



**Leading the way...**



## **Troop 16**

### **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 not it's not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will:

- 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
- 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.

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 an elected position. First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position. Finally, get a troop job application form (next page), fill it out, have your parent(s) read and sign it and turn it in.

So, are you ready to "Lead the way"? We sure hope so!

## Troop 16

### Leadership Position Application

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

Current Rank: \_\_\_\_\_

Current Position: \_\_\_\_\_ Previous Positions: \_\_\_\_\_

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

List at least 3 choices and up to 6 choices. If approved your name will be added to the nominating list.

Elected 1st Choice	Elected 2nd Choice	Elected 3rd Choice
Elected 4th Choice	Elected 5th Choice	Elected 6th Choice

For your first choice, 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)

# Elected Troop Positions

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*Here's how to be considered for a position. First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position. Print a Leadership Position Application (page 3 of this document), fill it out, have your parent(s) read and sign it and turn it in*

Elected Troop Positions Pages 5 through 13.



## Troop 16 Leadership Position Description **SENIOR PATROL LEADER**

### GENERAL INFORMATION

- Type:** Elected by the members of the troop  
**Term:** 6 months  
**Rank Adv:** Leadership for Life or Eagle  
**# Positions:** 1 only per troop  
**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 SPL's job is to appoint one ASPL. He must also delegate responsibilities to ASPLs and other members of Patrol Leaders' Council in order for troop to run effectively.

### QUALIFICATIONS

- Age:** 13 or older  
**Rank:** Star or higher  
**Experience:** Previous service as ASPL, PL, or APL  
**Attendance:** 75% over previous 6 months

### PERFORMANCE REQUIREMENTS

- Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.  
**Attendance:** You are expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. You must attend summer camp or winter camp if you are going to be SPL during that time.  
**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 the Assistant Senior Patrol Leader is ready to assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all troop meetings, events and activities.
- Runs the Patrol Leader's Council meeting.
- Appoints an ASPL with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Be in constant contact with Scoutmaster in regards to program ideas and direction.



## Troop 16 Leadership Position Description

### ASSISTANT SENIOR PATROL LEADER

#### GENERAL INFORMATION

- Type:** One is elected by members of the troop and two others are appointed by the Senior Patrol Leader
- Term:** 6 months
- Rank Adv:** Leadership for Life or Eagle
- # Positions:** 3 only per troop
- 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 SPL or when called upon. He also provides leadership to other junior leaders in the troop.
- Comments:** The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done. When leadership is needed in an area because of absenteeism, the ASPLs must take on this added responsibility as assigned by SPL.

#### QUALIFICATIONS

- Age:** 13
- Rank:** Star or higher
- Experience:** Previous service as PL or APL
- Attendance:** 75% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.
- Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and 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.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Helps the Senior Patrol Leader lead meetings and activities.

Runs the troop in the absence of the Senior Patrol Leader.

Duties will be divided between ASPL to help train and supervise the, Quartermaster, Instructor, , Historian Corps, Chaplain's Aide, Instructors, Troop Guides, OA Troop Representative, and Den Chiefs.

Serves as a member of the Patrol Leader's Council with attendance being mandatory as per performance requirements.



## Troop 16 Leadership Position Description

### PATROL LEADER

#### GENERAL INFORMATION

- Type:** Elected by members of the patrol  
**Term:** 6 months  
**Rank Adv:** Leadership for Star, Life, or Eagle  
**# Positions:** 1 only per patrol  
**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 Leaders' Council.

#### QUALIFICATIONS

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 75% over previous 6 months unless newly formed patrol

#### PERFORMANCE REQUIREMENTS

- Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.  
**Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and 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 able to attend a meeting, Patrol Leaders' Council, campout, or if you suddenly have to miss an activity. 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 and keeps patrol members informed.
- Knows what his patrol members and other leaders can do.



## Troop 16 Leadership Position Description

### CHAPLAIN'S AIDE

#### GENERAL INFORMATION

**Type:** Elected by the members of the troop

**Term:** 6 months

**Rank Adv:** Leadership for Star, Life, or Eagle

**# Positions:** 1 per troop

**Reports to:** Assistant Senior Patrol Leader

**Description:** The Chaplain Aide works with the Troop Spiritual Advisor 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:** 12

**Rank:** First Class or higher

**Experience:** none

**Attendance:** 75% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered. **We also request that you have completed or currently participating in the Religious Emblem of your faith appropriate for your age group.**

**Attendance:** You are expected to attend 75% of all troop meetings, outings, and 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.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Assists the Troop Chaplain with religious services at troop activities.

