

Troop 150 Leadership Guide

Information for All Youth Leaders

Assembled and written by: Scoutmaster Todd G. Bolick

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"Always bear in mind that your own resolution to succeed is more important than any other."
- President Abraham Lincoln

"In all of this, it is the spirit that matters. Our Scout law and Promise, when we really put them into practice, take away all occasion for wars and strife among nations."
- Sir Robert Baden-Powell

"Talent wins games, but teamwork and intelligence wins championships."
- Michael Jordan



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Scoutmaster’s Welcome –

You’re a leader! Congratulations on becoming a leader in an incredible organization that has an over 90 year legacy, our own Troop 150. You are now a part of an esteemed heritage of leaders who came before you and who worked hard to both ensure that the troop was successful during their respective term and that it would be prepared for the future.

Not only are you a leader in our troop but you are a leader in the Boy Scouts of America movement. A movement with over 110 years of un-paralleled significance. Scouts who have served as leaders before you have included; President Gerald Ford, Neil Armstrong, and Steven Spielberg. Millions of Scouts over the past more than a century have ensured that the strong reputation of the Boy Scouts has remained pristine and highly regarded.

I know that you will contribute to the legacy of our great troop and of the Boy Scouts of America. There’s simply no room for failure. No matter if you are the Senior Patrol Leader elected by our troop, an appointed Assistant Patrol Leader, or in any other leadership position, now that you have that badge of office and your signed warrant, you are being watched as a role model. As I said though, I know you’ll do amazing. Just remember to live by the Scout Oath and Law, demonstrate enthusiastic Scout spirit, and lead righteously. Also, don’t hesitate to ask for help. Now, lucky Troop 150 leader, get to work and lead our troop!

Todd G. Bolick
Scoutmaster Troop 150

Scoutmaster Emeritus's Welcome –

Welcome to one of the most difficult jobs you will ever have. You will have to inspire, motivate and lead boys who may be cold, wet, hungry and tired in weather conditions that may be less than ideal. Oh, and did I mention that they don't work for you so you can't fire them, nor can you order them, nor can you threaten them. Also, before you get too irritated at the task, I'll remind you of one important thing. Leaders don't have the luxury of having a bad day. Every word, gesture and move that you make will be noticed and will set the tone for their attitude.

Now before you turn in your resignation, let me also say that in your new leadership role, you will grow dramatically in your ability to plan and carry out tasks, "think outside the box" and develop your own leadership style that causes others to want to follow you.

It is said that in a crisis 80% of people will do nothing, 10% will do the wrong thing and 10% will step up and lead. What will you do? We're about to find out.

Larry Wood
Scoutmaster Emeritus Troop 150

General Requirements for Serving in a Leadership Position –

In order to serve in any leadership position in Troop 150 you must be able to meet the following general requirements. These requirements are designed to ensure that you have the experience necessary to be a leader in the troop and to make sure that you serve to the best of your ability.

1. You must meet all of the qualifications for the leadership position that you are seeking in order to hold that position.
2. You must attend almost all troop meetings, ceremonies, campouts, day trips, and other events. It is important that you be in attendance at almost all of these events so that you can fully perform your job duties. You must especially attend the meetings/events that are important for your position (example: Quartermasters should attend all equipment pulls). Additionally, you are expected to be early for all meetings and event departures.
 - a. Only absences for very good reason, that your direct leader/SPL/SM was notified of and approved of at least a week in advance (where possible), and where you have arranged for another Scout to cover your duties, will be excused.
 - b. Any more than one un-excused absence is grounds for losing credit toward your leadership rank requirement and for being removed from your leadership position.
3. You must perform all of your job duties to the best of your ability. You were elected or appointed to your position to work on and complete these important jobs.
4. Enthusiastically wear your full uniform.
5. Obey the Scout Oath and Law.

General Leadership Position Information –

Terms:

All leadership positions, except for Junior Assistant Scoutmasters and Den Chiefs, have six month terms. These terms begin on May 1st and November 1st of every year. There are no term limits, however; it is tradition in Troop 150 for Senior Patrol Leaders to not serve more than two consecutive terms in order for other Scouts to have that opportunity. Den Chiefs are expected to continue serving in their assigned den until the Cubs become Webelos II Scouts and cross over into Scouts BSA. JASMs continue to serve until their 18th birthday, at the pleasure of the SM.

Scoutmaster and Scoutmaster Corps Approval and Guidance:

The Scoutmaster Corps consists of the Scoutmaster (SM), as the leader, and all Assistant Scoutmasters (ASMs). ASMs may have certain responsibilities assigned to them by the SM.

