



SENIOR PATROL LEADER (SPL)

Position Description: The SPL 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 PLC, 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 SPL presides over and is a voting member of the PLC. He works closely with each patrol leader to plan troop meetings and make arrangements for troop activities. During a Scout's time as SPL, he is not a member of any patrol but may participate with a Venture patrol in high-adventure activities.

Selection: VOTED or Appointed by Scoutmaster

Term: 6 months

Reports to: Scoutmaster

Qualifications:

- **Age:** none
- **Rank:** 1st Class
- **Experience:** Assistant Senior Patrol Leader
- **Attendance:** 75% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training, National Youth Leadership Training - Grey Wolf
- **Attendance:** 90% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Leads the PLC Meeting
- Appoints other troop youth leaders with the advice and counsel of the Scoutmaster
- Assigns Leadership Responsibilities and responsibilities to youth leaders
- Assists the Scoutmaster with youth leadership training
- Runs all troop meetings, events, activities, and the annual program planning conference
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

Succession Plan: Troop Guide or Junior Assistant Scoutmaster



ASSISTANT SENIOR PATROL LEADER (ASPL)

Position Description: The ASPL works closely with the SPL to help the troop move forward and serves as acting SPL when the SPL is absent. Among his specific Leadership Responsibilities, the ASPL trains and provides direction to the troop Quartermaster, Chaplain Aide, Scribe, Webmaster, Historian, Librarian, Instructors, Order of the Arrow Representative, Leave No Trace Trainer and Bugler. The ASPL is a voting member the PLC. During his tenure as ASPL 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 ASPL.

Selection: Appointed by SPL with guidance and approval from the Scoutmaster

Term: 6 months

Reports to: SPL

Qualifications:

- **Age:** none
- **Rank:** 1st Class
- **Experience:** Patrol Leader or Troop Guide
- **Attendance:** 50% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training, National Youth Leadership Training - Grey Wolf
- **Attendance:** : 90% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Helps the SPL lead meetings and activities
- Runs the troop in the absence of the SPL
- Helps train and supervise the Troop Quartermaster, Chaplain Aide, Scribe, Webmaster, Order of the Arrow Representative, Leave No Trace Trainer, Instructor/s, Bugler, Historian and Librarian
- Serves as a member of the PLC
- Enthusiastically and correctly wears the Scout uniform
- Lives the Scout Oath and Law
- Shows Scout spirit

Succession Plan: SPL



QUARTERMASTER

Position Description: The Quartermaster is the troop's supply boss. He keeps an inventory of troop equipment and sees that the gear is in good condition. Though not a voting member, he attends meetings of the PLC. He works with patrol quartermasters as they check out equipment and return it, and at meetings of the PLC 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.

Selection: ELECTED

Term: 6 months

Reports to: ASPL

Qualifications:

- **Age:** none
- **Rank:** 1st Class
- **Experience:** none
- **Attendance:** 50% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 50% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Keeps records on patrol and troop equipment
- Makes sure equipment is in good working condition
- Issues equipment and makes sure it is returned in good condition
- Makes suggestions for new or replacement items
- Works with the troop committee member responsible for equipment
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit



SCRIBE

Position Description: The Scribe is the troop's secretary. Though not a voting member, he attends meetings of the PLC 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. The troop committee Secretary assists him with his work.

Selection: ELECTED

Term: 6 months

Reports to: ASPL

Qualifications:

- **Age:** none
- **Rank:** 1st Class
- **Experience:** none
- **Attendance:** 50% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 50% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- 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 member responsible for records and finance
- Sets a good example
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit



LIBRARIAN

Position Description: 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.

Selection: ELECTED

Term: 6 months

Reports to: ASPL

Qualifications:

- **Age:** none
- **Rank:** none
- **Experience:** none
- **Attendance:** 50% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 50% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Sets up and takes care of a troop library
- Keeps records of books and pamphlets owned by the troop
- Adds new or replacement items as needed
- Keeps books and pamphlets available for borrowing
- Keeps a system for checking books and pamphlets in and out, and follows up on late returns
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit



HISTORIAN

Position description: 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.

