the agenda. During the meeting do the following: • Review the detailed program for the next month. • Plan the following month's program in detail. • Assign responsibilities for each program item. • Discuss the 2-month additional look ahead.
Appoint leadership positions with the advice and consent of the Scoutmaster.	<ul style="list-style-type: none"> • Before making any assignments, find out which Scouts need leadership positions for advancement. • Make selections based on above and Scouts experience and dependability.
Assign duties and responsibilities to other leaders	<ul style="list-style-type: none"> • Delegate responsibilities throughout the Junior Leader Staff.
Work with the Scoutmaster in training junior leaders.	<ul style="list-style-type: none"> • Participate in the Troop Junior Leader Training sessions. • Give the Patrol Leaders and their Assistants helpful hints and encouragement in carrying out their duties.
Keep others informed.	<ul style="list-style-type: none"> • Call the JASM to confer on upcoming program items. • Call the ASPL each week to check they are following up on their assignments and communicate program information.
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

Type: Elected by members of the patrol

Term: 6 months

Reports to: Senior Patrol Leader

Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.

Comments: The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 75% over 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 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all 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 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 of PATROL LEADER

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's 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.

Duties	What it means in Troop 396
Plan and lead patrol meetings and activities.	<ul style="list-style-type: none"> • Have at least six patrol activities each year • Use patrol corners during Troop meetings to make decisions and get informed.
Assigns patrol members a job and help them succeed.	<ul style="list-style-type: none"> • Make sure your patrol has an APL, scribe, quartermaster, grub master and cheer master. • Make up duty rosters for campouts and post them on your patrol gateway .
Represent the patrol at the PLC and annual program planning conference	<ul style="list-style-type: none"> • Attend all PLC meetings and the program planning conference. • Keep a list of what your patrol member's need for advancement. • Know what your patrol members would like to do.
Develop patrol spirit.	<ul style="list-style-type: none"> • Have your patrol flag at all troop and patrol activities. • Have a patrol yell.
Keep others informed.	<ul style="list-style-type: none"> • Call the patrol members each week to check they are following up on their assignments and communicate program information. • Be sure to let your APL know if you are going to be absent so he can fill in for you. Make sure he knows what is supposed to happen and what responsibilities the patrol has.
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
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 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: Eagle
Experience: Previous leadership positions
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 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all 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 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 of JUNIOR ASSISTANT SCOUTMASTER

Performs duties as assigned by the Scoutmaster.

Duties	What it means in Troop 396
Function as an Assistant Scoutmaster	<ul style="list-style-type: none"> • Provides hints and tips for the SPL and ASPL. • Help SPL and ASPL as required to manage the Troop meeting. • Provide help with maintaining discipline. • Provide leadership in carrying out troop activities.
Accomplish any duties assigned by the Scoutmaster.	<ul style="list-style-type: none"> • Carry out special assignments as directed by the Scoutmaster. • Support the SPL and the ASPL in their assignments. • Advise other junior leaders in their responsibilities.
Keep others informed.	<ul style="list-style-type: none"> • Call the SPL at least once each week to pass along information and check on preparations for meetings and activities
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
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: none

Rank: none (best if 1st Class or Higher)

Experience: none

Attendance: 75% over 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, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

In terms of attendance with your den, you are expected to attend 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 all of the parts of the troop uniform, 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 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 of DEN CHIEF

- 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.

Duties	What it means in Troop 396
Serves as the activity assistant at den meetings.	<ul style="list-style-type: none"> • Attend Troop 396 Den Chief Training and if possible attend the Council Den Chief Conference. • Attend all den and pack meetings of the den to which you are assigned. • Help the Den Leader conduct the meeting and keep order.
Meet regularly with the Den Leader to review the den and pack meeting plans.	<ul style="list-style-type: none"> • Call the Den Leader to find out what is expected of you. • At each meeting, find out what you need to do to assist the Den Leader.
If serving as a WEBELOS Den Chief, prepare the boys to join Boy Scouting.	<ul style="list-style-type: none"> • Invite your den to visit a Troop meeting. • Tell the WEBELOS about Boy Scouts. • Make sure they know all the requirements for the Scout rank before they are finished with WEBELOS.
Project a positive image of Boy Scouting.	<ul style="list-style-type: none"> • Always wear the uniform properly. It gives the Cubs something to look forward to. • Be enthusiastic about the Boy Scout program – tell them about the activities.
Keep others informed.	<ul style="list-style-type: none"> • Meet with your Den Leader each week to plan your part in the den's upcoming activities.
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
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 Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