Lead Troop prayers or services.

Tells Scouts about the religious emblem program for their faith.

Makes sure religious holidays are considered during troop program planning.

Helps plan for religious observance in troop activities.

Lead troop in prayers and services for all outings and every troop meeting.





**Troop 16**  
**Leadership Position Description**  
**TROOP HISTORIAN/Reporter**

**GENERAL INFORMATION**

- Type:** Elected by the members of the troop  
**Term:** 6 months  
**Rank Adv:** Leadership for Star, Life, or Eagle  
**# Positions:** 1 or 2 as determined by the Scoutmaster  
**Reports to:** Assistant Senior Patrol Leader and Webmaster  
**Description:** Part of the Troop Historian Corps. The Troop Historian maintains a written historical record of troop activities, and assists with maintaining updated information on Troop website and blogs.  
**Comments:** The true value of a good Historian does not show up until years later. The Historian provides material for displays, website, and presentations of current activities. In addition, the work of the Historian provides a link with the past.

**QUALIFICATIONS**

- Age:** 12  
**Rank:** First Class or higher  
**Experience:** None, but a serious interest in writing is expected.  
**Attendance:** 75% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.  
**Attendance:** You are expected to attend 75% of all troop meetings, outings, and 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.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Gathers news and facts about past troop activities and keeps them in an electronic file.
- Makes news and related photographs of Troop 16 events available to media outlets
- Takes care of troop trophies, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop.
- Assist webmaster in maintaining troop website with current information on troop activities.



## Troop 16 Leadership Position Description

### TROOP QUARTERMASTER

#### GENERAL INFORMATION

**Type:** Elected by the members of the troop

**Term:** 6 months

**Rank Adv:** Leadership for Life or Eagle

**# Positions:** 2

**Reports to:** Assistant Senior Patrol Leader

**Description:** The Troop Quartermaster maintains and 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:** 12

**Rank:** Star or higher

**Experience:** none

**Attendance:** 75% over the previous six months

#### PERFORMANCE REQUIREMENTS

**Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.

**Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and 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.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Keeps records of patrol and troop equipment

Makes sure equipment is in good working condition

Issue equipment and makes sure it is returned in good condition

Must meet monthly with patrol quartermasters and check equipment.

Works with the Troop Committee member responsible for equipment

Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.

Must be available to issue and load gear Wednesday before campouts prior to departure.

Must assist in set-up for troop Court of Honors, Scout Sunday, and Eagle Court of Honors.



## Troop 16 Leadership Position Description

### TROOP SCRIBE

#### GENERAL INFORMATION

**Type:** Elected by the members of the troop

**Term:** 6 months

**Rank Adv:** Leadership for Life or Eagle

**# Positions:** 1 or 2 per troop as determined by the Scoutmaster

**Reports to:** Assistant Senior Patrol Leader

**Description:** The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council Scout attendance at troop meetings, and activities. Updates and maintains Patrol Binders.

**Comments:** To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

#### QUALIFICATIONS

**Age:** 13

**Rank:** Star or higher

**Experience:** none

**Attendance:** 75% over the previous six months

#### PERFORMANCE REQUIREMENTS

**Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.

**Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. If you are to be absent from any scout function, you must call the ASPL in charge to assume your responsibility. Then, obtain records that were issued.

**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 located correctly.

**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.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends and keeps a log of Patrol Leaders' Council meetings

Maintains and updates individual Patrol Binders

Records individual Scout attendance and dues payments.

Works with the Troop Committee members responsible for records and finance.

Must maintain proper records to receive credit for position for rank advancement.



## Troop 16 Leadership Position Description

### TROOP HISTORIAN/Photographer

#### GENERAL INFORMATION

- Type:** Elected by the members of the troop  
**Term:** 6 months  
**Rank Adv:** Leadership for Star, Life, or Eagle  
**# Positions:** 2  
**Reports to:** Assistant Senior Patrol Leader and Webmaster  
**Description:** Part of the Troop Historian Corps. The Troop Photographers maintain a photographic record of troop activities. One will assist with maintaining updated photos on Troop website and blogs, while the other will develop and present photographic slide shows following troop events.  
**Comments:** The true value of a good Historian does not show up until years later. The Historian provides material for displays, website, and presentations of current activities. In addition, the work of the Historian provides a link with the past.