Selection: ELECTED

Term: 6 months

Reports to: ASPL

Qualifications:

- **Age:** none
- **Rank:** none
- **Experience:** none
- **Attendance:** 50% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 50% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Gathers pictures and facts about troop activities and keeps them in a historical file or scrapbook
- Takes care of troop trophies, ribbons, and souvenirs of troop activities
- Keeps information about former members of the troop
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit



CHAPLAIN AIDE

Position Description: The Chaplain Aide assists the troop Chaplain 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.

Selection: ELECTED

Term: 6 months

Reports to: ASPL

Qualifications:

- **Age:** none
- **Rank:** none
- **Experience:** none
- **Attendance:** 50% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 50% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- 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 the troop program planning process
- Helps plan for religious observance in troop activities
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit



WEBMASTER

Position Description: 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. The Troop Committee Secretary assists him with his work.

Selection: ELECTED

Term: 6 months

Reports to: ASPL

Qualifications:

- **Age:** none
- **Rank:** none
- **Experience:** none
- **Attendance:** 50% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 50% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Maintains the Troop's website
- Posts current newsletters, calendars and appropriate photos and provide links to scout related sites
- Assures that no information is published that could present any type of security risk to members including full names and addresses, etc.
- Ensures no offensive or degrading material is published
- Returns correspondence as appropriate to anyone who sends inquiries to the webmaster either by way of email or guest book entries



LEAVE NO TRACE TRAINER

Position Description: The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensuring that the troop follows these principles on outings. He can also help Scouts earn the Leave No Trace award. He should have a thorough understanding of and commitment to Leave No Trace. Ideally, he should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.

Selection: ELECTED

Term: 6 months

Reports to: ASPL

Qualifications:

- **Age:** 12 years old
- **Rank:** 1st Class
- **Experience:** none
- **Attendance:** 50% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 50% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Helps minimize impact on the land by teaching members the principles of Leave No Trace and improving Scouts' outdoor ethics decision-making skills
- BSA Leave No Trace Training



INSTRUCTOR

Position Description: 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.

Selection: Appointed by ASPL with guidance from SPL and approval from the Scoutmaster

Term: 6 months

Reports to: ASPL

Qualifications:

- **Age:** 12 or completed 6th grade
- **Rank:** 1st Class
- **Experience:** none
- **Attendance:** 50% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 75% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Teaches basic Scouting skills in troop and patrols
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit



BUGLER

Position Description: 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.

Selection: ELECTED

Term: 6 months

Reports to: ASPL

Qualifications:

- **Age:** none
- **Rank:** none
- **Experience:** none
- **Attendance:** 50% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 90% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Plays bugle as requested by troop leadership, such as Troop assembly at meetings and campouts

Make himself proficient in playing the following bugle calls from memory: Reveille, Assembly, Mess, To the Colors, and Taps.



JUNIOR ASSISTANT SCOUTMASTER (JASM)

Position Description: A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the senior patrol leader, with the advice and consent of the Scoutmaster, to serve as a junior assistant Scoutmaster. These young men (a troop may have more than one junior assistant Scoutmaster) follow the guidance of the Scoutmaster in providing support and supervision to other boy leaders in the troop. Upon his 18th birthday, a junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster.

Selection: Appointed by Scoutmaster

Term: 6 months

Reports to: Scoutmaster

Qualifications:

- **Age:** 16 years old
- **Rank:** Eagle Scout
- **Experience:** SPL
- **Attendance:** 75% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training, National Youth Leadership Training - Grey Wolf
- **Attendance:** 90% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Functions as an assistant Scoutmaster
- Performs Leadership Responsibilities as assigned by the Scoutmaster.
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

Succession Plan: ASM



ORDER OF THE ARROW REPRESENTATIVE

Position Description: 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.