The SM must approve of all elected and appointed leaders before they can officially hold their position. The Scoutmaster Corps may also provide advice to the SPL in regard to his planned nominations for Staff positions.

All Scouts in leadership positions are encouraged to obtain advice and guidance from the Scoutmaster Corps on any matter they need. It is also important to follow the suggestions and directions of the Scoutmaster Corps. With that in mind, remember that the troop is boy led and you should strive to seek advice from your fellow leaders and make your own decisions.

Warnings, Penalties, and Removal from a Leadership Position:

A warning can occur for not adequately serving in your position, not following the Boy Scout Oath and/or Law, un-excused absences, setting a poor example, and other reasons as determined by the SPL, PLC, SM, and/or ASMs. After receiving multiple warnings, or in certain single cases, the PLC and SM Corps may give the Scout penalties, such as; meetings with parents, suspension from his leadership position, losing credit toward the leadership rank requirement, ineligibility to hold a leadership position in the next term, and removal from his leadership position. The Committee may also convene a special Board of Review to provide the SM with a suggested penalty. Warnings and removal are easily avoided by setting a good example, excellent attendance, serving as an outstanding leader, and by following the Scout Oath and Law.

Introduction to Leadership Skills for Troops (ILST) –

Introduction to Leadership Skills for Troops is a training weekend that the Scoutmaster, Assistant Scoutmasters, Junior Assistant Scoutmaster(s), and NYLT trained Scouts run. This program teaches youth leaders how to be more effective and successful leaders. The training also teaches Scouts about how the troop functions. It is an essential element of becoming a successful youth leader and every Scout is highly encouraged to attend the ILST before serving in a new leadership role. Attendance at the ILST is expected of all current leaders.

The troop also holds a leadership training course, each term, following the troop meeting that occurs the week after Patrol Leader elections. This course helps leaders to know their job duties and to set goals for the term. All leaders are expected to attend this course.

BSA Guide to Advancement –

Troop 150 completely adheres to the current addition of the BSA “Guide to Advancement,” which is the definitive authority on all advancement matters. The “Guide to Advancement” can be downloaded online.

Troop Elections –

Troop elections are an important time for all Scouts to be able to voice their opinion in who should lead the troop and their patrol. Each eligible Scout should carefully consider if they are prepared to hold the position of Senior Patrol Leader (SPL) or Patrol Leader (PL) prior to each election. Serving in one of those leadership positions is one of the most demanding, yet most fulfilling opportunities for leadership in Troop 150. Further, it is important that all Scouts carefully review all of the candidates and vote for the candidate that they believe will serve as the best leader of the troop and their patrol.

Senior Patrol Leader:

SPL elections will occur two to three weeks before the new term begins in May and November. This allows for a transition period where the previous SPL will train the incoming SPL. It also allows the incoming SPL and Scouts to talk with each other about staff positions. The incoming SPL should submit his staff nominations to the Scoutmaster at least one week before the start of his term so that the staff may be approved by the start of the term.

The procedure for the Senior Patrol Leader election:

1. Any Scout may nominate a qualifying Scout.
2. Another Scout must second the nomination.
3. The nominee may accept or deny the nomination.
4. All candidates must provide a brief speech to the troop about what they would do as SPL.
5. Each Scout may vote for one candidate on a secret written ballot.
6. The candidate with the most votes wins the election after approval by the SM.
A Scout may nominate or second himself but may not do both

Patrol Leader:

PL elections will occur on the first meeting of each new term, after the patrols are re-organized. The ASPL traditionally serves as the Staff PL but this may be changed by a patrol vote and SM approval. The New Scout PL is appointed by the ASM for New Scouts, with SM approval.

The procedure for Patrol Leader elections:

1. Patrol members may nominate a qualifying Scout.
2. The nominee may accept or deny the nomination.
3. Each candidate must provide a brief speech about what he would do as PL.
4. All patrol members may vote for one candidate on a secret written ballot.
5. The candidate with the most votes wins the election after approval by the SM.

Patrol Leaders' Council (PLC) –

The PLC is responsible for planning and organizing all troop meetings and activities. It also discusses and makes decisions or recommendations on troop matters. At PLC meetings, each PL reports on the status of his Patrol and each Staff member reports on his area of responsibility. All Scouts are welcome to attend all PLC meetings and to seek speaking recognition.