#### QUALIFICATIONS

- Age:** 12  
**Rank:** First Class or higher  
**Experience:** A serious interest in photography is essential, along with access to a digital camera. Previous experience with photographic software is desired. Prior completion of Photography Merit Badge is a plus.  
**Attendance:** 75% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.  
**Attendance:** You are expected to attend 75% of all troop meetings, outings, and 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.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Photographs troop activities and keeps them in an electronic file.
- Makes photographs of Troop 16 events available to media outlets
- Maintains photographic "mug shot" database of all Troop 16 Scouts and Geezers
- Prepares slide shows of Troop Activities to be shown on first meeting after activity
- Assist webmaster in maintaining troop website with current photographs of troop activities



**Troop 16**  
**Leadership Position Description**  
**TROOP HISTORIAN/Webmaster**

**GENERAL INFORMATION**

- Type:** Elected by the members of the troop  
**Term:** 6 months  
**Rank Adv:** Leadership for Star, Life, or Eagle  
**# Positions:** 1  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** Part of the Troop Historian Corps. The Troop Webmaster works with the Online Advisory Geezer to maintain and develop the Troop 16 Website.  
**Comments:** This position provides Troop 16's "Face" on the World Wide Web.

**QUALIFICATIONS**

- Age:** 12  
**Rank:** First Class or higher  
**Experience:** A serious interest in computers, web design and, photography are essential. A basic understanding of web design and photographic software is required. Prior completion of Computers Merit Badge is a plus.  
**Attendance:** 75% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.  
**Attendance:** You are expected to attend 75% of all troop meetings, outings, and 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.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Actively maintain Troop 16 Website with coordination of Online Advisory Geezer
- Work with other members of Troop 16 Historian Corps to develop site content
- Routinely initiate creative additions/changes to website
- Maintain updates on all Troop-owned web-based software
- Seek and mentor other scouts in learning skills necessary for this position

# Appointed Staff Positions

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*To be considered for an appointed staff position you must have first completed a Leadership Position Application and run for an elected position in the current election or have an exception approval prior to the election from the Scoutmaster. Exceptions are only made for boys who have a valid reason for not being able to participate in Sunday PLC's or to fulfill other requirements of an elected position.*

*Appointed positions will be made within 2 weeks after the election and are solely at the discretion of the Scoutmaster upon availability. Position appointments between elections are at the discretion of the Scoutmaster.*

Appointed Staff Positions Pages 16 through 22.



## Troop 16 Leadership Position Description

### TROOP BUGLER

#### GENERAL INFORMATION

**Type:** Appointed by the Scoutmaster  
**Term:** 6 months  
**Rank Adv:** Leadership for Star, Life, or Eagle  
**# Positions:** 1 per troop  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Bugler sounds calls as required.  
**Comments:** To be a good Bugler you need to prepare and practice in advance.

#### QUALIFICATIONS

**Age:** 12 or older  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.  
**Attendance:** You are expected to attend 75% of all troop meetings, outings, and 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.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Sound the following bugle calls as required:  
First Call, Reveille, Mess, To the Colors, Officers, Drill, Assembly, Recall, Fatigue, Church, Fire, Swimming, Retreat, Call to Quarters, and Taps  
Bugler must be required to bring bugle to all meetings and campouts for use.  
Bugler must know calls to earn merit badge and credit for office.



## Troop 16 Leadership Position Description **OA TROOP REPRESENTATIVE**

### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 6 months  
**Rank Adv:** Leadership for Life or Eagle  
**# Positions:** 1 per troop  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Order of the Arrow Troop Representative is the youth liaison serving between the local OA lodge and his troop.  
**Comments:** The OA Representative must participate in OA activities on a regular basis and be knowledgeable of all lodge functions.

### QUALIFICATIONS

- Age:** 13 or older  
**Rank:** Star or higher  
**Experience:** OA member for at least one year  
**Attendance:** 75% over previous 6 months

### PERFORMANCE REQUIREMENTS

- Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.  
**Attendance:** You are expected to attend 75% of all troop meetings, outings, and 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.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serve as communication link between the lodge and troop.  
Encourage Arrowmen in the troop to be active participants in the lodge activities and to seal their membership in the Order by becoming Brotherhood members.  
Must attend **ALL lodge functions during tenure such as Arrowees, Pow-Wows, and banquets.**  
Compile a list of eligible youth from records coordinator and prepare ballot for vote prior to troop OA elections.  
Assist in troop OA elections and report results to Lodge Secretary and/or Lodge Advisor.





