

Senior Patrol Leader

The senior patrol leader is the top leader of the troop. He is responsible for the troops overall operation. With guidance from the Scoutmaster, he takes charge of troop meetings, of the patrol leaders' council, and of all troop activities, and he does everything he can to help each patrol be successful. He is responsible for annual program planning conferences and assists the Scoutmaster in conducting troop leadership training. The senior patrol leader presides over the patrol leaders' council and works closely with each patrol leader to plan troop meetings and make arrangements for troop activities. All members of a troop vote by secret ballot to choose their senior patrol leader. Rank and age requirements to be a senior patrol leader are determined by each troop, as is the schedule of elections. During a Scout's time as senior patrol leader, he is not a member of any patrol but may participate with a Venture patrol in high-adventure activities.



Assistant Senior Patrol Leader

The assistant senior patrol leader works closely with the senior patrol leader to help the troop move forward and serves as acting senior patrol leader when the senior patrol leader is absent. Among his specific duties, the assistant senior patrol leader trains and provides direction to the troop quartermaster, scribe, historian, librarian, instructors, and Order of the Arrow representative. During his tenure as assistant senior patrol leader he is not a member of a patrol, but he may participate in the high-adventure activities of a Venture patrol. Large troops may have more than one assistant senior patrol leader, each appointed by the senior patrol leader.



Quartermaster

The quartermaster is the troop's supply boss. He keeps an inventory of troop equipment and sees that the gear is in good condition. He works with patrol quartermasters as they check out equipment and return it, and at meetings of the patrol leaders' council he reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he may have the guidance of a member of the troop committee.



Scribe

The scribe is the troop's secretary. Though not a voting member, he attends meetings of the patrol leaders' council and keeps a record of the discussions. He cooperates with the patrol scribes to record attendance and dues payments at troop meetings and to maintain troop advancement records. A member of the troop committee may assist him with his work.



Troop Guide

The troop guide is both a leader and a mentor to the members of the new-Scout patrol. He should be an older Scout who holds at least the First Class rank and can work well with younger Scouts. He helps the patrol leader of the new-Scout patrol in much the same way that a Scoutmaster works with a senior patrol leader to provide direction, coaching, and support. The troop guide is not a member of another patrol but may participate in the high-adventure activities of a Venture patrol.

Troop Leadership Position Descriptions.doc



Instructor

Each instructor is an older troop member proficient in a Scouting skill. He must also have the ability to teach that skill to others. An instructor typically teaches subjects that Scouts are eager to learn—especially those such as first aid, camping, and backpacking—that are required for outdoor activities and rank advancement. A troop can have more than one instructor



Junior Assistant Scoutmaster

A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the senior patrol leader, with the advice and consent of the Scoutmaster, to serve as a junior assistant Scoutmaster. These young men (a troop may have more than one junior assistant Scoutmaster) follow the guidance of the Scoutmaster in providing support and supervision to other boy leaders in the troop. Upon his 18th birthday, a junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster.



Webmaster

The troop webmaster is responsible for maintaining the troop's website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the troop committee may assist him with his work.



Historian

The historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes materials available for Scouting activities, the media, and troop history projects.



Librarian

The troop librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned. He may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.



Chaplain Aide

The chaplain aide assists the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop. He ensures that religious holidays are considered during the troop's program planning process and promotes the BSA's religious emblems program.



Patrol Leader

The patrol leader is the top leader of a patrol. He represents the patrol at all patrol leaders' council meetings and the annual program planning conference and keeps patrol members informed of decisions made. He plays a key role in planning, leading, and evaluating patrol meetings and activities and prepares the patrol to participate in all troop activities. The patrol leader learns about the abilities of other patrol members and full involves them in patrol and troop activities by assigning them specific tasks and responsibilities. He encourages patrol members to complete advancement requirements and sets a good example by continuing to pursue his own advancement.



Assistant Patrol Leader

The assistant patrol leader steps in to serve whenever the patrol leader must be absent. He may carry out special assignments given him by the patrol leader—working with patrol members on advancement, for example.



Patrol Scribe

The scribe is the patrol's secretary. He checks attendance, keeps the patrol logbook current, collects and records patrol dues, and helps prepare budgets for outings.



Patrol Quartermaster

The quartermaster maintains an inventory of the patrol's equipment and makes sure it is clean and ready for the patrol to use.