Age: 14 or older

Rank: 1st Class or higher

Experience: none

Attendance: 50% over 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, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all 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 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 of INSTRUCTOR

Duties	What it means in Troop 396
Instruct Scouting skills as needed within the Troop or patrols.	<ul style="list-style-type: none"> • Take on assignments from the staff to provide skills instruction at Troop meetings and on campouts.
Prepare well in advance for each teaching assignment.	<ul style="list-style-type: none"> • Study carefully the skill to be taught. • Use resources that are available, for example: <ul style="list-style-type: none"> • Boy Scout Handbook • Boy Scout Field book • Merit Badge books • Woods Wisdom • Other library resources • Write down your instructional plan. • Make sure you have all the necessary equipment. Be Prepared.
Keep others informed.	<ul style="list-style-type: none"> • Talk with the ASPL (Programs) each week to be sure of your assignments. Tell him if you are having trouble preparing for your instructional assignments.
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

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: Preferably older scout

Rank: 1st Class or higher

Experience: none

Attendance: 75% over 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 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all 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 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 of TROOP GUIDE

Introduces new Scouts to troop operations.

Guides new Scouts through early Scouting activities

Teaches basic Scout skills.

Coaches the patrol leader of the new Scout patrol on his duties.

Works with the patrol leader at Patrol Leaders' Council meetings.

Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.

Assists the Assistant Scoutmaster with training.

Counsels individual Scouts on Scouting challenges.

Duties	What it means in Troop 396
Help Scouts meet advancement requirements through First Class in their first year.	<ul style="list-style-type: none"> • Work with the ASPL (Programs) to develop and implement First Class Emphasis programs for new Scouts.
Guide new Scouts through early Troop experiences to help become comfortable in the Troop and the outdoors.	<ul style="list-style-type: none"> • Help new Scouts become familiar with the way things are done by the patrol method in Scouting.
Advise new Patrol Leaders of his duties and responsibilities regarding new Scouts.	<ul style="list-style-type: none"> • Help the new Patrol Leaders train their patrols so they can effectively operate.
Attend the PLC meetings with new Patrol Leaders.	<ul style="list-style-type: none"> • Help new Patrol Leaders to prepare for the PLC.
Work with other troop leaders to make the troop run well.	<ul style="list-style-type: none"> • Make sure you know what you are supposed to do and do it well. • Help whenever you can to maintain discipline.
Prevent harassment of new Scouts by older	<ul style="list-style-type: none"> • Make sure older Scouts don't take advantage of the new scouts.
Keep others informed.	<ul style="list-style-type: none"> • Talk to the new Patrol Leader each week to check they are following up on their assignments, to get information and feedback and to communicate program information. • See if there is anything you can do to help him out.
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 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 stay current with the work being done.

QUALIFICATIONS

Age: none

Rank: Preferably 1st Class or higher

Experience: none

Attendance: 50% 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 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all 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 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 of ASSISTANT SENIOR PATROL LEADER

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 Aide.

Serves as a member of the Patrol Leader's Council.

Duties	What it means in Troop 396
Be responsible for developing, planning, and implementing Troop 396 activities.	<ul style="list-style-type: none"> • Working with the PLC, develop the detailed program plans for all Troop activities. • Type up detailed programs plan for each month and distribute to the Troop. • Provide assistance and leadership to the Troop Instructors.
Help with leading the meetings and activities as called upon by the SPL.	<ul style="list-style-type: none"> • Make sure the Instructors know what assignments they have been given by the staff. • Help the SPL conduct the meetings and activities and help maintain discipline.
Take over troop leadership in the absence of the SPL.	<ul style="list-style-type: none"> • Take over the responsibilities of the SPL in his absence.
Function as a member of the PLC.	<ul style="list-style-type: none"> • Attend all PLC meetings so that you can inform all of the upcoming program. • Take notes of program ideas presented at the PLC. • Make a list of the things you and the Instructors are assigned.
Keep others informed.	<ul style="list-style-type: none"> • Call the SPL to confer on upcoming program items. • Call the Instructors each week to check they are following up on their assignments and communicate program information.
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
Leadership Position Description
ASSISTANT PATROL LEADER

GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader
Term: 6 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 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, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

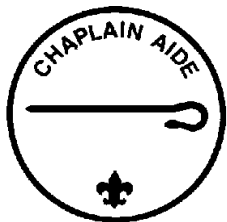
- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit 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 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 of the ASSISTANT PATROL LEADER

Helps the patrol get ready for all troop activities.

Lends a hand controlling the patrol and building patrol spirit.

Duties	What it means in Troop 396
Assist the Patrol Leader in the following: <ul style="list-style-type: none"> · Planning and leading patrol meetings and activities. · Keeping the patrol members informed. · Preparing your patrol to take part in Troop activities. 	<ul style="list-style-type: none"> · Assist your patrol leader by following through on assigned duties. · Keep informed. Make sure you know what is going on so you can help out.
Assume responsibilities of the patrol leader in his absence	<ul style="list-style-type: none"> · Know what the Patrol Leader is suppose to do and fill in for him when he is absent.
Represent the patrol at the PLC in the absence of the Patrol Leader.	<ul style="list-style-type: none"> · In the absence of your Patrol Leader, represent and vote for your patrol at the PLC.
Work with other troop leaders to make the troop run well.	<ul style="list-style-type: none"> · Make sure you know what you are supposed to do and do it well. · Help whenever you can to maintain discipline.
Keep others informed.	<ul style="list-style-type: none"> · Talk to the Patrol Leader each week before the meeting and make any necessary preparations to help the patrol operate.
Set a good example.	<ul style="list-style-type: none"> · Be the first to reflect the scout sign. · Maintain a positive and enthusiastic attitude. · Exhibit good self-discipline. · Have a good attendance record. · Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> · Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> · Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. · Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 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: none

Experience: none

Attendance: 50% 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 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all 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 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 of CHAPLAINS AID

Assists the Troop Chaplain with religious services at troop activities.

Tells Scouts about the religious emblem program for their faith.

Makes sure religious holidays are considered during troop program planning.

Helps plan for religious observance in troop activities.

Duties	What it means in Troop 396
Keep Troop leaders apprised of religious holidays when planning activities.	<ul style="list-style-type: none"> • Participate in the annual TOW meeting.
Assist chaplain or religious coordinator in meeting religious needs of Troop members while on activities.	<ul style="list-style-type: none"> • Provide a religious service on campouts.
Encourage saying grace at meals while camping or on activities.	<ul style="list-style-type: none"> • Lead invocation at Courts of Honor.
Tell Troop members about religious emblem program of their faith.	<ul style="list-style-type: none"> • Give an instructional presentation about the religious awards once per year at a Troop meeting.
Keep others informed.	<ul style="list-style-type: none"> • Meet with the ASPL (Programs) regularly to find out which upcoming activities are going to need your participation.
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 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.

QUALIFICATIONS

Age: none

Rank: none

Experience: none, but interest in photography is helpful

Attendance: 50% 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 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all 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 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 of the TROOP HISTORIAN

Keeps information about former members of the troop.

And activities of the troop

Duties	What it means in Troop 396
Gather pictures and facts about past activities of the Troop and keep them in scrapbooks, wall displays or information files.	<ul style="list-style-type: none"> • Make a scrapbook of Troop activities and keep it up to date. • Make sure that some takes pictures at every Troop event. • Maintain the Troop record archive with things such as Quality Unit awards and Troop recharter certificates. • Display Troop memorabilia at all Courts of Honor.
Take care of Troop trophies and keepsakes.	<ul style="list-style-type: none"> • Collect all troop awards and keep them in a safe place. • Collect Troop flag banners.
Keep information about Troop alumni.	<ul style="list-style-type: none"> • Make a scrapbook about Troop alumni, especially Eagle Scouts.
Keep others informed.	<ul style="list-style-type: none"> • Talk with the SPL and ASPL each week to update them on your progress.
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 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: none

