

TROOP 524 YOUTH LEADERSHIP POSITION DESCRIPTIONS

03/13/01

SENIOR PATROL LEADER

Description: Top junior leader in the Troop. Elected by Scouts.

Prerequisite: Must have served a full term as Assistant Senior Patrol Leader. Must be a minimum of Star Rank. May not hold another position (elected or appointed) during their term of office.

Reports to: Scoutmaster

Duties:

- ◆ Runs all Troop meetings, events, activities, and the annual program planning conference
 - Arrives early to direct setup
 - Is the emcee, leads ceremonies and activities
 - Perfect attendance is essential
 - Should feel comfortable standing up in front of people and talking LOUD
- ◆ Organizes and chairs Patrol Leaders' Council meetings
 - Will meet with the Scoutmaster ahead of time to compile the meeting agenda
 - Keep the meeting on track
 - Is responsible for scheduling meetings and making sure all are in attendance
- ◆ Assigns duties and responsibilities to junior leaders
 - Delegation is the main job of the Senior Patrol Leader
 - Needs to know WHAT needs done so he can decide WHO has to do it
- ◆ Assists the Scoutmaster with Junior Leader Training
 - Has attended Junior Leader Training and should have a working knowledge of leadership skills
 - Should help other junior leaders by sharing these skills on an informal basis
- ◆ And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

ASSISTANT SENIOR PATROL LEADER

Description: Second-highest junior leader. Elected by Scouts.

Prerequisite: Must have served a full term as Patrol Leader, Assistant Patrol Leader, or Scribe. Must be a minimum of First Class Rank. May not hold another position (elected or appointed) during their term of office.

Reports to: Senior Patrol Leader

Duties:

- ◆ Helps the Senior Patrol Leader run Troop meetings and activities
 - Must help to enforce and support what the Senior Patrol Leader decides or does
 - Must set an example of "following the leader" to encourage others to do so
 - Performs inspections
- ◆ Runs the Troop in the absence of the Senior Patrol Leader
 - Has to keep in communication with the Senior Patrol Leader
 - Responsible for "filling-in" the Senior Patrol Leader on anything he missed
- ◆ Serves as a member of the Patrol Leaders' Council and attends as an ASSISTANT to the Senior Patrol Leader
- ◆ And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

LIBRARIAN

Description: Maintains and makes available the Troop library. Elected by Scouts.

Prerequisite: Scout Rank or Higher

Reports to: Senior Patrol Leader

Duties:

- ◆ 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 out Troop literature
- ◆ Follows up on late returns
- ◆ Serves as a member of the Patrol Leaders' Council
- ◆ And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

HISTORIAN

Description: Responsible for taking photos of activities, gathering articles and information for a newsletter, maintaining the historical records and the display cases. Elected by Scouts.

Prerequisite: Scout Rank or Higher

Reports to: Senior Patrol Leader

Duties:

- ◆ Maintains Troop camera equipment
- ◆ Takes photos at Troop activities and have them developed
- ◆ Maintains photo albums and other historical items
- ◆ Gathers articles and prepares information for a newsletter
- ◆ Maintains the Troop display cases, updating at least quarterly
- ◆ Serves as a member of the Patrol Leaders' Council
- ◆ And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

SCRIBE

Description: Keeps track of Troop records. Elected by Scouts.

Prerequisite: Scout Rank or Higher

Reports to: Senior Patrol Leader

Duties:

- ◆ Attends and keeps a log of Patrol Leaders' Council meetings
 - Keeps the minutes of the meeting to be published for reference
- ◆ Records individual dues payments
- ◆ Serves as a member of the Patrol Leaders' Council
- ◆ And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

CHAPLAIN'S AIDE

Description: Helps Troop to remember that "A Scout is Reverent." Appointed by Scoutmaster.

Prerequisite: Scout Rank or Higher

Reports to: Senior Patrol Leader

Duties:

- ◆ Leads opening prayers before Troop meetings, courts of honor, and other special Troop ceremonies and before road trips.
- ◆ Keeps Troop leaders apprised of religious holidays and events when planning activities.
- ◆ Tells Troop members about and assist with religious emblem programs.
- ◆ Serves as a member of the Patrol Leaders' Council
- ◆ And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

OA TROOP REPRESENTATIVE

Description: Appointed by the Senior Patrol Leader, with the Scoutmaster approval

Prerequisite: Under 18 years old, OA Member in good standing

Reports to: 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. By setting a good example, he enhances the image of the Order as a service arm to his Troop.

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.
- ◆ Serves as a member of the Patrol Leaders' Council
- ◆ And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

JUNIOR ASSISTANT SCOUTMASTER

Description: Serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. Appointed by Scoutmaster.

