

## **Descriptions and Scoutmaster Expectations for Positions of Responsibility**

Below in black are the BSA expectations for the roles. Having scouts lead the troop requires the leaders to be committed to the task. To ensure success of the leadership team and Troop 49, scoutmaster expectations for each role follow in blue preceded by "SM:".

### **Senior Patrol Leader**

The senior patrol leader is the top leader of the troop. He is responsible for the troop's overall operation. With guidance from the Scoutmaster, he takes charge of troop meetings, of the patrol leaders' council, and of all troop activities, and he does everything he can to help each patrol be successful. He is responsible for annual program planning conferences and assists the Scoutmaster in conducting troop leadership training. The senior patrol leader presides over the patrol leaders' council and works closely with each patrol leader to plan troop meetings and make arrangements for troop activities. All members of a troop vote by secret ballot to choose their senior patrol leader. Rank and age requirements to be a senior patrol leader are determined by each troop, as is the schedule of elections. During a Scout's time as senior patrol leader, he is not a member of any patrol but may participate with a Venture patrol in high-adventure activities.

**SM: The Senior Patrol Leader should expect to attend a number of meetings (perhaps 4-6) outside of Troop meetings where planning for the Troop is accomplished. He should plan to attend most of the troop meetings, ensuring that either he or the ASPL is attending. He should plan to attend at least half of the trips. He should plan to attend all, or nearly all, of the Eagle Courts of Honor.**

### **Assistant Senior Patrol Leader**

The assistant senior patrol leader works closely with the senior patrol leader to help the troop move forward and serves as acting senior patrol leader when the senior patrol leader is absent. Among his specific duties, the assistant senior patrol leader trains and provides direction to the troop quartermaster, scribe, historian, librarian, instructors, and Order of the Arrow representative. During his tenure as assistant senior patrol leader he is not a member of a patrol, but he may participate in the high-adventure activities of a Venture patrol. Large troops may have more than one assistant senior patrol leader, each appointed by the senior patrol leader.

**SM: The Assistant Senior Patrol Leader should expect to attend a number of meetings (perhaps 4-6) outside of Troop meetings where planning for the Troop is accomplished. He should plan to attend most of the troop meetings, ensuring that either he or the SPL is attending. He should plan to attend at least half of the trips. He should plan to attend all, or nearly all, of the Eagle Courts of Honor.**

### **Patrol Leader**

The patrol leader is the top leader of a patrol. He represents the patrol at all patrol leaders' council meetings and the annual program planning conference and keeps patrol members informed of decisions made. He plays a key role in planning, leading, and evaluating patrol meetings and activities and prepares the patrol to participate in all troop activities. The patrol leader learns about the abilities of other patrol members and full involves them in patrol and troop activities by assigning them specific tasks and responsibilities. He encourages patrol members to complete advancement requirements and sets a good example by continuing to pursue his own advancement.

**SM: A Patrol Leader should expect to attend a number of meetings (perhaps 4-6) outside of Troop meetings where planning for the Troop is accomplished. He should plan to attend at least 75% of the troop meetings, and should arrange for a substitute when he cannot attend. He should plan to attend at least half of the trips.**

### **Troop Guide**

The troop guide is both a leader and a mentor to the members of the new-Scout patrol. He should be an older Scout who holds at least the First Class rank and can work well with younger Scouts. He helps the patrol leader of the new-Scout patrol in much the same way that a Scoutmaster works with a senior patrol leader to provide direction, coaching, and support.

### **Quartermaster**

The quartermaster is the troop's supply boss. He keeps an inventory of troop equipment and sees that the gear is in good condition. He works with patrol quartermasters as they check out equipment and return it, and at meetings of the patrol leaders' council he reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he may have the guidance of a member of the troop committee.

**SM: The Quartermaster is responsible for preparing (or causing to be prepared) the troop trailer for an outing. It should be clean, well-organized, and appropriately stocked. For the most part, the trailer should be ready to go out not later than two weeks after it returns from a trip. In the winter, he should ensure the trailer is shoveled out after snow storms.**

### **Scribe**

The scribe is the troop's secretary. Though not a voting member, he attends meetings of the patrol leaders' council and keeps a record of the discussions. He cooperates with the patrol scribes to record attendance and dues payments at troop meetings and to maintain troop advancement records. A member of the troop committee may assist him with his work.