Experience: none

Attendance: 50% 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 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all 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 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 of the TROOP LIBRARIAN

Duties	What it means in Troop 396
Set up and take care of the Troop library. <ul style="list-style-type: none"> • Keep records of books and pamphlets owned by the Troop • Add new or replacement items as needed. • Keep books and pamphlets available for borrowing. • Keep a system of checking books and pamphlets in and out. • Follow up on late returns. 	<ul style="list-style-type: none"> • Make the Troop 396 library available to Scouts at all Troop meetings and PLC meetings. • Check books in and out and keeps records of who has checked out a book. • Make sure the library includes all merit badge pamphlets for the Eagle required merit badges. • With the ASPL, make a list of books and pamphlets that need to be added to the library and give it to the Scoutmaster.
Keep others informed.	<ul style="list-style-type: none"> • Keep a list of books and pamphlets available for review by the Scouts. • Advise the ASPL of any books that are overdue and who they are checked out to.
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 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: 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, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all 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 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 of the TROOP QUARTERMASTER

Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.

Duties	What it means in Troop 396
Keep records of patrol and Troop equipment.	<ul style="list-style-type: none"> • Keep an inventory of Troop equipment. • Keep a record of equipment checked out. • Use a checklist to make sure that all the necessary equipment is taken on a campout. • Conduct a physical inventory at the beginning and end of your tenure.
Keep equipment in good repair.	<ul style="list-style-type: none"> • Make sure the Troop equipment is properly stored when returned. • Identify all items that need repair and inform the SPL and the Assistant Scoutmaster in charge of equipment.
Issue equipment and see that it is returned in good order.	<ul style="list-style-type: none"> • Check out patrol and Troop equipment from the Troop inventory. • Inspect all equipment to be sure it is in good repair before returning it to the Troop inventory. • If Troop equipment is mistreated or damaged, make sure the responsible person provides for repair or replacement.
Keep others informed.	<ul style="list-style-type: none"> • Talk with the SPL and the Assistant Scoutmaster in charge of equipment each week to discuss equipment items of importance. • Make a list of any needed equipment repairs and give the information to the Assistant Scoutmaster. • Suggest new or replacement items.
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.



Troop 396
Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 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, advancement, and Scout attendance at troop meetings.

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

QUALIFICATIONS

Age: none

Rank: 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, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all 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 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 of the TROOP SCRIBE

Attends and keeps a log of Patrol Leaders' Council meetings

Records individual Scout attendance and dues payments.

Records individual Scout advancement progress

Works with the Troop Committee members responsible for records and finance.

Duties	What it means in Troop 396
Record attendance.	<ul style="list-style-type: none"> • Make a written record of attendance of each Troop meeting and Troop event and make sure the Advancement Chairman gets a copy for the Troop records. • If you are going to miss a meeting or event, make sure that you have someone else record attendance for you.
Attend and keep a log of PLC meetings.	<ul style="list-style-type: none"> • Keep a written record of each PLC meeting. • Distribute copies of the PLC log at the Troop meeting immediately following the PLC.
Record advancement in Troop records.	<ul style="list-style-type: none"> • In Troop 396, the Patrol Leaders and the individual Scouts are responsible for getting advancement information to the Advancement Chairman. • Provide the Advancement Chairman with the names of Scouts who earn things like Totin' Chip.
Work with appropriate Troop Committee members responsible for finance, records, and advancement.	<ul style="list-style-type: none"> • Help the Advance Chairman to keep the Troop records orderly and complete. • Help the Camping committee with attendance and collection of camping fees prior to a Troop event.
Keep others informed.	<ul style="list-style-type: none"> • Meet with the Advancement Chairman at every meeting to assist in keeping the records complete and orderly. • Meet with Camping committee member in charge of the months' event and assist when called upon.
Set a good example.	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> • Always conform to the Troop 396 uniform policy as outlined in Policy and Procedures.
Show Scout Spirit	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. • Actively participate in the activities of Troop 396 and set an example for the other Scouts to follow.

Troop 396 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)