



Troop 893



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 893

Leadership Position Description

SENIOR PATROL LEADER

GENERAL INFORMATION

Type: Elected by the members of the troop

Term: 6 months

Reports to: Scoutmaster

Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.

Comments: The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

QUALIFICATIONS

Age: None but preferably 14 years or older

Rank: 1st Class or higher

Experience: Previous service as SPL, ASPL or PL

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

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

Effort: You are expected to give 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

- Oversee all troop meetings, events and activities
- Run the Patrol Leader's Council meeting
- Appoint other troop junior leaders with the advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to junior leaders
- **Can sign-off on all Scout requirements**



Troop 893

Leadership Position Description

ASSISTANT SENIOR PATROL LEADER PROGRAMS

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader for Programs is the second highest ranking patrol leader in the troop. The ASPL Programs 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 Programs position is his supervision of the Troop Instructors, Chaplain Aide, Leave No Trace Trainer, OA Representative and Bugler.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: Previous service as SPL, ASPL or PL

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

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

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

- Helps the SPL lead meetings and activities
- Runs the troop in the absence of the SPL
- Serves as a member of the Patrol Leader's Council
- **Can sign-off on all Scout requirements**



Troop 893

Leadership Position Description

ASSISTANT SENIOR PATROL LEADER ADMINISTRATION

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
- Term:** 6 months
- Reports to:** Senior Patrol Leader
- Description:** The Assistant Senior Patrol Leader for Administration is the third highest ranking patrol leader in the troop. The ASPL Administration acts as the Senior Patrol Leader in the absence of the SPL, ASPL Programs or when called upon. He also provides leadership to other junior leaders in the troop.
- Comments:** The most important part of the ASPL Administration position is his supervision of the Troop Scribe, Librarian, Historian and Webmaster.

QUALIFICATIONS

- Age:** None
- Rank:** 1st Class or higher
- Experience:** Previous service as SPL, ASPL, Troop Scribe, Librarian, Historian, Webmaster or PL
- Attendance:** 75% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You **must** attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend **75%** of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.
- 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

- Provides support to the SPL at meetings and activities
- Runs the troop in the absence of the SPL or ASPL Programs
- Serves as a member of the Patrol Leader's Council
- **Can sign-off on all Scout requirements**



Troop 893

Leadership Position Description

ASSISTANT SENIOR PATROL LEADER QUARTERMASTER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader for Quartermaster is the fourth highest ranking patrol leader in the troop. The ASPL Quartermaster acts as the Senior Patrol Leader in the absence of the SPL, ASPL Programs, ASPL Administration or when called upon. He also provides leadership to other junior leaders in the troop.

Comments: The most important part of the ASPL Quartermaster position is his supervision of the troop quartermaster and mentoring of patrol quartermasters.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: Previous service as SPL, ASPL, Troop Quartermaster or PL

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

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

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

- Provides support to the SPL at meetings and activities
- Runs the troop in the absence of the SPL, ASPL Programs or ASPL Administration
- Serves as a member of the Patrol Leader's Council
- **Can sign-off on all Scout requirements**



Troop 893

Leadership Position Description

ASSISTANT SENIOR PATROL LEADER NEW SCOUTS

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months (in the Spring/Summer)

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader for New Scouts is the fifth highest ranking patrol leader in the troop. The ASPL New Scouts acts as the Senior Patrol Leader in the absence of the SPL, ASPL Programs, ASPL Administration, ASPL Quartermaster or when called upon. He also provides leadership to other junior leaders in the troop.

Comments: The most important part of the ASPL New Scouts position is his supervision of the Troop Guides during the Spring and Summer when new scouts join the troop.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: Previous service as SPL, ASPL, Troop Guide or PL

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

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

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

- Ensures Troop Guides doing their jobs in the new scout patrols
- Provides support to the SPL at meetings and activities
- Runs the troop in the absence of the SPL and other ASPLs
- Serves as a member of the Patrol Leader's Council
- **Can sign-off on all Scout requirements**



Troop 893

Leadership Position Description

PATROL LEADER

GENERAL INFORMATION

Type: Elected by members of the patrol

Term: 6 months

Reports to: Senior Patrol Leader

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

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

QUALIFICATIONS

Age: None

Rank: None

Experience: None

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend **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 his designated ASPL 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

- Attend the Patrol Leader's Council meeting
- Appoint other patrol leadership positions
- Assigns duties and responsibilities to patrol members
- Be the main communication link between senior leadership and the patrol



Troop 893

Leadership Position Description

JUNIOR ASSISTANT SCOUTMASTER

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 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 an Eagle Scout 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: None

Rank: Eagle

Experience: Previous leadership positions

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend **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

- Functions as an Assistant Scoutmaster
- Performs duties as assigned by the Scoutmaster



Troop 893

Leadership Position Description

DEN CHIEF

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Scoutmaster and Den Leader

Description: The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.

Comments: The Den Chief provides knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop.

QUALIFICATIONS

Age: None

Rank: 1st Class or higher

Experience: Previous time as a Cub Scout

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

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

In terms of attendance with your den, you are expected to attend **90%** of den meetings and pack functions. You must inform the Den Leader if you will be absent.

