

## Senior Patrol Leader

Scout Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Senior Patrol Leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Scoutmaster**Adult Coach:** Scoutmaster, Assistant Scoutmaster – SPL/PL**Duties:**

	Checkpoints					
Preside at all troop meetings, events, activities, and the annual program planning conference – Attendance expectation is 75%						
Chair the Patrol Leaders' Council – Attendance expectation is 75%						
Appoint Scout leaders with the advice and consent of the Scoutmaster						
Delegate tasks to the ASPL / Make sure ASPL attends any meeting/function you will not be able to attend						
Assign duties and responsibilities to other Scout leaders						
Work with Scoutmaster and Assistant Scoutmasters in training junior leaders						
Set and enforce the tone for good Scout behavior within the troop						
Set a good example						
Wear the Scout uniform correctly to all Scouting activities						
Live by the Scout Oath and Law						
Show and help develop Scout spirit						
As Patrol Leader of Senior Patrol, perform Duties as described for <b>Patrol Leader</b>						

I = Needs Improvement / G = Good / E = Excelling

**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys' Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements

## Assistant Senior Patrol Leader

Scout Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Assistant Senior Patrol Leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Senior Patrol Leader

**Adult Coach:** Scoutmaster, Assistant Scoutmaster – Junior Troop Leaders

**Duties:**

	Checkpoints					
Train and give direct leadership to the following appointed Scout leaders: Troop Scribe, Troop Librarian, and Troop Historian						
Help lead meetings and activities as called upon by the Senior Patrol Leader						
Guide the troop in the Senior Patrol Leader’s absence						
Perform tasks assigned by the Senior Patrol Leader						
Participate in the Patrol Leaders’ Council – Attendance expectation is 75%						
Participate in troop meetings and activities – Attendance expectation is 75%						
Help set and enforce the tone for good Scout behavior within the troop						
Set a good example						
Wear the Scout uniform correctly to all Scouting activities						
Live by the Scout Oath and Law						
Show and help develop Scout spirit						

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys’ Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements

# Troop Historian

**Scout Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Troop Historian, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Assistant Senior Patrol Leader (ASPL)

**Adult Coach:** Assistant Scoutmaster – Junior Troop Leaders

**Duties:**

Checkpoints					
Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files					
Solicit from leaders, Scouts, and adults photos and videos from troop events for inclusion on websites					
Take care of troop trophies and keepsakes					
Participate in troop meetings and activities – Attendance expectation is 75%					
Set a good example					
Wear the Scout uniform correctly to all Scouting activities					
Live by the Scout Oath and Law					
Show and help develop Scout spirit					

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys’ Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements

## Troop Librarian

Scout Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Troop Librarian, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Assistant Senior Patrol Leader (ASPL)

**Adult Coach:** Assistant Scoutmaster – Junior Troop Leaders

**Duties:**

	Checkpoints					
Troop Library - Keep records on literature owned by the troop						
Troop Library – Maintain Merit Badge booklet list along with booklet publication date						
Troop Library - Add new or replacement items as needed						
Troop Library - Have literature available for borrowing at troop meetings - Expectation at 50% of all troop meetings						
Troop Library - Maintain a system for checking literature in and out						
Troop Library - Follow up on late returns to ensure materials are not lost - Supply a monthly list to Assistant Senior Patrol Leader						
Participate in troop meetings and activities – Attendance expectation is 75%						
Set a good example						
Wear the Scout uniform correctly to all Scouting activities						
Live by the Scout Oath and Law						
Show and help develop Scout spirit						

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys' Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements, Merit Badge pamphlets

# Troop Scribe

**Scout Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Troop Scribe, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Assistant Senior Patrol Leader (ASPL), Troop Advancement Chair

**Adult Coach:** Assistant Scoutmaster – Junior Troop Leaders

**Duties:**

Checkpoints					
Record attendance at Troop meetings					
Gather and report list of Scouts needing a Board of Review to Troop Advancement Chair					
Gather and report information as needed for Troop Leadership reviews					
Participate in troop meetings and activities – Attendance expectation is 75%					
Set a good example					
Wear the Scout uniform correctly to all Scouting activities					
Live by the Scout Oath and Law					
Show and help develop Scout spirit					

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys’ Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements

# Troop Instructor

**Scout Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Troop Instructor, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Scoutmaster

**Adult Coach:** Assistant Scoutmaster – Instructors

**Duties:**

Checkpoints					
Oversee responsibilities of Patrol Instructors					
Instruct Scouting skills as needed within the troop or patrols					
Prepare well in advance for each teaching assignment					
Participate in troop meetings and activities – Attendance expectation is 75%					
Set a good example					
Wear the Scout uniform correctly to all Scouting activities					
Live by the Scout Oath and Law					
Show and help develop Scout spirit					

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys’ Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements

# Troop Quartermaster

**Scout Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Troop Quartermaster, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Committee Member for Equipment

