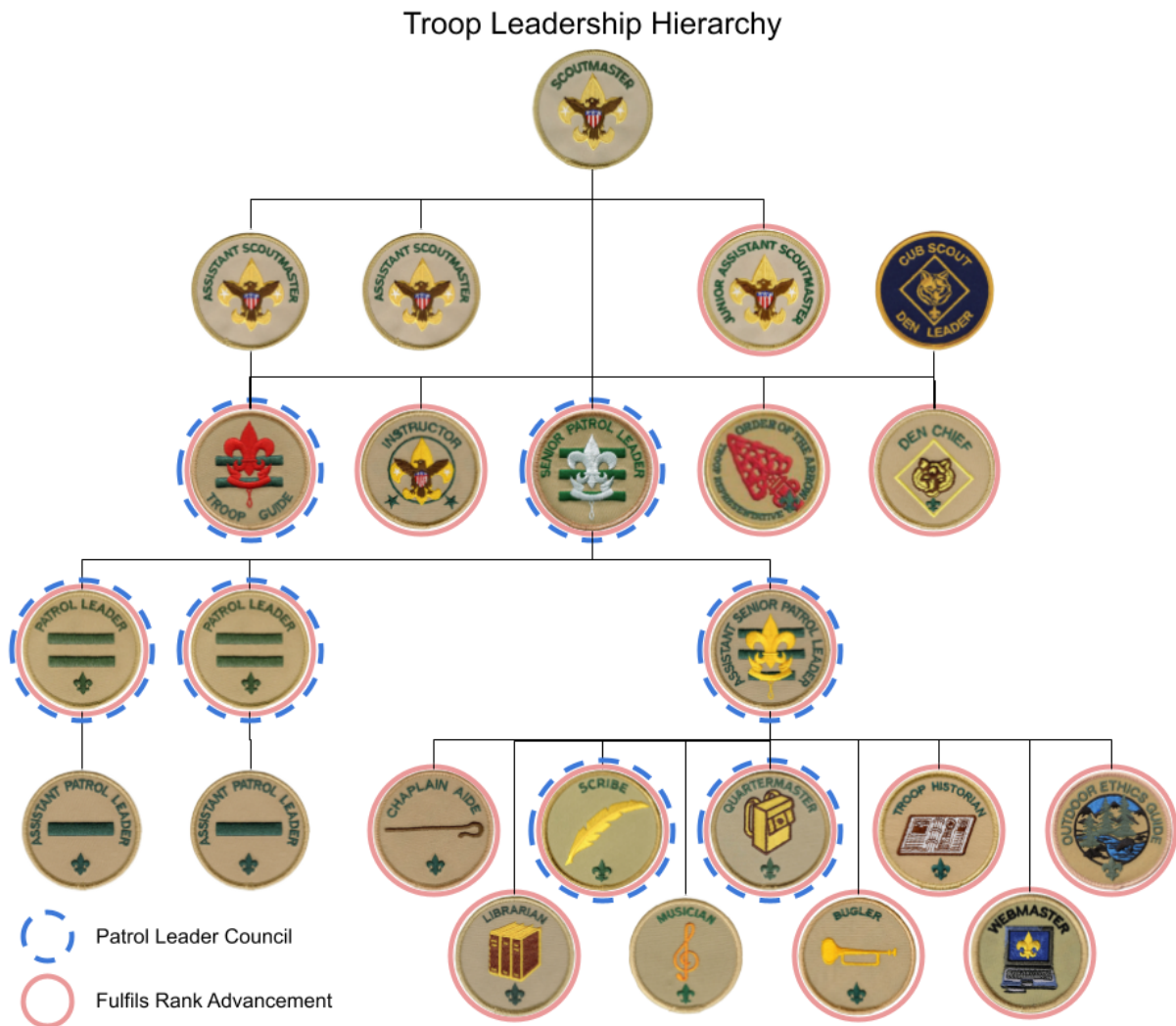


Troop Officers and Leaders

Duties and Responsibilities

Troop Leadership Hierarchy

(Extracted from the official BSA Junior Leader Handbook and various Troop Recommended Best Practices)



Position: Senior Patrol Leader (SPL)

Description: The SPL is the top youth leader in the troop. The SPL presides over all meetings and activities and chairs the patrol leaders' council (PLC) meetings.