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: **Set the example** by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: **Set the example** by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: **Set the example** by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps Cub Scouts advance through Cub Scout ranks
- Encourages Cub Scouts to join a Boy Scout troop upon graduation
- Assists with activities in the den meetings
- Is a friend to the boys in the den
- Helps out at weekly den meetings and monthly pack meetings



Troop 893

Leadership Position Description

INSTRUCTOR

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: ASPL Programs

Description: The Instructor teaches Scouting skills.

Comments: The Instructor will work closely with the ASPL Programs to deliver training at least once per month to the troop. 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: None

Rank: 1st Class or higher

Experience: None (Must know the Scouting skills being taught)

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

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

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: **Set the example** by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: **Set the example** by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: **Set the example** by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Teaches basic Scouting skills at meetings and activities
- Deliver at least one Scouting skill training per month
- Attends the Patrol Leaders Council to help Scouts with advancement



Troop 893

Leadership Position Description

TROOP GUIDE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: ASPL 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 Troop Guide works closely with the ASPL New Scouts. Together, they work to help new scouts assimilate into boy scouts, the troop and their new patrols. The Troop Guide is a friend to the new Scouts and makes first year fun and successful.

QUALIFICATIONS

Age: 13 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 **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

- Introduces new Scouts to troop operations
- Guides new Scouts through early Scouting activities
- Helps new Scouts earn First Class in their first year
- Teaches basic Scout skills
- Coaches the patrol leader of the new Scout patrol on his duties
- Works with the patrol leader at Patrol Leaders' Council meetings
- Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol



Troop 893

Leadership Position Description

CHAPLAIN AIDE

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
- Term:** 6 months
- Reports to:** ASPL Programs
- Description:** The Chaplain Aide works closely with the ASPL Programs and assists 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 helping deliver the Scouts Own Service at campouts and other functions.

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 **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 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

- Assists the Troop Chaplain with religious services at troop activities
- Tells Scouts about the religious awards program for their faith
- Makes sure religious holidays are considered during troop program planning
- Helps plan for religious observance in troop activities
- Delivers *Grace* and *The Scoutmaster's Benediction* at meetings and activities



Troop 893

Leadership Position Description

TROOP HISTORIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: ASPL Administration

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

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

QUALIFICATIONS

Age: None

Rank: None

Experience: None, but interest in photography is helpful

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend **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

- Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook
- May do presentations to the troop of past activities
- Takes care of troop trophies, ribbons, and souvenirs of troop activities
- Keeps information about former members of the troop



Troop 893

Leadership Position Description

LIBRARIAN

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: ASPL Administration

Description: The Troop Librarian takes care of troop literature.

Comments: The Librarian works closely with the ASPL Administration. The library contains books of historical value as well as current materials. The Librarian manages this resource for the troop.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend **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

- Sets up and takes care of a troop library
- Keeps records of media owned by the troop
- Adds new or replacement items as needed
- Keeps media available for borrowing
- Keeps a system for checking media in and out
- Follows up on late returns
- May give a summary of the latest Boys Life magazine to the troop



Troop 893

Leadership Position Description

QUARTERMASTER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: ASPL Quartermaster

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

Comments: The Quartermaster works closely with the ASPL Quartermaster. Typically the ASPL Quartermaster and Troop Quartermaster share duties and keep the troop storage areas and trailer organized. There are times when the Quartermaster has to be available to check equipment in and out.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend **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

- 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
- Gets the US and troop flags for meetings and ceremonies and puts them away afterwards



Troop 893

Leadership Position Description

SCRIBE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: ASPL Administration

Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

Comments: The Scribe works closely with the ASPL Administration. To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

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

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

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: **Set the example** by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: **Set the example** by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: **Set the example** by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress
- Records if individual Scouts are properly uniformed
- Collects permission slips and gives to the ASPL Administration



Troop 893

Leadership Position Description

WEBMASTER

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: ASPL Administration

Description: The Webmaster is responsible for ensuring the troop website contains accurate and up-to-date information.

Comments: The Webmaster works closely with the ASPL Administration. This position requires a good knowledge of computers and have training on the updating the website.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You **must** attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend **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 given 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

- Manage softcopy documents and upload to the troop website
- Perform weekly updates to the troop website using Scoutmaster news information
- Perform other website updates as directed



Troop 893

Leadership Position Description

LEAVE NO TRACE TRAINER

GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader
- Term:** 6 months
- Reports to:** ASPL Programs
- Description:** The LNT Trainer works closely with the ASPL Programs. He teaches scouts about the LNT principles.
- Comments:** The LNT Trainer is someone who loves the outdoors and is committed to preserving it the way nature intended it to be.

QUALIFICATIONS

- Age:** None
- Rank:** 1st Cass or higher
- Experience:** None
- Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You **must** attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend **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

- Teaches Leave No Trace principles to the troop at least 3 times in his term
- Enforces LNT principles at all troop activities
- Makes sure that LNT principles are used at every campout



Troop 893 Leadership Position Description

ORDER OF THE ARROW REPRESENTATIVE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: ASPL Programs

Description: The OA Representative works closely with the ASPL Programs. He is a liaison between the local OA lodge or chapter and the troop.

Comments: Must be a member of the OA and is expected to give cheerful service to the troop and familiarize the troop about the organization.

QUALIFICATIONS

Age: None

Rank: None

Experience: 15 overnight campouts

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 **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

- Give a monthly report of OA activities to the troop
- Represent the troop at monthly OA meetings
- Encourage scouts to take an interest in becoming OA members
- Participate in annual troop OA elections
- Take part in Cub Scout crossover and Ordeal ceremonies if called upon