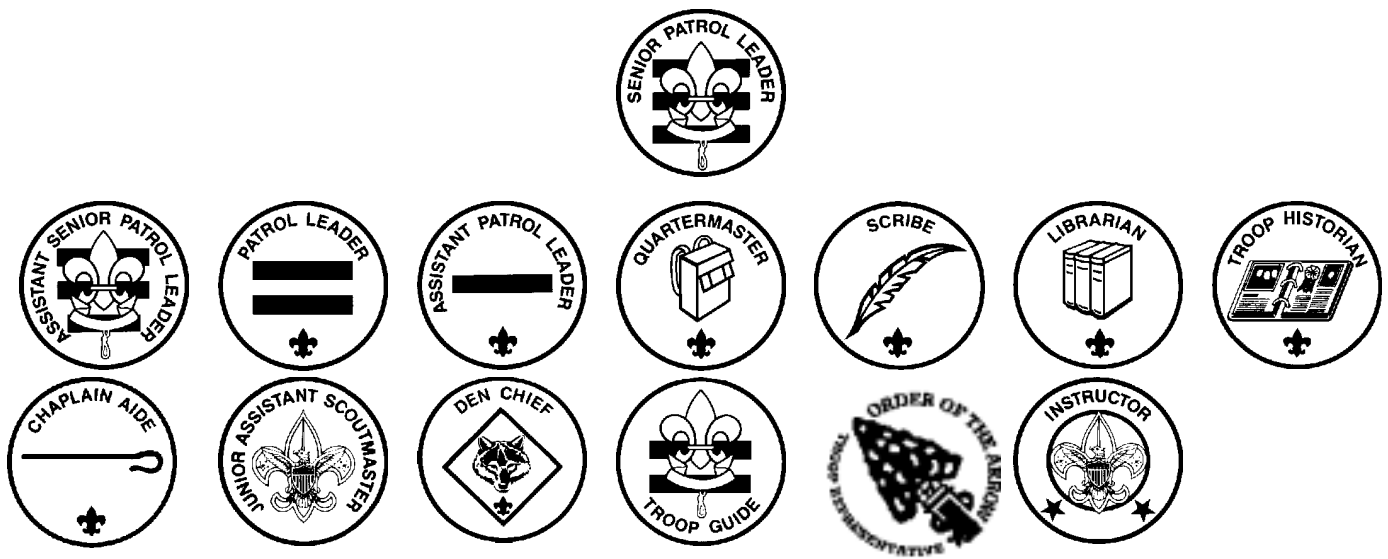




**Leading the way...**



# Troop 159

## **Scout Leadership Positions Duties and Responsibilities**



## ***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 no, it's not just the Patrol Leaders that make the decisions. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will help:

- ***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,***
- ***and, 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, and sharing the responsibility that goes along with decision making!

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. Next, decide what you want to do, and talk it over with your parents. You can also talk it over with other Scouts who have previously served in that position. Finally, get a troop job application form, fill it out and sign it, have your parent(s) read and sign it, and then turn it in to the Scoutmaster.**

***So, are you ready to "Lead the way"? Go for it, you can do it!***



## Troop 159 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 Senior Patrol Leader'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:** 13 or older  
**Rank:** Life or higher  
**Experience:** Previous service as Assistant Senior Patrol Leader, Patrol Leader, Instructor or Troop Guide in Troop 159  
**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 a MINIMUM of 70% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 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 your duties are covered in your absence usually by the Assistant Senior Patrol Leader.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events, activities, annual Patrol Leader Council program planning conference and participates in annual committee planning meeting.
- Runs the Patrol Leader's Council meeting.
- Appoints other troop junior leaders with the advice of Assistant Senior Patrol Leader and approval of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with continual training of Junior Leaders.



**Troop 159**  
**Leadership Position Description**

**ASSISTANT SENIOR PATROL LEADER**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader with Scoutmaster approval  
**Term:** 6 months  
**Reports to:** Senior Patrol Leader  
**Description:** The Assistant Senior Patrol Leader is the second highest-ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the Senior Patrol Leader or when called upon. He also provides leadership to other junior leaders in the troop.  
**Comments:** The most important part of the Assistant Senior Patrol Leader position is his work with the other junior leaders. The Assistant Senior Patrol Leader should be familiar with the other positions and stay current with the work being done.

