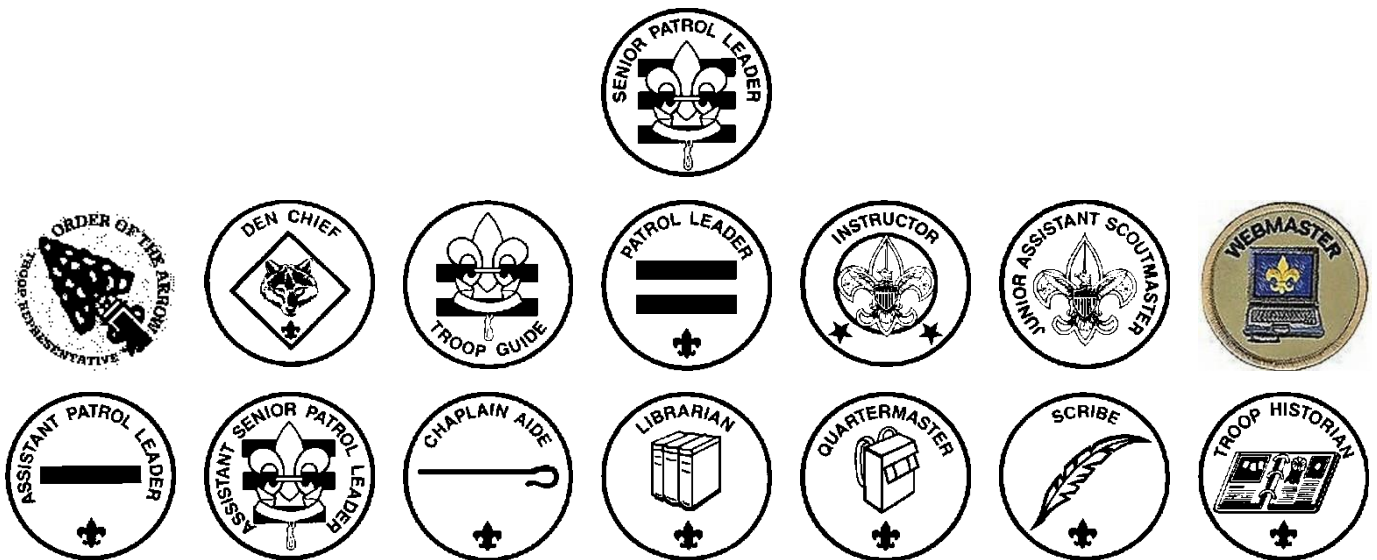




Leading the way...



Troop 210 Scout Leadership Positions Duties and Responsibilities

March 2, 2017 Edition



Leading the way...

What does that mean?

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

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

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

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

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

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

What makes Scouting special is that YOU make the decisions!

That's right! YOU run the troop. Baden-Powell made it very plain in Aids to Scoutmastership when he wrote, "The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders."

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

Plan and run troop meetings,

Pick troop outings, where to camp, what to do,

Plan advancement opportunities for all troop members

Select High-Adventure programs

Determine troop policy

Help other Scouts along the trail to Eagle.

Sound cool? 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 job application form, fill it out, have your parent(s) read and sign it and turn it in.

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



Troop 210 Leadership Position Description

SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Selected by the Scoutmaster and ASM Leadership Board

Term: 12 months

Reports to: Scoutmaster

Description: The Senior Patrol Leader represents Scouts 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 many Troop functions as possible. One of the major parts of the SPL's job is to help select other Troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

QUALIFICATIONS

Age: 13 and a member of a senior Scout Patrol

Rank: Star Scout or above

Experience: Previous service as SPL, ASPL, PL, or APL

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend Troop 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. Note that not having a replacement person at an event that is acting on your behalf counts as an unexcused absence.

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

Run all Troop meetings, events, activities, and the annual program planning conference.

Run all Patrol Leader's Council meetings.

Help select other Troop junior leaders with the advice and counsel of the Scoutmaster.

Assign duties and responsibilities to junior leaders.

Assist the Scoutmaster with Troop Leader Training.



Troop 210 Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

Type: Nominated by the Senior Patrol Leader and selected by the Scoutmaster and ASM leadership board. He may be elected depending upon the age mix within the Patrol.

Term: 12 months or until rotated out to a senior Scout Patrol.

Reports to: Senior Patrol Leader

Description: The Patrol Leader is the primary 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: 12 in the year of election.

Rank: First Class or above

Experience: 1 year previous leadership experience is preferred, but not mandatory

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend Troop 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. Note that not having a replacement person at an event that is acting on your behalf counts as an unexcused absence.

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

Appoint Scouts to Patrol positions.

