

TROOP 1518
YOUTH LEADERSHIP POSITION DESCRIPTIONS
AND PERFORMANCE STANDARDS

This document addresses youth leadership positions in Troop 1518. It describes duties and responsibilities that set the troop leaders apart from the rest of the members of the troop. It does not repeat requirements that are applicable to all scouts, such as living by the scout Oath and Law, setting a good example, and wearing the uniform correctly.

Most importantly, this document sets out minimum performance standards that each junior leader must meet. Junior leaders not meeting these standards will be counseled and if their performance does not improve they will be subject to removal. Adult Advisors are assigned to provide guidance and advice to each junior leadership position. Advisors can assign tasks in addition to the minimum performance standards. At the end of the junior leader's tenure in office only the assigned Advisor can initial the Handbook indicating that the junior leader has successfully completed his term.

Junior Leadership Training (JLT) is required for some leadership positions. To keep the number of participants manageable only the following leaders are required to attend JLT: Senior Patrol Leader, Patrol Leaders, Scribe, Librarian, Historian, Quartermaster, Chaplain Aide, Guide, and Junior Assistant Scoutmaster.

Attendance at the monthly Troop Leader Council (TLC) meetings is required for all troop leaders except for Assistant Patrol Leaders.

SENIOR PATROL LEADER

Introduction: The Senior Patrol Leader (SPL) is the top junior leader in the troop. He supervises the staff through the Assistant Senior Patrol Leader and directly manages and gives guidance to the Patrol Leaders. When you accept the position of SPL you agree 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. The SPL is elected by a vote of the troop.

Responsible to: The Scoutmaster

Qualifications: Must be at least a first class scout. Demonstrated active participation in troop activities by attendance at troop outings and rank and/or merit badge advancement in prior twelve months.

Specific Duties:

Conduct troop meeting in an orderly and business-like fashion.

Plan and conduct Patrol Leader Council (PLC) meetings.

Be actively in charge of the troop during all activities, maintaining order and discipline.

Appoints scouts to junior leadership positions based on merit. Monitor their performance, counsel those falling below standards, and remove those who continue to perform at an unacceptable level.

Provide direct supervision of the ASPL and Patrol Leaders.

Attend most troop activities.

Measures of Success:

Attends all troop meetings and PLCs unless excused, and most other troop activities.

In the opinion of the Scoutmaster, satisfactorily assists in planning troop agendas.

In the opinion of the Scoutmaster, provides adequate supervision of the ASPL and Patrol Leaders.

Attends JLT.

If, serving during the summer period, attends summer camp as SPL. Excused if attends a high adventure event.

Resources: As the SPL, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, and troop committee members. Your principle contact should be with the Scoutmaster. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

ASSISTANT SENIOR PATROL LEADER

Introduction: The Assistant Senior Patrol Leader (ASPL) is immediately subordinate to the SPL and assists the SPL in all areas. When you accept the position of ASPL you agree 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. The ASPL is elected by a vote of the troop.

Responsible to: The SPL

Qualifications: Must be at least a first class scout. Demonstrated active participation in troop activities by attendance at troop outings, service projects, and by rank and/or merit badge advancement in prior twelve months.

Specific Duties:

Stands in for the SPL in his absence.

Helps plan and conduct Patrol Leaders' Council (PLC) meetings.

Provide direct supervision of all staff positions (Scribe, Librarian, Quartermaster, Historian, and Chaplain Aide)

Attend most troop activities.

Measures of Success:

Attends all troop meetings and PLCs unless excused.

Attends most other troop activities, including campouts and service projects.

In the opinion of the Scoutmaster, satisfactorily assists the SPL in planning troop agendas.

In the opinion of the Scoutmaster, provides adequate supervision of the troop staff.

Resources: As the ASPL, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, and troop committee members. Your principle contact should be with the Scoutmaster. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

TROOP SCRIBE

Introduction: The Scribe is the troop secretary. When you accept the position of Troop Scribe, you agree 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. The Troop Scribe is appointed by the Senior Patrol Leader.

Responsible to: The ASPL

Qualifications: Demonstrated active participation in troop activities by participation in troop outings, service projects, rank and/or merit badge advancement in prior twelve months.

Specific Duties:

- Attend and keep a log of Patrol Leaders' Council meetings, with special attention to attendance and significant decisions.

- Reports significant PLC decisions to the troop.

Measures of Success:

- Attends all TLCs, unless excused.

- Neat, complete minutes are available from all PLC.

- Provide concise report on results of PLCs to next troop meeting.

- Maintain a record of scouts needing early Boards of Review.

- Attend JLT.