**QUALIFICATIONS**

- Age:** 13 or older  
**Rank:** Star or higher  
**Experience:** Patrol Leader, Troop Guide, Instructor  
**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 a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 in your absence.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps select, train and supervise the Troop Scribe, Quartermaster, Librarian, Historian, Troop OA Representative and Chaplain Aide.
- Serves as a member of the Patrol Leader's Council.
- Participates in all troop meetings, events, activities, annual Patrol Leader Council program planning conference and participates in annual committee planning meeting.



## Troop 159 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 Leader Council.

#### QUALIFICATIONS

- Age:** none  
**Rank:** 1<sup>st</sup> Class or higher  
**Experience:** none  
**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 a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 the Assistant Patrol Leader is ready to assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council
- Plans and steers patrol meetings
- Helps Scouts advance
- Encourage patrol to recruit new Scouts
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do.
- Oversees the care of patrol equipment



**Troop 159**  
**Leadership Position Description**  
**ASSISTANT PATROL LEADER**

**GENERAL INFORMATION**

- Type:** Appointed by the Patrol Leader  
**Term:** 6 months  
**Reports to:** Patrol Leader  
**Description:** The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.  
**Comments:** Substituting for the Patrol Leader is only a part of the Assistant Patrol Leader's job. The Assistant Patrol Leader actively helps run the patrol.

**QUALIFICATIONS**

- Age:** none  
**Rank:** 1<sup>st</sup> Class or higher  
**Experience:** none  
**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 a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 in your absence.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- 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.



**Troop 159**  
**Leadership Position Description**

**TROOP QUARTERMASTER**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader with Scoutmaster approval
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.
- Comments:** The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

**QUALIFICATIONS**

- Age:** none
- Rank:** 1<sup>st</sup> Class or higher
- 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 a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 Assistant Senior Patrol Leader or Adult Advisor 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 in your absence.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Keeps records on patrol and troop equipment, including beginning and ending physical inventory.
- Makes sure equipment is in good working condition
- Issues Troop and Patrol equipment and makes sure it is returned in good condition
- Makes suggestions for new, repaired or replacement items
- Works with the Adult Advisor member responsible for equipment



## Troop 159 Leadership Position Description

### TROOP SCRIBE

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader with Scoutmaster approval
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Scribe keeps the troop records. He records the activities of the Patrol Leader Council, keeps a record of advancement, and Scout attendance at all troop activities.
- Comments:** To be an effective Scribe you need to attend all troop and Patrol Leader Council meetings.

#### QUALIFICATIONS

- Age:** none
- Rank:** 1<sup>st</sup> Class or higher
- 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 a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 Assistant 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 in your absence.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of Patrol Leader Council meetings
- Records individual Scout attendance at all troop meetings, outings and service projects.
- Records individual Scout advancement progress on Troop advancement board.
- Works with the Adult Advisor responsible for all records.



## Troop 159 Leadership Position Description

### TROOP LIBRARIAN

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader with Scoutmaster approval
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Troop Librarian takes care of troop literature.
- Comments:** The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

#### QUALIFICATIONS

- Age:** none
- Rank:** 1<sup>st</sup> class 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 a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 Assistant 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 in your absence.

#### SPECIFIC 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.
- Follows up on late returns.
- Works with Adult Advisor to assure pamphlets are current to BSA requirement.



## Troop 159 Leadership Position Description

### TROOP HISTORIAN

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader with Scoutmaster approval
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Troop Historian keeps a historical record or scrapbook of troop activities.
- Comments:** 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:** 1<sup>st</sup> Class or higher
- Experience:** none
- Attendance:** 50% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

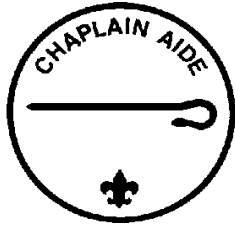
- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** You are expected to attend a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 Assistant 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 in your absence.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Gathers pictures and facts about troop activities and keeps them in a historical file or scrapbook.
- Provides written report for each Troop activity for historical records, such as Troop newsletter, Troop website, church newsletter.
- Make presentation of activities at Troop court of honor.
- Make scrapbook and files available at Troop Court of Honor.
- Communicate weekly with Adult Advisor on position role



## Troop 159 Leadership Position Description

### CHAPLAIN AIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader and Assistant Senior Patrol Leader with Scoutmaster approval
- Term:** 6 months
- Reports to:** Assistant Senior Patrol Leader
- 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 awards program.
- Comments:** "Duty to God" is one of the core beliefs of Scouting. The Chaplain Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplain Aide does not always lead the observation himself and can have other troop members help.