Prerequisite: Served as Senior Patrol Leader. Demonstrated leadership skills in previous positions. Has completed or is close to completing the Rank of Eagle Scout.

Reports to: Scoutmaster

Duties:

- Functions as an Assistant Scoutmaster
- Performs duties as assigned by the Scoutmaster
- And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

PATROL LEADER

Description: Elected leader of the patrol. Represents patrol in Patrol Leaders' Council.

Prerequisite: None

Reports to: Senior Patrol Leader and Patrol Advisor

Duties:

- ◆ Represents the patrol in the Patrol Leaders' Council
 - Primary job
 - Must get patrol's feelings on something BEFORE going to the Patrol Leaders' Council
 - Attendance is mandatory
- ◆ Plans and steers patrol meetings
 - Must run patrol meetings both in and out of Troop meetings
 - Is responsible for meeting objectives set by the Patrol Leaders' Council
 - Outside patrol meetings are not required, but may be necessary
- ◆ Keeps patrol members informed by communicating with them weekly
- ◆ Knows the resources and the needs/characteristics of his patrol by TALKING with patrol members
- ◆ And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

ASSISTANT PATROL LEADER

Description: Elected assistant leader of the patrol.

Prerequisite: None

Reports to: Patrol Leader and Patrol Advisor

Duties:

- ◆ Represents the patrol in the Patrol Leaders' Council upon request of the Patrol Leader
 - Must get patrol's feelings on something BEFORE going to the Patrol Leaders' Council
- ◆ Assists in planning and steering patrol meetings upon request of the Patrol Leader
 - May run patrol meetings both in and out of Troop meetings
 - Is responsible for meeting objectives set by the Patrol Leaders' Council
 - Outside patrol meetings are not required, but may be necessary
- ◆ Helps keep patrol members informed
- ◆ And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

TROOP GUIDE

Description: Works with new Scout patrol. Helps them feel comfortable and earn their First Class rank in their first year. Appointed by Scoutmaster.

Prerequisite: None Preferred Rank of Life or Eagle.

Reports to: Patrol Advisor and Scoutmaster

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 rank 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 Patrol Advisor with training
- ◆ Counsels individual Scouts on Scouting challenges
- ◆ And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

DEN CHIEF

Description: Works with a Cub (or Webelos) Den and their Den Leader in the Cub Scout Pack. Appointed by Scoutmaster.

Prerequisite: None

Reports to: Den Leader and Scoutmaster

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 meeting and pack meetings
- ◆ And as with all other Junior Leaders:
 - Actively participates in Troop activities
 - Lives by the Scout Oath and Law
 - Enthusiastically wears the Scout uniform correctly
 - Sets a good example
 - Shows Scout Spirit

TROOP 524 YOUTH LEADERSHIP POSITION SPEECH GUIDELINES

03/01/01

Maximum of two minutes.

Be Loud! Be Clear! Articulate! Stand Up Straight!

- State your name.
- State the position you are running for.
- Tell a little about yourself (number of years in scouts, your current rank).
- Give reason(s) why you should be elected to that particular position.
- Tell about your past positions and experiences that would better enable you to perform the position well.
- Tell experiences that show you know how the troop operates in certain situations, such as campouts and service projects.
- Tell if you have received leadership training, what course/s and when.

TROOP 524 YOUTH LEADERSHIP POSITION REQUIREMENTS

03/01/01

To start position...

- Scout shall sign responsibilities agreement.

To maintain position...

- Scout shall attend 80% of Troop activities.
Activities are Troop Meetings, Courts of Honor (Troop and Eagle), Service Projects, Troop Fundraisers (excludes fundraisers for Scout's campfunds), Camporees/Campouts/Outings
Since some activities do not require youth leadership to attend, it will be at the discretion of the Scoutmaster as to which activities count towards this requirement. If, for some reason, a Scout determines he cannot meet the 80% requirement, he must either obtain an exception from the Scoutmaster or relinquish his position.
- Scout shall participate in a position review every three months with the Scoutmaster or an Assistant Scoutmaster (see chart below).

To qualify for rank advancement....

- Scout shall have the position requirement for a rank advancement signed by the Scoutmaster or an Assistant Scoutmaster (see chart below).

SCOUTMASTER (or Asst. Scoutmaster as assigned by Scoutmaster)	ASSISTANT SCOUTMASTER (Patrol Advisor)
Senior Patrol Leader Assistant Senior Patrol Leader Scribe Historian Librarian Chaplains Aide Junior Assistant Scoutmaster Den Chief OA Representative	Patrol Leader Assistant Patrol Leader Troop Guide