Selection: Elected by the troop Order of the Arrow members

Term: 6 months

Reports to: ASPL

Qualifications:

- **Age:** 12 years old
- **Rank:** 1st Class
- **Experience:** none
- **Attendance:** 50% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 50% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Serves as a communication link between the lodge or chapter and the troop
- Encourages year round and resident camping in the troop
- Encourages Arrowmen to assume leadership positions in the troop
- Encourages 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
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath,

- Attends monthly Order of the Arrow chapter meeting
- Attends conclaves



TROOP GUIDE

Position Description: 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 SPL to provide direction, coaching, and support. The Troop Guide is a voting member of the PLC. The troop guide is not a member of another patrol but may participate in the high-adventure activities of a Venture patrol.

Selection: Appointed by Scoutmaster

Term: 1 year

Reports to: SPL

Qualifications:

- **Age:** 13 or completed 7th grade
- **Rank:** 1st Class
- **Experience:** Patrol Leader
- **Attendance:** 75% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 90% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Advisor and guide to new-Scout Patrol
- Coaches the patrol leader of the new-Scout patrol on his Leadership Responsibilities
- Teaches basic Scout skills
- Attends PLC meetings with the Patrol Leader of the new-Scout patrol
- Assists the assistant Scoutmaster with training
- Enthusiastically and correctly wears the Scout uniform

- Lives by the Scout Oath and Law
- Shows Scout spirit

Succession Plan: ASPL



DEN CHIEF

Position Description: 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. 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.

Selection: Appointed by Scoutmaster

Term: 1 year

Reports to: ASM, new-Scout patrol

Qualifications:

- **Age:** 13 or completed 7th grade
- **Rank:** Star or higher
- **Experience:** none
- **Attendance:** 75% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 75% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- 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

- Helps out at weekly den meetings and monthly pack meetings
- Meets with adult members of the den, pack, and troop as necessary
- Enthusiastically and correctly wears the Scout uniform
- Lives by the Scout Oath and Law
- Shows Scout spirit

Succession Plan: Patrol Leader



PATROL LEADER

Position Description: The Patrol Leader is the top leader of a patrol. He represents the patrol at all PLC 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.

Selection: Elected by patrol members

Term: 6 months

Reports to: SPL

Qualifications:

- **Age:** none
- **Rank:** none
- **Experience:** none
- **Attendance:** 75% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 90% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Provides leadership to his patrol
- Appoints the assistant patrol leader with the advice and counsel of the SPL
- Represents the patrol at the PLC
- Plans and runs patrol meetings
- Helps Scouts advance

- Acts as the chief recruiter of new Scouts
- Keeps patrol members informed
- Enthusiastically and correctly wears the Scout uniform
- Lives the Scout Oath and Law
- Shows Scout spirit

Succession Plan: Troop Guide or ASPL



ASSISTANT PATROL LEADER (APL)

Position description: The Assistant Patrol Leader leads the patrol in his absence.

Selection: Elected by patrol members

Term: 6 months

Reports to: SPL

Qualifications:

- **Age:** none
- **Rank:** none
- **Experience:** none
- **Attendance:** 75% over previous 6 months

Performance Requirements:

- **Training:** Troop Junior Leader Training
- **Attendance:** 75% of all troop meeting, PLCs, outings and service projects. If attendance is low, or there are 3 unexcused absences in a row, you will be required to have a Scoutmaster conference.

Leadership Responsibilities:

- Provides leadership to his patrol
- Appoints the assistant patrol leader with the advice and counsel of the SPL
- Represents the patrol at the PLC
- Plans and runs patrol meetings
- Helps Scouts advance
- Acts as the chief recruiter of new Scouts

- Keeps patrol members informed
- Enthusiastically and correctly wears the Scout uniform
- Lives the Scout Oath and Law
- Shows Scout spirit

Succession Plan: Patrol Leader