The PLC may initiate an Executive Session during a PLC meeting. The purpose of Executive Sessions is generally to review youth leader's status but can also be for discussing other sensitive matters. Only members of the PLC, the Scoutmaster Corps, and guests invited by the SPL/PLC with SM approval or the SM are welcome to attend Executive Sessions of the PLC.

The PLC determines the troop calendar of events during the Annual Planning Meeting. After the PLC votes on the calendar, the SM and SPL share it with the Committee. The Committee may send recommendations back to the PLC on the calendar. All Scouts are welcome and encouraged to attend the Annual Planning Meeting and provide suggestions for the calendar.

The PLC is chaired and led by the SPL and guided and advised by the SM. The voting members of the PLC are the SPL, ASPL, Guide(s), and PLs. The Scribe serves as a non-voting member and APLs serve as a voting member in their PLs absence. The SM retains veto authority.

Chain of Command –

The chain of command determines who will run a meeting or event in the case of absence(s). The highest ranking Scout on the chain of command, in attendance, will run the meeting or event. The Junior Assistant Scoutmaster serves as a guide and advisor to the Staff and troop.

The Staff Chain of Command:

1. Senior Patrol Leader
2. Assistant Senior Patrol Leader
3. Quartermaster
4. Guide
5. Instructor
6. Scribe
7. Historian
8. Librarian
9. Chaplain Aide

The Patrol Chain of Command:

1. Senior Patrol Leader (Does not lead patrol meetings or patrol events)
2. Patrol Leader
3. Assistant Patrol Leader
4. Patrol members

Troop Staff Leadership Position Descriptions –

Senior Patrol Leader (SPL)



Job Description: The Senior Patrol Leader is the top youth leader of the troop. He is responsible for the troop's 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 achieve success. He is also responsible for the Annual Planning Meeting. The SPL presides over the Patrol Leaders' Council and works closely with each Patrol Leader to plan troop meetings and make arrangements for troop activities. The SPL must maintain regular contact with the SM, ASPL, and PLs.

Qualifications: Must be at least the age of 13 and at least the rank of First Class and should have very strong leadership and communication skills and experience in how the troop is run

Selection: Elected by the entire troop

Reports to: Scoutmaster

Job duties:

- Create an agenda for every troop meeting and submit it to the SM two days prior to it
- Presides over all troop meetings and activities
- Chair of the Patrol Leaders' Council and the Annual Planning Meeting
- Nominates Scouts who have demonstrated strong leadership skills to the troop staff
- Provides leadership to the troop staff through the ASPL
- Provides direct leadership to Patrol Leaders and the Troop Guide(s) and ensures that all patrols are performing successfully
- Assigns and delegates tasks to the ASPL, troop staff, and if appropriate to the PLs
- Coordinates and oversees the work of each Senior Scout planner for each event
- Initiates the phone tree and reports back to the SM with the results
- Performs periodic uniform inspections
- Ensures that all other youth leaders are adequately performing their duties
- Maintains regular contact with the Scoutmaster
- Is the role model for the troop and must behave in a manner that best represents Troop 150 at all times

Assistant Senior Patrol Leader (ASPL)



Job Description: The Assistant Senior Patrol Leader is the second highest ranking youth leader position in the troop. He works closely with the Senior Patrol Leader to help the troop move forward and serves as acting Senior Patrol Leader when the SPL is absent. The ASPL trains and provides direction to the Quartermaster, Instructor, Scribe, Historian, Librarian, Chaplain Aide, Bugler, and the Outdoor Ethics Guide.

Qualifications: Must be at least the age of 13 and the rank of First Class and should have strong leadership abilities and knowledge of the staff positions that he is responsible to train and guide

Selection: Appointed by the Senior Patrol Leader

Reports to: Senior Patrol Leader

Job Duties:

- Assist in leading troop meetings and activities as called upon by the SPL
- Serve as the acting SPL in the SPL's absence
- Train and provide leadership to the Quartermaster, Instructor, Scribe, Historian, Librarian, Chaplain Aide, Bugler, and Outdoor Ethics Guide
- Ensure that all members of the troop staff are adequately performing their job duties
- Ensure that members of the troop staff have their duties covered by another Scout during any absence of the staff member
- Perform tasks assigned by the SPL
- Behave in a manner that best represents Troop 150 at all times

Quartermaster (QM)



Job Description: The Quartermaster is the troop's supply chief. He keeps an inventory of troop equipment and sees that the gear is in good condition. He works with Patrol Leaders and patrol members as they check out equipment and return it, and at meetings of the PLC he reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he may have the guidance the troop Committee Equipment Coordinator, the SM, and designated ASM.

