



Troop 318
Boy Scouts of America
Orland Park, IL

Scout Leadership Positions

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 someone (your designated assistant, if there is one) is ready to assume your responsibilities.



Senior Patrol Leader

Job Description:

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

Reports To: Scoutmaster

Duties:

- Run all troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leader's Council meeting.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.



Assistant Senior Patrol Leader

Job Description:

The Assistant Senior Patrol Leader is the second highest ranking junior 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.

Reports To: Senior Patrol Leader

Duties:

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.
- Serves as a member of the Patrol Leader's Council.



Scribe

Job 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.

Reports To: Assistant Senior Patrol Leader

Duties:

- Attends and keeps a log of Patrol Leaders' Council meetings.
- Records individual Scout attendance at troop activities.



Quartermaster

Job Description:

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

Reports To: Assistant Senior Patrol Leader

Duties:

- 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



Instructor

Job Description:

The Instructor teaches Scouting skills.

Reports To: Assistant Senior Patrol Leader

Duties:

Teaches basic Scouting skills in troop and patrols.



Librarian

Job Description:

The Librarian takes care of troop literature.

Reports To: Assistant Senior Patrol Leader

Duties:

- 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.
- Follows up on late returns.



Troop Historian

Job Description:

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

Reports To: Assistant Senior Patrol Leader

Duties:

- Gathers pictures and facts about past 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.



Chaplain Aide

Job 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 emblems program.

Reports To: Assistant Senior Patrol Leader / Chaplain

Duties:

- Assists the Troop Chaplain with religious services at troop activities.
- Tells Scouts about the religious emblems program for their faith.
- Makes sure religious holidays are considered during troop program planning.
- Helps plan for religious observance in troop activities, especially campouts and Courts of Honor.



Bugler

Job Description:

The Bugler sounds bugle calls as required.

Reports To: Assistant Senior Patrol Leader

Duties:

- Sound the following bugle calls as required:
- First Call, Reveille, Mess, To the Colors, Officers, Drill, Assembly, Recall, Fatigue, Church, Fire, Swimming, Retreat, Call to Quarters, Taps



Troop Guide

Job Description:

The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Reports To: Assistant Scoutmaster for the New Scout Patrol

Duties:

- Introduces new Scouts to troop operations.
- Guides new Scouts through early Scouting activities
- Shields new Scouts from harassment by older Scouts.
- 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.
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.



OA Representative

Job Description:

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

Reports To: Assistant Senior Patrol Leader

Duties:

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training 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.
- Sets a good example.



Den Chief

Job Description:

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

Reports To: Scoutmaster / Den Leader

Duties:

- 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.
- Is a friend to the boys in the den.
- Helps out at weekly den meetings and monthly pack meetings.
- Meets with adult members of the den, pack, and troop as necessary.



Junior Assistant Scoutmaster

Job 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.

Reports To: Scoutmaster

Duties:

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

Patrol Leader

Job Description:

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

Reports To: Senior Patrol Leader

Duties:

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council
- Plans and steers patrol meetings
- Helps Scouts advance
- Acts as the chief recruiter of new Scouts
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do.





Assistant Patrol Leader

Job Description:

The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.

Reports To: Patrol Leader

Duties:

- Helps the Patrol Leader plan and steer patrol meetings and activities.
- Helps the Patrol Leader keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.



Quartermaster — Patrol

Job Description:

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

Reports To: Patrol Leader

Duties:

- Keeps records on patrol 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