Qualifications: First Class Rank or above; 75% attendance to Troop events

Appointment: Elected by the Scouts with the approval of the Scoutmaster

Reports to: Scoutmaster

Term: 6 Months



Duties:

- ★ Weekly Scout Meetings:
 - Attend/Run at least 65% of monthly meetings
 - Submit agenda prior to meeting to Scoutmaster, detailing topics to be worked on, resources required and any leadership needs.
 - Identify opening/closing ceremony scouts.
 - Inform Scoutmaster and Assistant Senior Patrol Leader as soon as possible if missing a meeting.
- ★ Court of Honor:
 - Present and run at least 1 CoH during leadership time (note: do not have to MC it, just be present)
- ★ Patrol Leadership Council (PLC) Meetings:
 - Attend/Run at least 3+ monthly PLC meetings (note: Agenda for PLC should include status report from Quartermaster and Patrol Leaders then go to Rose/Buds/Thorn)
- ★ Camping Events:
 - Attend 65%+ of monthly camping events during leadership time
 - Organize and run monthly camping event, including
 - Overall agenda (wake-up, meals, activities, lights-out and arrival/departure)
 - Setup and Cleanup Detail
 - Troop Duty Roster
 - Review and Approve Patrol Menus
 - Review and Approve Duty Rosters
 - Verify tenting plan such that all scouts have tentmates and/or acceptable alternatives
- ★ Service Projects:
 - Attend/Support events as able (# dependent on events planned during time period).
- ★ Assistant Senior Patrol Leaders: appoint (with advice of Scoutmaster) 2 additional scouts to assist with duties.
- ★ Generic Requirements:
 - Assist the Scoutmaster with junior leader training
 - Lead Troop by following the highest standards of Scouting
 - Use the Patrol Method and appropriately delegates authority to junior leaders for action
 - Use the Edge Method to teach younger scouts as needed
 - Enthusiastically wears the Scout uniform correctly keeping your shirt tucked in and buttoned
 - Lives by the Scout Oath and Law, Shows Scout spirit
 - Be prepared and early to meetings to give direction

Position: Assistant Senior Patrol Leader (ASPL)

Description: The ASPL trains and gives direct leadership to appointed youth leadership.

Qualifications: First Class Rank or above; 75% attendance to Troop events

Appointment: Appointed by Senior Patrol Leader

Reports to: Senior Patrol Leader

Term: 6 Months



Duties:

- ★ Weekly Scout Meetings:
 - Support and Shadow SPL
 - Attend/Run 65% or more of monthly meetings
 - Run Meeting in absence of SPL
 - Support and work with SPL on Agenda
 - Inform Senior Patrol Leader as soon as possible if missing a meeting.
- ★ Court of Honor: Present for at least 1 CoH during leadership time (note: do not have to MC it, just be present)
- ★ Patrol Leadership Council (PLC) Meetings:
 - Attend at least 3+ monthly PLC meetings
- ★ Camping Events:
 - Attend 65%+ of monthly camping events during leadership time
 - Review and Approve Patrol Menus if SPL unavailable
 - Review and Approve Duty Rosters if SPL unavailable
 - Verify tenting plan such that all scouts have tent-mates and/or acceptable alternatives if SPL unavailable
 - Support SPL and act in his stead to make sure all assignments are completed during event
- ★ Service Projects:
 - Attend/Support events as able (# dependent on events planned during time period).
- ★ Generic Requirements:
 - Assist with junior leader training
 - Use the Patrol Method and appropriately delegates authority to junior leaders for action
 - Use the Edge Method to teach younger scouts as needed

Position: Patrol Leader

Description: The Patrol Leader is responsible for the members of his Patrol. He represents his patrol at the Patrol Leaders' Council (PLC).

Qualifications: First Class Rank or above; 65% attendance to Troop events

Appointment: Elected by Patrol

Reports to: Senior Patrol Leader

Term: 6 Months



Duties:

- ★ Weekly Scout Meetings:
 - Attend 65% of monthly meetings
 - Take patrol attendance and submit to Scoutmaster
 - Contact scouts in patrol that are missing from 3 meetings in a row to check on them. Report back to Scoutmaster on status.
 - Inform Senior Patrol Leader and Assistant Patrol Leader as soon as possible if missing a meeting.
- ★ Court of Honor: Present for at least 1 CoH during leadership time (note: do not have to MC it, just be present)
- ★ Patrol Leadership Council (PLC) Meetings:
 - Attend at least 3+ monthly PLC meetings
- ★ Camping Events:
 - Attend 65%+ of monthly camping events during leadership time
 - Create Patrol Menu and submit it for review to Senior Patrol Leader prior to shopping trip
 - Create Duty Roster and submit it for review to Senior Patrol Leader prior to camping trip start date
 - Create Shopping List (prior to actually going shopping)
 - Organize and complete shopping trip for all food
 - Maintains inventory log of Patrol Box and reports back to Quartermaster status of any gear missing, damaged or needing to be replaced
- ★ Assistant Patrol Leaders: appoint 1 additional scout to assist with duties
- ★ Generic Requirements:
 - Use the Edge Method to teach younger scouts as needed
 - Helps Scouts advance by checking on their progress every week and directing them to Instructors
 - Receive patrol tasking from Senior Patrol Leader and provide direction to Patrol members to complete the tasking. Ensure tasks are completed in a proper and timely manner.
 - Responsible for patrol members' ensuring they are where they need to be at the right time, and general behavior