Resources: As the troop scribe, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, staff Advisors, Assistant Scoutmasters, and troop committee members. Your principle contact should be with the staff Advisors. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

TROOP LIBRARIAN

Introduction: The Troop Librarian keeps the troop's books, pamphlets, magazines, audiovisuals, and the merit badge counselor list. When you accept the position of troop librarian you agree 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. The Troop Librarian is appointed by the Senior Patrol Leader.

Responsible to: ASPL

Qualifications: Demonstrated active participation in troop activities by participation in troop outings, service projects, rank and/or merit badge advancement in prior twelve months.

Specific Duties:

Establish and maintain a troop library.

Keep records on literature owned by the troop:

Conduct an initial inventory of literature upon assuming office.

Conduct an inventory at the end of term with the succeeding Librarian.

Marks all literature with "Troop 1518."

Keep a system to check literature in and out, and follows up on late returns.

Have literature available for borrowing at troop meetings.

Advises the SPL of new or replacement items needed.

Removes out-of-date merit badge pamphlets from library.

Keeps merit badge counselor list.

Measures of Success:

Initial inventory conducted and recorded.

End-of-term inventory conducted with succeeding librarian accounts for all or most literature.

Checkout log is kept current.

Efforts are made to recover overdue materials.

Merit badge pamphlets are current and made available to troop members.

Merit badge counselor list is current.

Attend JLT

Resources: As librarian, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, staff Advisors, Assistant Scoutmasters, and troop committee members. Your principle contact should be with the staff Advisors. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

TROOP HISTORIAN

Introduction: The Historian collects and cares for troop memorabilia – photos, news stories, trophies, flags, scrapbooks, and awards. When you accept the position of troop historian, you agree 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. The Historian is appointed by the Senior Patrol Leader.

Responsible to: ASPL

Qualifications: Demonstrated active participation in troop activities by participation in troop outings, service projects, rank and/or merit badge advancement in prior twelve months.

Specific Duties:

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
- Prepares a one-page monthly summary of troop activities.
- Obtains, identifies and mounts one scrapbook page of photos for major activities.
- Take care of troop trophies and keepsakes.
- Helps the chartered organization and the troop leadership in making use of troop historical materials.
- Conducts display of scrapbook and troop history at Courts of Honor.

Measures of Success:

- Monthly summaries are complete, neat and bound.
- Scrapbook pages are completed for 75% of major troop activities.
- Scrapbook is displayed at one Court of Honor.
- Attends JLT.

Resources: As a troop junior leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, staff Advisors, Assistant Scoutmasters, and troop committee members. Your principle contact should be with the staff Advisors. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

TROOP QUARTERMASTER

Introduction: The Quartermasters take care of the troop's supplies and equipment. When you accept the position of Quartermaster, you agree 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. Quartermasters are appointed by the Senior Patrol Leader.

Responsible to: ASPL

Qualifications: Demonstrated active participation in troop activities by participation in troop outings, service projects, rank and/or merit badge advancement in prior twelve months.

Specific Duties:

Stock, keep control of, and maintain troop equipment.

Conduct an inventory of major items of troop equipment at the beginning of your term and assist in an inventory with the succeeding quartermasters at the close of your term.

Keep equipment in good repair and mark ("Troop 1518") all major items of equipment.

Keep the scout locker clean and orderly.

Issue equipment and record issues on a checkout sheet. See that equipment is returned in good order and that the items are removed from the checkout sheet.

Suggest new and replacement equipment items to the PLC.

Maintain troop uniform items (T-shirts, neckerchiefs, and insignia) for distribution or sale, and keep scrupulous records on disbursements and money received.

Measures of Success:

Log shows all equipment checked out and returned. Effort is made to track down missing equipment.

List of required repairs/replacement items maintained.

Required inventories conducted and recorded.

Uniform items made available to the troop for purchase, and record of disbursements and money received maintained. Notify PLC when stock runs low.

Attend JLT.

Resources: As the quartermaster, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, staff advisors, Assistant Scoutmasters, and troop committee members. Your principle contact should be with the staff Advisors. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

CHAPLAINS AIDE

Introduction: The Chaplain Aide assists the troop chaplain in his service to the troop. When you accept the position of Chaplain Aide you agree 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. The Chaplain Aide is appointed by the Senior Patrol Leader.

Responsible to: ASPL

Qualifications: Demonstrated active participation in troop activities by participation in troop outings, service projects, rank and/or merit badge advancement in prior twelve months.

Specific Duties:

- Helps in troop program planning to consider religious holidays in planning and include religious observances in activities.

- Assist chaplain in planning and carrying out religious services at troop activities.

- Tells troop members about religious emblem program of their faith and how to earn one.

- Maintain copies of a troop religious program for campouts and ensure that they are made available to the appropriate campout SMIC.

Measures of Success:

- Arranges for religious leader to participate in at least one troop activity.

- Makes announcement/flyer on religious emblem programs in the area.

- Conducts one "Thoughts on our ideals" each month at troop activity.