**Adult Coach:** Assistant Scoutmaster – Equipment

**Duties:**

	Checkpoints					
Oversee responsibilities of Patrol Quartermasters						
Keep records of troop equipment						
Report on status of equipment, repairs needed, and new or replacement items needed to troop committee member responsible for equipment						
Issue equipment and see that it is returned in good order						
Suggest new or replacement items						
Participate in troop meetings and activities – Attendance expectation is 75%						
Set a good example						
Wear the Scout uniform correctly to all Scouting activities						
Live by the Scout Oath and Law						
Show and help develop Scout spirit						

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys' Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements, BSA equipment catalog

# Patrol Leader

**Scout Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Patrol Leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Senior Patrol Leader

**Adult Coach:** Scoutmaster, Assistant Scoutmaster – SPL/PL

**Duties:**

Checkpoints					
Represent the patrol at all Patrol Leaders’ Council meetings – Attendance expectation is 75%					
Plan and lead patrol meetings and activities					
Keep patrol members informed about troop/patrol meetings and activities					
Prepare the patrol to take part in all troop activities					
Set and enforce the tone for good Scout behavior within the patrol					
Show and help develop patrol spirit					
Assign each patrol member needed tasks and help them to succeed					
Delegate tasks to the APL / Make sure APL attends any meeting/function you will not be able to attend					
Participate in troop meetings and activities – Attendance expectation is 75%					
Work with other troop leaders to make the troop run well					
Know what patrol members and other leaders do					
Set a good example					
Wear the Scout uniform correctly to all Scouting activities					
Live by the Scout Oath and Law					

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys’ Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements



**Assistant Patrol Leader**

Scout Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Assistant Patrol Leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Patrol Leader**Adult Coach:** Scoutmaster, Assistant Scoutmaster – SPL/PL**Duties:**

	Checkpoints					
Represent the patrol at all Patrol Leaders' Council meetings in the patrol leader's absence						
Lead the patrol in the patrol leader's absence						
Help the patrol leader plan and lead patrol meetings and activities						
Help the patrol leader keep patrol members informed about troop/patrol meetings and activities						
Help the patrol leader prepare the patrol to take part in all troop activities						
Help set and enforce the tone for good Scout behavior within the patrol						
Show and help develop patrol spirit						
Participate in troop meetings and activities – Attendance expectation is 75%						
Work with other troop leaders to make the troop run well						
Set a good example						
Wear the Scout uniform correctly to all Scouting activities						
Live by the Scout Oath and Law						

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys' Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements

# Patrol Instructor

**Scout Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Patrol Instructor, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Troop Instructor

**Adult Coach:** Assistant Scoutmaster – Instructor

**Duties:**

Checkpoints					
Instruct Scouting skills as needed within the troop or patrols					
Prepare well in advance for each teaching assignment					
Participate in troop meetings and activities – Attendance expectation is 75%					
Set a good example					
Wear the Scout uniform correctly to all Scouting activities					
Live by the Scout Oath and Law					
Show and help develop Scout spirit					

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys’ Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements

## Patrol Quartermaster

**Scout Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Patrol Quartermaster, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Troop Quartmaster

**Adult Coach:** Assistant Scoutmaster – Equipment

**Duties:**

	Checkpoints					
Maintain patrol equipment (flag, rope bag, first aid kit, etc)						
Keep records of patrol equipment						
Report on status of patrol equipment, repairs needed, and new or replacement items needed to Troop Quartermaster						
Issue equipment and see that it is returned in good order						
Suggest new or replacement items						
Ensure meeting area is clean at the end of each troop meeting						
Participate in troop meetings and activities – Attendance expectation is 75%						
Set a good example						
Wear the Scout uniform correctly to all Scouting activities						
Live by the Scout Oath and Law						
Show and help develop Scout spirit						

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys' Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements, BSA equipment catalog

## Order of the Arrow Troop Rep

Scout Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of OA Troop Rep, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Scoutmaster

**Adult Coach:** Troop OA Adviser

**Duties:**

	Checkpoints					
Serve as a communication link between the lodge or chapter and the troop						
Facilitate yearly OA Unit Elections for 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 lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members						
Participate in troop meetings and activities – Attendance expectation is 75%						
Set a good example						
Wear the Scout uniform correctly to all Scouting activities						
Live by the Scout Oath and Law						
Show and help develop Scout spirit						

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys' Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Order of the Arrow Handbook

**Den Chief**

Scout Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (acknowledge understanding of the duties and expectations)

**Introduction:** When you accepted the position of Den Chief, you agreed to provide service and leadership in our troop and to the pack. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

**Responsible To:** Den/Webelos Leader**Adult Coach:** Scoutmaster**Duties:**

	Checkpoints					
Complete online Den Chief Training course						
Serve as the activities assistant at den meetings – Attendance expectation is 75%						
Meet regularly with the den leader to review the den and pack meeting plans						
Encourage Cub Scouts to become Webelos Scouts when eligible, and help prepare Webelos Scouts to join Boy Scouting						
Project a positive image of Boy Scouting						
Participate in troop meetings and activities – Attendance expectation is 75%						
Set a good example						
Wear the Scout uniform correctly to all Scouting activities						
Live by the Scout Oath and Law						
Show and help develop Scout spirit						

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**Resources:** There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys' Life Magazine, Den Chief Handbook, Appropriate Cub Scout Handbook (Tiger, Wolf, Bear, Webelos)