**Troop 16**  
**Leadership Position Description**  
**ASSISTANT PATROL LEADER**

**GENERAL INFORMATION**

**Type:** Appointed by the Patrol Leader  
**Term:** 6 months  
**Rank Adv:** None  
**# Positions:** 1 only per patrol  
**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 part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

**QUALIFICATIONS**

**Age:** none  
**Rank:** First Class or below  
**Experience:** none  
**Attendance:** 75% over previous 6 months unless newly formed patrol

**PERFORMANCE REQUIREMENTS**

**Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.  
**Attendance:** You are expected to attend 75% of all troop meetings, outings, and 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.

**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 16**  
**Leadership Position Description**

**JUNIOR ASSISTANT SCOUTMASTER**

**GENERAL INFORMATION**

**Type:** Appointed by the Scoutmaster  
**Term:** 6 months  
**Rank Adv:** None  
**# Positions:** Determined by the Scoutmaster  
**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. He's appointed by the Scoutmaster because of his leadership ability.  
**Comments:** In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

**QUALIFICATIONS**

**Age:** At least 16 years old  
**Rank:** Eagle  
**Experience:** Previous leadership positions  
**Attendance:** 75% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

**Training:** You must have completed National Youth Leadership Training.  
**Attendance:** You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and 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.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Functions as an Assistant Scoutmaster.  
Performs special tasks or duties as assigned by the Scoutmaster or other Adult Leadership.



## Troop 16 Leadership Position Description

### DEN CHIEF

#### GENERAL INFORMATION

**Type:** Appointed by the Scoutmaster

**Term:** 4 months

**Rank Adv:** Leadership for Star, partial leadership for Life or Eagle

**# Positions:** Determined by the Scoutmaster

**Reports to:** Assistant Senior Patrol Leader and Den Leader

**Description:** The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders.

**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. Scout encouraged to work toward Den Chief Award if desired.

#### QUALIFICATIONS

**Age:** 12 or older

**Rank:** First Class or higher and must have applied for another troop leadership position

**Experience:** none

**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.

**Attendance:** You are expected to attend 75% of all troop meetings, outings, and service projects. Any Den activity that coincides with troop activities fulfills attendance requirement. 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 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent. Keep a brief log of activities done in den meeting and provide a weekly summary signed by Den Leader. It is requested that you attend the troop meeting, even if late due to time overlap, to maintain closeness with troop in regards to troop activities and personal advancement.

**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 located correctly.

**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.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

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 and 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.



## Troop 16 Leadership Position Description

### INSTRUCTOR

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 6 months  
**Rank Adv:** Leadership for Star, Life, or Eagle  
**# Positions:** Determined by the Scoutmaster  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Instructor teaches Scouting skills.  
**Comments:** The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. 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:** 12 or older  
**Rank:** First Class or higher and must have applied for another troop leadership position  
**Experience:** none  
**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.  
**Attendance:** You are expected to attend 75% of all troop meetings, outings, and 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.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Teaches basic Scouting skills in troop and patrols.  
You must be ready at all times during tenure to lead and instruct others using your skill instruction.



## Troop 16 Leadership Position Description

### TROOP GUIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 6 months  
**Rank Adv:** Leadership for Star, Life, or Eagle  
**# Positions:** 2 only per new patrol  
**Reports to:** Assistant Senior Patrol Leader  
**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 a friend to the new Scouts and makes first year fun and successful. This is an important position. Troop Guide serves, in theory, as co-patrol leader in his first year patrol.

#### QUALIFICATIONS

- Age:** 12 or older  
**Rank:** First Class or higher and must have applied for another troop leadership position  
**Experience:** none  
**Attendance:** 75% over previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** We request that you have completed or will be taking National Youth Leadership Training when it is offered.  
**Attendance:** You are expected to attend 75% of all troop meetings, outings, and 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.

#### 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.
- Coaches the patrol leader of the new Scout patrol on his duties.
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.
- Attend patrol meetings held outside of troop meetings.
- Attend Patrol Leader's Council for first three times to guide new patrol leader.