- Organizes one non-denominational service on a camping trip.

- Provide standard religious service programs to each campout SMIC.

- Attend JLT

Resources: As a troop junior leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, staff Advisors, Assistant Scoutmasters, and troop committee members. Your principle contact should be with the staff Advisors. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

TROOP BUGLER

Introduction: When you accept the position of troop Bugler, you agree 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. The Bugler is appointed by the Senior Patrol Leader.

Responsible to: ASPL

Qualifications: Demonstrated active participation in troop activities by participation in troop outings, service projects, rank and/or merit badge advancement in prior twelve months. Must be proficient in playing a bugle or instrument similar to a bugle.

Specific Duties:

Sounds necessary calls at troop activities.

Measures of Success:

Attends at least 75% of troop meetings to sound bugle calls.

Demonstrates ability to sound properly on the bugle the following: Reveille, Mess, To the Colors, Church, Call to Quarters, Taps or has earned the Bugling Merit Badge.

Resources: As a troop junior leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, staff Advisors, Assistant Scoutmasters, and troop committee members. Your principle contact should be with the staff Advisors. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

INSTRUCTOR

Introduction: Instructors are senior scouts who are proficient in basic and advance skills who provide instruction to the troop. When you accept the position of instructor, you agree 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. Instructors are appointed by the Senior Patrol Leader.

Responsible to: The Junior Assistant Scoutmaster, the Advisor to the instructors or, in his absence, the Scoutmaster.

Qualifications: At least a first class scout. Demonstrated active participation in troop activities by participation in troop outings, service projects, rank and/or merit badge advancement in prior twelve months.

Specific Duties:

- Provide quality training to the troop at troop meetings and outing.

- When assigned, prepare lesson plans.

- Assist the Troop Guide when required.

Measures of Success:

- During tenure, provide a minimum of three periods of instructions on assigned subjects at troop meetings or outings.

- If requested by the new scout patrol Advisors, attend a new scout campout and assist the Troop Guide in advancement training for the new scouts.

Resources: As an Instructor, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, staff advisor, Assistant Scoutmasters, and troop committee members. Your principle contact should be with the Advisor assigned to the Instructors or, in his absence, the Scoutmaster. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

TROOP GUIDE

Introduction: A Troop Guide is a senior scout who is proficient in basic scout skills and who provides instruction, guidance and advice to the new scout patrol. When you accept the position of Troop Guide, you agree 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. Troop Guides are appointed by the Senior Patrol Leader.

Responsible to: New scout patrol Advisors.

Qualifications: At least a first class scout. Demonstrated active participation in troop activities by participation in troop outings, service projects, rank and/or merit badge advancement in prior twelve months.

Specific Duties:

- Provide guidance and training to the new scout patrol at troop meetings and outing.

- Help new scouts advance.

- Prevent harassment of new Scouts by older scouts.

Measures of Success:

- During tenure, provide two periods of instruction on basic skills or advancement skills to new scout patrol.

- Attend one new scout campout and assist in basis and advancement training.

- Attends PLCs with new scout Patrol Leader.

- Attends JLT.

Resources: As a Troop Guide there are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, new scout patrol Advisors, and troop committee members. Your principle contact should be with the new scout patrol Advisors. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

DEN CHIEF

Introduction: A Den Chief works with a den of Cub Scouts led by an adult called a Den Leader. When you accept the position of Den Chief, you agree to provide service and leadership to Troop 1518 and the Cub Scout unit. 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. Den Chiefs are appointed by the Scoutmaster.

Responsible to: The Den Leader.

Qualifications: At least a first class scout. Demonstrated active participation in troop activities by participation in troop outings, service projects, rank and/or merit badge advancement in prior twelve months.

Specific Duties:

- Serve as activities assistant at den meetings.

- Meet regularly with the Den Leader to review the Den and Pack meeting plans.

- If serving as Webelos Den Chief, prepare the boys to join Boy Scouting.

Measures of Success:

- Attends 75% of den meetings.

- Deliver a presentation to the Webelos on what Boy Scouts, and particularly Troop 1518, is like compared to Webelos, with the purpose of recruiting Webelos to the troop.

Resources: As a Den Chief there are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Den Leader, and troop committee members. Your principle contact should be with the Den Leader. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

JUNIOR ASSISTANT SCOUTMASTER

Introduction: A Junior Assistant Scoutmaster (JASM) is a senior and older scout who supervises and supports other junior leaders and performs duties assigned to him on an ad hoc basis by the SPL and Scoutmaster. In Troop 1518 the JAS is the senior Instructor and helps coordinate troop training. When you accept the position of JASM, you agree 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. The JAS is appointed by the Senior Patrol Leader.

Responsible to: SPL and the Advisor to the Instructors.