Qualifications: Must be at least the age of 13 and the rank of First Class and should have experience in working with the troop's equipment

Selection: Appointed by the Senior Patrol Leader

Reports to: Assistant Senior Patrol Leader

Job Duties:

- Maintain an inventory of all troop equipment
- Keep equipment in good repair
- Issue equipment to patrols, assign equipment to patrol members to be cleaned, and ensure that all equipment is returned in good condition
- Takes charge of all equipment pulls and Inventory Days
- Oversee the loading and unloading of gear from the troop trailer
- Keep track of all missing and broken equipment
- Suggest new items for the troop to purchase to the PLC and Committee
- Work with the Scoutmaster and the Committee Equipment Coordinator
- Serve as the acting SPL in the absence of the SPL and ASPL
- Perform other relevant duties as assigned by the PLC
- Behave in a manner that best represents Troop 150 at all times

Troop Guide



Job Description: The Troop Guide is both a leader and a mentor to the members of the New-Scout Patrol. 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 Guide must be able to work well with new Scouts and have a good knowledge of the new Scout requirements.

Qualifications: Must be at least the age of 13 and the rank of Star and should be able to work well with new Scouts and set a positive example for them

Selection: Appointed by the Senior Patrol Leader with the guidance of the Assistant Scoutmaster for New Scouts

Reports to: Senior Patrol Leader and Assistant Scoutmaster for New Scouts

Job Duties:

- Provides guidance to the New Scout Patrol Leader
- Assists new Scouts in earning the ranks of Scout, Tenderfoot, Second Class, and First Class
- Coordinates Star rank and above Scouts to work on requirements with new Scouts
- Counsels individual Scouts on Scout related challenges
- Prevents harassment, hazing, and un-friendly behavior of new Scouts by the older Scouts
- Guide new Scouts through their early campouts and meetings until they become comfortable in the troop
- Is the role model for the new Scouts and must behave in a manner that best represents Troop 150 at all times

Instructor



Job Description: The Instructor is an older troop member proficient in Scouting skills. He must also have the ability to teach Scouting skills to others. An instructor typically teaches subjects that Scouts are eager to learn—especially those such as first aid, camping, cooking, and backpacking—that are required for outdoor activities and rank advancement.

Qualifications: Must be at least the rank of First Class and should have deep knowledge of Scouting skills

Selection: Appointed by the Senior Patrol Leader

Reports to: Assistant Senior Patrol Leader

Job Duties:

- Instruct Scouting skills as assigned by the PLC and of interest to the Scouts
- Conduct Totin' Chip courses, as appropriate, and when needed, following the Troop 150 Totin' Chip syllabus and in consultation with the ASM of New Scouts
- Ensure that all teaching sessions are factual, informative, and involve participation of all of the Scouts. Teach skills by using the EDGE method and in different ways (games, classes, demonstrations, etc.)
- Prepare well in advance for each teaching assignment
- Perform other duties as assigned by the PLC
- Behave in a manner that best represents Troop 150 at all times

Scribe



Job Description: The Scribe is the troop's secretary. Though not a voting member, he attends meetings of the PLC and keeps a record of the discussions. He keeps and maintains a record of attendance and dues payments at troop meetings and events and maintains current troop advancement records. The committee Secretary, Advancement Coordinator, and Treasurer may assist the Scribe with his duties.

Qualifications: Must be at least the rank of First Class and should be organized and attentive

Selection: Appointed by the Senior Patrol Leader

Reports to: Assistant Senior Patrol Leader

Job Duties:

- Keep and maintain a record of attendance for all troop meetings and activities
- Keep and maintain attendance and meeting minutes for all PLCs
- Keep and maintain advancement records for the troop
- Work with the Committee Treasurer to collect and record dues
- Write thank you notes and other written communication for the troop
- Submit relevant articles to the *Turtle Express*
- Perform other relevant duties as assigned by the PLC
- Work with the Committee Secretary, Treasurer, and Advancement Coordinator
- Behave in a manner that best represents Troop 150 at all times

Troop Historian



Job Description: The Troop Historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes materials available for Scouting activities, Courts of Honor, the media, and troop history projects.

Qualifications: Must be at least the rank of First Class and should have the ability to use a camera and be able to put together an appealing scrap-book

Selection: Appointed by the Senior Patrol Leader

Reports to: Assistant Senior Patrol Leader

Job Duties:

- Maintain and take care of all troop records, including ribbons, medals, past scrapbooks and photo albums, and other records
- Gather as much troop history as possible through different means and keep it available to the troop membership
- Take pictures, video, and written records of all troop activities
- Submit articles and pictures to the *Turtle Express* about past troop events
- Compile pictures and written records in to a scrap book at the end of the term
- Maintain information on former troop members
- Perform other relevant duties as assigned by the PLC
- Behave in a manner that best represents Troop 150 at all times

Librarian



Job Description: The 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.