Represent the Patrol on the Patrol Leader's Council

Plan and steer Patrol meetings

Help Scouts advance

Act as the chief recruiter of new Scouts

Keep Patrol members informed

Know what his Patrol members and other leaders can do.



Troop 210
Leadership Position Description

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 12 months

Reports to: Scoutmaster

Description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability.

Comments: In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

Age: At least 16 years old

Rank: Eagle

Experience: Previous leadership positions

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend Troop Leader Training even if you have attended in the past.

Attendance: You are expected to attend 50% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects.

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

Function as an Assistant Scoutmaster.

Perform duties as assigned by the Scoutmaster.



Troop 210
Leadership Position Description
OA TROOP REPRESENTATIVE

GENERAL INFORMATION

Type: Appointed by SPL with SM approval
Term: 12 Months

Reports to: Assistant Senior Patrol Leader

Description: The Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his unit.

Comments: In his unit, he will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. He will do this in a fashion that strengthens the mission of the lodge, purpose of the Order and the mission of the Boy Scouts of America. By setting a good example, he will enhance the image of the Order as a service arm to his unit.

QUALIFICATIONS

Age: Under 18 years old

Rank: First Class or above

Experience: OA Member in good standing

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend Troop Leader Training even if you have attended in the past.

Attendance: You are expected to attend 70% of all Troop meetings, a majority of the Chapter's meetings, Patrol Leaders' Council meetings when invited, 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, Law, and OA Obligation in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. You must call the Assistant Senior Patrol Leader or Senior Patrol Leader 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.
- Encourage year round and resident camping in the troop.
- Encourage older Scout participation in high adventure programs.
- Encourage Scouts to actively participate in community service projects.
- Assist with leadership skills training in the troop.
- Encourage Arrowmen to assume leadership positions in the Troop.
- Encourage Arrowmen in the Troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Set a good example



Troop 210 Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Den Chief Assistant 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: Usually about 3 years older than the Cubs Scout Den.

Rank: First Class or higher

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend Troop Leader Training even if you have attended in the past. Formal Den Chief training is required.

Attendance: You are expected to attend 75% of all Troop meetings, Patrol Leaders' Council meetings as directed, 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 Assistant 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

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.

Assist with activities in the den meetings.

Is a friend to the boys in his Den.

Help out at weekly Den meetings and monthly Pack meetings.

Meet with adult members of the Den, Pack, and Troop as necessary.



Troop 210 Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION

Type: Appointed by the Scoutmaster with SPL and ASM input

Term: 12 months

Reports to: Assistant Senior Patrol Leader

Description: The Instructor teaches Scouting skills

Comments: The Instructor will work closely with both the younger Scout Patrol Leaders, Troop Guides 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

Experience: none

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend Troop Leader Training even if you have attended in the past.

Attendance: You are expected to attend 50% 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

Teach basic Scouting skills in the Troop and Patrols using the Teaching EDGE.



Troop 210 Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Scoutmaster with SPL and ASM input

Term: 12 months

Reports to: ASPL and Assistant Scoutmaster for New Scouts

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: 12 or older

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 50% 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

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.

Teach basic Scout skills using the Teaching EDGE

Coach Patrol Leaders of the younger Scout Patrols as needed.

Work with the Patrol Leader at Patrol Leaders' Council meetings.

Attend Patrol Leaders' Council meetings when directed by the ASPL.

Assist the Assistant Scoutmasters with training.

Counsel individual Scouts on Scouting challenges.



Troop 210 Leadership Position Description

ASSISTANT SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster and Assistant Scoutmaster's

Term: 12 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. The Troop may at times have more than (1) ASPL.

QUALIFICATIONS

Age: 13

Rank: Star Scout or higher, or will attain Star within 3 months of appointment

Experience: Previous PL, APL, or other Troop leadership experience preferred, but not mandatory.

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend Troop 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

Help the Senior Patrol Leader lead meetings and activities.

Run the Troop in the absence of the Senior Patrol Leader.

Help train and supervise the Troop Scribes, Quartermasters, Troop Guides, Instructors, Librarians, Historian, Webmaster, and Chaplain Aide.

Attend the Patrol Leader's Council as directed by the SPL.



Troop 210
Leadership Position Description

ASSISTANT PATROL LEADER

GENERAL INFORMATION

Type: Selected by the SM and ASM's with input from the SPL and Patrol Leader

Term: 12 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: Second Class, or will attain SC within 3 months

Experience: none

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend Troop 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 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 Patrol Leader 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.