Qualifications: At least 16 years old and at least a Life scout. Demonstrated active participation in troop activities by participation in troop outings, service projects, rank and/or merit badge advancement in prior twelve months.

Specific Duties:

- Performs supervisory duties as assigned by the SPL.

- Supervises Troop Instructors and coordinates troop training.

Measures of Success:

- During tenure, provide a minimum of three periods of instructions on assigned subjects at troop meetings.

- Attends PLCs unless excused.

- Attend JLT.

Resources: As a Troop Guide there are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Advisor to the instructors, and troop committee members. Your principle contact should be with the Advisor to the instructors or, in his absence, the Scoutmaster. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders.

PATROL LEADER

Introduction: When you accept the position of patrol leader, you agree 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. The Patrol Leader is elected by the patrol members.

Responsible to: Senior Patrol Leader.

Qualifications: Demonstrate active participation in troop activities by showing rank and/or merit badge advancement in prior twelve months.

Specific Duties:

Plan and lead patrol meetings and activities.

Keep patrol members informed.

Assign patrol members jobs and supervise their performance.

Represent the patrol at all PLC meetings and at the annual program planning conference.

Prepare the patrol to take part in all troop activities.

Work with other troop leaders to make the troop run well.

Know what patrol members and other leaders' capabilities are.

Measures of Success:

Attend troop meetings and PLCs unless excused by the patrol advisor. If unable to attend the PLC, arrange for the patrol to be represented by the APL or other patrol member.

Attend most troop campouts and service projects.

Assign patrol members jobs and delegate duties.

Keep patrol members informed of important troop information, especially if time-sensitive information is passed via the troop "phone tree."

On outings, ensure that patrol members are accounted for and that good order and discipline is maintained. Take immediate corrective action when unsafe conditions are identified.

Attend JLT.

Resources: As patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, patrol Advisor, Assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders

ASSISTANT PATROL LEADER

Introduction: When you accept the position of Assistant Patrol Leader (APL) you agree 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. The APL is elected by the patrol members and will become the Patrol Leader at the next leadership change.

Responsible to: Patrol Leader and patrol Advisor.

Qualifications: Demonstrate rank and/or merit badge advancement in prior twelve months.

Specific Duties:

Assist the patrol leader in:

- planning and leading patrol meetings and activities
- keeping patrol members informed
- preparing your patrol to take part in troop activities

Take charge of the patrol in the absence of the patrol leader.

Represent the patrol at all patrol leaders' council meetings in the absence of the patrol leader.

Help develop patrol spirit.

Work with other troop leaders to make the troop run well.

Know what patrol members and other leaders' capabilities are.

Measures of Success:

Perform Patrol Leader's duties in the absence of the Patrol Leader.

Attend PLCs in the absence of the Patrol Leader.

Attend most troop campouts and service projects.

Resources: As assistant patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, patrol Advisor, Assistant Scoutmasters, and troop committee members. Your principle contact should be with the staff Advisors. Other resources include your fellow troop junior, teachers, religious advisers, and community leaders.

TROOP ORDER OF THE ARROW REPRESENTATIVE (TOAR)

The **Troop Order of the Arrow Representative (TOAR)** is a youth liaison serving between the OA lodge and chapter and his troop. In his unit, he helps meet the needs of the unit and will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. He will do this in a fashion that strengthens the mission of the lodge, purpose of the Order and the mission of the Boy Scouts of America. By setting a good example, he will enhance the image of the Order as a service arm to his unit.

TOAR Duties:

- Serve as a communication link between the lodge or chapter and the troop.
- Encourage year round and resident camping in the troop.
- Encourage older Scout participation in high adventure programs.
- Encourage Scouts to actively participate in community service projects.
- Assist with leadership skills training in the troop.
- Encourage Arrowmen to assume leadership positions in the troop.
- Encourage Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath, Scout Law and OA Obligation.
- Show Scout spirit.

Qualifications:

- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing

Reports To: Assistant Senior Patrol Leader

Flow of Information

The following is a list of information that needs to flow between the TOAR and the Lodge or Chapter:

Lodge/Chapter to Unit:

- Lodge/Chapter Calendars
- Unit Elections visit
- Camp Promotions visit
- Community service project opportunities

Invitations to Ordeal members to obtain Brotherhood membership

Invitations to candidates to attend their Ordeal

Resource lists

OA Representative Registration Forms

Encourages OA members to be active in their Lodge and Chapter

Unit to Lodge/Chapter:

Does the unit conduct monthly campouts?

Does the unit attend a long-term camp?

Do the unit's older scouts participate in high adventure programs?

Does the unit need assistance with its outdoor program?

Does the unit need assistance with community service projects?

Does the unit need assistance with training?

Do the unit's OA members participate in Lodge and Chapter functions?

Name of the new OA Troop Representative

Reaction of the Troop members to the Lodge and Chapter program