#### QUALIFICATIONS

- Age:** none
- Rank:** 1<sup>st</sup> Class 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 a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 Assistant Senior Patrol Leader or Chaplain 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 in your absence.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Assists the Troop Chaplain with religious services at troop activities.
- Helps plan for religious observance in troop activities.
- Says a prayer, gives an inspirational reading, or reads an appropriate Bible verse at the closing of the Troop meeting.
- Informs Scouts about the religious emblem program for scout's own faith.
- Makes sure religious holidays are considered during troop program planning.
- Serves as a resource specialist for Patrol Chaplains, such as meal blessings and devotions.
- Encourages all scouts to be faithful in their religious duties and respects the convictions of others in matters of custom and religion.



**Troop 159**  
**Leadership Position Description**

**JUNIOR ASSISTANT SCOUTMASTER**

**GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** 1 year  
**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 at least 16 years old and not yet 18. The Scoutmaster appoints him because of his leadership ability.  
**Comments:** In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

**QUALIFICATIONS**

- Age:** 16 or older  
**Rank:** Eagle  
**Experience:** Previous leadership positions in Troop 159  
**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 a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 in your absence.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Performs duties as assigned by the Scoutmaster.  
Works with Cub Scout and Webelos Den Chiefs.



## Troop 159 Leadership Position Description

### DEN CHIEF

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 1 year  
**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. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

#### QUALIFICATIONS

- Age:** 12 or older  
**Rank:** 1<sup>st</sup> Class or higher  
**Experience:** none  
**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, and also attend Den Chief training at least once.  
**Attendance:** You are expected to attend a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 70% or higher 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 Den Leader 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 in your absence.

#### SPECIFIC 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.
- 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.
- Keeps Scoutmaster and Senior Patrol Leader of possible troop and pack interaction.



## Troop 159 Leadership Position Description

### TROOP GUIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 1 year  
**Reports to:** Senior Patrol Leader and New Scouts' advisor  
**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 first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is the Patrol Leader and a friend to the new Scouts and makes their first year fun and successful. This is a very important position.

#### QUALIFICATIONS

- Age:** 13 or older  
**Rank:** Star or higher  
**Experience:** Any Junior Leader Position  
**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 a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 in your absence.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- 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.
- The Senior Troop Guide is the patrol leader of the new Scout patrol.
- Is a friend of the new Scout patrol.
- Attends Patrol Leader Council meetings.
- Counsels individual Scouts on scouting challenges.



## Troop 159 Leadership Position Description

### OA TROOP REPRESENTATIVE

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader with the approval of Scoutmaster  
**Term:** 6 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order.  
**Comments:** By setting a good example, he enhances the image of the Order as a service arm to his troop.

#### QUALIFICATIONS

- Age:** none  
**Rank:** 1st Class & OA Member in good standing  
**Experience:** none  
**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 a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all outings, a MINIMUM of 50% of all service projects and a MINIMUM of 50% of all OA functions. 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 in your absence.

#### SPECIFIC 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 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



**Troop 159**  
**Leadership Position Description**

**INSTRUCTOR**

**GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** 1 year  
**Reports to:** Scoutmaster  
**Description:** The Instructor teaches Scouting skills.  
**Comments:** The Instructor will work closely with the Scoutmaster, Senior Patrol Leader and Training Advisor. 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:** 14 or older  
**Rank:** Life or higher  
**Experience:** Patrol Leader, Troop Guide  
**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 a MINIMUM of 50% of all troop meetings, a MINIMUM of 50% of all Patrol Leader Council meetings, a MINIMUM of 50% of all outings, and a MINIMUM of 50% of all 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 in your absence.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Teaches basic Scouting skills in troop and patrols.

# Troop 159

## Leadership Position Application

FOR: \_\_\_\_\_  
(POSITION)

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_ Date of Current Rank: \_\_\_\_\_

Previous Positions: \_\_\_\_\_

Attendance (6 months): \_\_\_\_\_ (get from Troop Scribe records)

You may apply for up to 3 Leadership Positions per cycle. This is my 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> Choice. (Circle one)

Use this space to tell why you want this job, how you would do the job, and why you are the best choice for this position.

### Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

### Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the troop.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

On my honor,  
I will do my best!

Lead by EXAMPLE