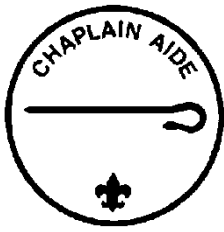
Help the Patrol Leader keep Patrol members informed.

Help the Patrol get ready for all Troop activities.

Represent his Patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.

Run the Patrol in the Patrol Leader's absence and assign a temporary APL to help.

Lend a hand controlling the Patrol and building Patrol spirit.



Troop 210 Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader and Assistant SPL

Term: 12 months

Reports to: Assistant Senior Patrol Leader / Chaplain

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

Assist the Troop Chaplain with religious services at troop activities.

Tell Scouts about the religious emblem program for their faith.

Make sure religious holidays are considered during Troop program planning.

Help plan for religious observance in Troop activities, especially campouts and Courts of Honor, and therefore is expected to attend at least 75% of all campouts.



Troop 210 Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader and Assistant SPL

Term: 12 months

Reports to: Assistant Senior Patrol Leader

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

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

QUALIFICATIONS

Age: none

Rank: First Class

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

Gather pictures and facts about past Troop activities and keep them in a historical file or scrapbook.

Take care of Troop trophies, ribbons, and souvenirs of Troop activities.

Keep information about former members of the Troop.



Troop 210 Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader and Assistant SPL

Term: 12 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Librarian takes care of Troop literature.

Comments: The library contains books of historical value as well as current materials. All together, the library is a Troop resource worth hundreds of dollars. The Librarian manages this resource for the Troop.

QUALIFICATIONS

Age: none

Rank: First Class

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

Set up and takes care of a Troop library

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 for checking books and pamphlets in and out.

Follow up on late returns.



Troop 210 Leadership Position Description

TROOP QUARTERMASTER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader and Assistant SPL

Term: 12 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Quatermaster keeps track of Troop equipment and sees that it is in good working order.

Comments: The Quatermaster does most of his work around campouts. There are times when the Quatermaster has to be available to check equipment in and out.

QUALIFICATIONS

Age: none

Rank: First Class

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

Keep records on Patrol and Troop equipment

Make sure equipment is in good working condition

Issue equipment and make sure it is returned in good condition

Make suggestions for new or replacement items

Work with the Troop Committee member responsible for equipment

Get the US, Troop, and Patrol flags for meetings and ceremonies and put them away afterwards.



**Troop 210
Leadership Position Description**

TROOP SCRIBE & NEWSLETTER EDITOR

GENERAL INFORMATION

Type: Multiple positions appointed by the Senior Patrol Leader and Assistant SPL.

Term: 12 months

Reports to: Assistant Senior Patrol Leader

Description: There can be many different types of Scribes in the troop:

- The Scribe maintains Troop records, recording the activities of the Patrol Leaders' Council and other meetings. He may also be required to keep a record of advancement and Scout attendance at Troop meetings.
- A separate Troop Newsletter Editor may be appointed to maintain the Troop newsletter.

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

QUALIFICATIONS

Age: none

Rank: First Class

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 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

Attend and keep a log of Patrol Leaders' Council meetings.

Record individual Scout attendance at different activities.

Summarize Troop activities once per month and provide to PLC for inclusion in their newsletter.

Maintain Troop sign-up sheets, handouts, and flyers. Put them out on the Troop communications table and put away weekly.

Update/post Troop newsletters, activities calendars, etc. in the Troop display case as needed.

Work on Troop web site adding pictures of activities, interesting information and links to interesting sites. (work can count towards Journalism, Computers and Communication Merit Badges)



Troop 210 Leadership Position Description

TROOP WEBMASTER

GENERAL INFORMATION

Type: Multiple positions appointed by the Senior Patrol Leader and Assistant SPL.

Term: 12 months

Reports to: Assistant Senior Patrol Leader

Description: There can be more than (1) Webmaster in the Troop. He shall work on the Troop web site as needed, adding pictures of activities, interesting information and links to interesting sites.

Comments: To be a good Webmaster, you need to attend most Troop meetings and activities.

QUALIFICATIONS

Age: none

Rank: Second Class or higher

Experience: Some knowledge of using, maintaining, or creating websites.

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You must have basic knowledge on how to post documents and maintain the Troop website, or be willing to receive training from an adult mentor.

Attendance: You are expected to attend 50% of all Troop 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 also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- The Webmaster maintains the Troop website, updating it with current information, documents, and pictures, and must work with an adult mentor to ensure that the privacy of all Scouts & leaders is maintained according to BSA guidelines.
- He shall continually work to simplify the website to make it informative and intuitive for anyone visiting.
- The Webmaster must gain consensus from adult & boy Troop leaders prior to performing any major re-organizing or revamping of the website.

Troop 210
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

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)