Position: Quartermaster

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

Qualifications: First Class Rank or above; 65% attendance to Troop events

Appointment: Elected by Patrol

Reports to: Assistant Senior Patrol Leader

Term: 6 Months



Duties:

- ★ Weekly Scout Meetings:
 - Attend 65% of monthly meetings
 - Gets the US and Troop flags for all meetings and puts them away
 - Inform SPL or ASPL as soon as possible if missing a meeting or event
- ★ Patrol Leadership Council (PLC) Meetings:
 - Attend at least 3+ monthly PLC meetings
 - Report out on status of patrol boxes / troop gear at PLC meeting
 - Makes suggestions for new or replacement items
- ★ Camping Events:
 - Attends / Runs 65%+ of Trailer Loading Events
 - Attend 65%+ of monthly camping events during leadership time
 - Leads Organization of Troop Trailer (packing and unpacking)
 - Lead in Pavilion setup (pole sections, bungee cords, stakes and knot tying)
 - Reviews Patrol Boxes on Camping Trips for any gear missing, damaged or needing to be replaced
- ★ Equipment:
 - Keep / Maintain / Verifies records on troop equipment (inventory)
 - Reviews troop equipment to identify (to Adult Quartermaster) any gear missing, damaged or needing to be replaced
 - Keeps log of equipment borrowed (tents, etc)
 - Inspect equipment immediately when returned (note: do not accept equipment that is not cleaned).
 - Clean equipment that is found dirty in trailer / storage-shed
- ★ Generic Requirements:
 - Run at least 1 Gear Event (cleaning, inspection, training, etc)
 - Teach younger scouts proper setup for Pavilions (pole sections, bungee cords, stakes and knots)
 - Understand proper way to fold a US Flag

Position: Troop Guide

Description: The Troop Guide works with new Scouts. He helps them feel comfortable and obtain skills towards their First Class rank.

Qualifications: Star Rank or above; 50% attendance to Troop events

Appointment: Appointed by SPL

Reports to: Assistant Scoutmaster (First Year Scouts)

Term: 6 Months



Duties:

- ★ Weekly Scout Meetings:
 - Attend 75% of spring monthly meetings (after new scouts join troop until summer camp)
 - Train new Scouts during monthly meetings (list a few critical topics from training agenda?)
 - Inform SPL or ASPL as soon as possible if missing a meeting or event
- ★ Patrol Leadership Council (PLC) Meetings:
 - Attend at least 3+ monthly PLC meetings
 - Attend PLC immediately following Trial to First Class
 - Provide feedback from new scouts into PLC (remember, first years shouldn't be attending PLC meetings)
- ★ Camping Events:
 - Attend Trail to First Class in April (no exceptions)
 - Attend Summer Camp and act as Patrol Leaders for New Scouts during camp
 - Collect feedback from new scouts on scout events (rose, bud, thorn) to report in PLC
 - Attend 50%+ of monthly camping events during leadership time
- ★ Training Expectations: (Use EDGE method)
 - Identify, prepare & gather equipment necessary for training (lesson plans, ropes, flag, compass, etc)
 - Demonstrate proper way to wear uniform (and show by example)
 - Show correct way to salute (both flag and scout)
 - Teach pledge, oath, motto, outdoor code, etc
 - Demonstrate how to use a compass and orient a map
 - Run Tenderfoot Fitness event
 - Know and teach following knots: square, 2 half-hitches, taunt line, timber hitch, clove hitch, sheet bend, bowline and lashings (square, shear, diagonal)
 - Demonstrate how to properly respect the US Flag
- ★ Generic Requirements:
 - Attend at least 1 Blue-Gold Crossover Event
 - Introduce / make feel welcome prospective cub scouts during troop meetings or other events
 - Ensures that new scouts are treated positively by the older scouts
 - Helps new scouts earn First Class rank within 1 year (goal of at least 75% success on first-years)

Position: Scribe

Description: The Scribe records meeting minutes and maintains troop correspondence and calendar.

Qualifications: Star Rank or above; 50% attendance to Troop events

Appointment: Appointed by SPL

Reports to: Assistant Senior Patrol Leader

Term: 6 Months



Duties:

- ★ Attend and keep a log of patrol leaders' council meetings.
- ★ Record attendance and dues payments of all troop members.
- ★ Record advancement in troop records and on the Troop Advancement chart.
- ★ Set a good example.
- ★ Wear the Scout uniform correctly.
- ★ Work with the appropriate troop committee members responsible for finance, records, and advancement.
- ★ Live by the Scout Oath and Scout Law.
- ★ Show and help develop Scout spirit.
- ★ Handle correspondence appropriately.