### **Historian**

The historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes materials available for Scouting activities, the media, and troop history projects.

**SM: Upon receiving notification, scans (to a computer) news articles of interest about the troop into a format defined by the Webmaster and forwards them to the Webmaster for publication on the web site. Recent examples might include: articles published in the Bergen Record, Parent Paper, NY-NJ Trail Conference Trail Walker, or Tappahannock News (our Virginia trip).**

### **Librarian**

The troop librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned. He may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.

**SM: A list of documents in the library should be posted on the Troop Website and refreshed as necessary. Periodically (perhaps two times per session - fall and spring), with articles in the Pathfinder, solicit scouts to contribute materials they no longer require to the Troop Library. A "gap list" could also be created of the books we are missing for merit badges.**

### **Instructor**

Each instructor is an older troop member proficient in a Scouting skill. He must also have the ability to teach that skill to others. An instructor typically teaches subjects that Scouts are eager to learn—especially those such as first aid, camping, and backpacking—that are required for outdoor activities and rank advancement. A troop can have more than one instructor.

### **Outdoor Ethics Guide**

The Outdoor Ethics Guide specializes in teaching Leave No Trace and Tread Lightly! principles and ensures that the troop follows the principles of Leave No Trace and Tread Lightly! on all outings such as camping and other outdoor activities. He can also help Scouts earn the Leave No Trace award. He should have a thorough understanding of and commitment to Leave No Trace and Tread Lightly!. Ideally, he should have completed Leave No Trace training or Tread Lightly! training as well as earned both the Camping and Environmental Science merit badges.

**SM: Plan to conduct at least one presentation during a semester (Fall or Spring) on Leave No Trace principles. Could be slides, a lecture, a game, a puzzle, or some other engaging activity on a camping trip. Looks for and champions opportunities for the Troop to participate in recognition opportunities, such as the Baden Powell Award at Turrell or other Council sponsored activities.**

### **Chaplain Aide**

The chaplain aide assists the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop. He ensures that religious holidays are considered during the troop's program planning process and promotes the BSA's religious emblems program. **SM: As a scout is reverent, as we gather at camp or in meetings, he helps to ensure that scouts are mindful of and grateful for the many blessings bestowed upon us.**

### **Bugler**

The bugler plays the bugle (or a similar instrument) to mark key moments during the day on troop outings, such as reveille and lights out. He must know the required bugle calls and should ideally have earned the Bugling merit badge.

### **Den Chief**

The den chief works with a den of Cub Scouts and with their adult leaders. He takes part in den meetings, encourages Cub Scout advancement, and is a role model for younger boys. Serving as den chief can be a great first leadership experience for a Scout.

**SM: Conducts himself in such a way that he is a positive reflection on Troop 49, such that the Cub Scouts he serves would consider joining the Troop at the appropriate time in part because of the example he set.**

### **Webelos Den Chief**

A Webelos den chief can help plan and assist with the leadership of Webelos den meetings and field activities. He can lead songs and stunts, and encourage Webelos Scouts to progress into the Boy Scout troop.

**SM: Conducts himself in such a way that he is a positive reflection on Troop 49, such that the Cub Scouts he serves would consider joining the Troop at the appropriate time, in part because of the example he set.**

### **Order of the Arrow Troop Representative**

The Order of the Arrow representative serves as a communication link between the troop and the local Order of the Arrow lodge. By enhancing the image of the Order as a service arm to the troop, he promotes the Order, encourages Scouts to take part in all sorts of camping opportunities, and helps pave the way for older Scouts to become involved in high-adventure programs. The OA troop representative assists with leadership skills training. He reports to the assistant senior patrol leader.

### **Troop Webmaster**

The troop webmaster is responsible for maintaining the troop's website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the troop committee may assist him with his work.

**SM: The webmaster should solicit materials from the other sources of content creation, for example, historian, scribe, Scoutmasters in Charge (trip reports, etc.). He is responsible for posting trip descriptions, creating sign-up on the website, and posting photos after trips.**