Qualifications: Must be at least the rank of First class and should have good organizational skills

Selection: Appointed by the Senior Patrol Leader

Reports to: Assistant Senior Patrol Leader

Job Duties:

- Maintain and organize all of the troop's literature
- Keep the troop informed of the literature that they may borrow
- Keep a system for checking troop literature in and out
- Ensure that all literature is returned in a timely manner and that it is in good condition
- Issue the *Senior Patrol Leader Handbook* and the *Patrol Leader Handbook* to the SPL and each PL respectively at the beginning of each term and ensure those books are returned during the last month of the term so they can be re-issued in the next term
- Provide suggestions to the PLC and Committee on acquisitions that the troop should make
- Perform other relevant duties as assigned by the PLC
- Behave in a manner that best represents Troop 150 at all times

Chaplain Aide



Job Description: 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 Annual Planning Meeting and PLCs and promotes the BSA's religious emblems program.

Qualifications: Must be at least the rank of First Class and should have knowledge of the various Religious knots that Scouts of many faiths may earn

Selection: Appointed by the Senior Patrol Leader

Reports to: Assistant Senior Patrol Leader

Job Duties:

- Leads the troop in non-denominational religious services on campouts
- Recites a grace for troop meals and encourages patrols to recite graces at patrol meals
- Encourages Scouts to earn their respective religious knots and explains which religious emblem they may earn
- Maintains and enhances a Troop 150 religious service
- Encourages Scouts to live by the Scout oath, law, slogan, motto, and outdoor code
- Ensures that all religious holidays are considered during the Annual Planning Meeting
- Work with the Troop Chaplain (if there is one on the Committee)
- Perform other relevant duties as assigned by the PLC
- Behave in a manner that best represents Troop 150 at all times

Patrol Leadership Position Descriptions –

Patrol Leader (PL)



Job Description: The Patrol Leader is the top leader of a patrol. He represents the patrol at all Patrol Leaders' Council meetings and the Annual Planning Meeting 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 PL learns about the abilities of other patrol members and fully 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.

Qualifications: Must be at least the age of 12 and have at least the rank of First Class and should have strong leadership and communication skills

Selection: Elected by the entire patrol

Reports to: Senior Patrol Leader

Job Duties:

- Plan and lead patrol meetings, corners, and activities
- Represent the patrol on the PLC
- Keeps all patrol members informed of troop and patrol activities via the phone tree and other methods
- Prepare the patrol for all troop activities (such as menu planning and preparing for patrol competitions on campouts)
- Represent the patrol at equipment pulls or assign another member to represent the patrol
- Maintain the patrol equipment box and make the Quartermaster aware of any issues with the any patrol equipment
- Delegates jobs to the Assistant Patrol Leader and to all patrol members
- Encourage and help all patrol members to advance in rank
- Develop patrol spirit
- Is the role model for the patrol and must behave in a manner that best represents the patrol and Troop 150 at all times

New Scout Patrol Leader



Job Description: The Patrol Leader is the top leader of a patrol. He represents the patrol at all Patrol Leaders' Council meetings and the Annual Planning Meeting 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 PL learns about the abilities of other patrol members and fully involves them in patrol and troop activities by assigning them specific tasks and responsibilities. The New Scout PL introduces the new Scouts to Boy Scouting and Troop 150 by showing them good camping and Boy Scout skills and explaining how the troop is run. He works with new Scouts to teach them Scouting skills and how to be successful on campouts and other activities. He also encourages and helps the New Scout patrol members to complete advancement requirements and sets a good example by continuing to pursue his own advancement.

Qualifications: Must be at least the age of 13 and at least the rank of Star. He must be able to work very well with new Scouts and have strong leadership and teaching skills.

Selection: Appointed by the Assistant Scoutmaster for New Scouts with approval by the SM

Reports to: Senior Patrol Leader and the ASM for New Scouts and receives leadership and guidance from the Troop Guide

Job Duties:

- All of the duties of a Patrol Leader
- Helps new Scouts acclimate to Scouts BSA
- Introduces the new Scouts to troop operations and traditions
- Work closely with the new Scouts to assist them throughout their first few campouts
- Encourages all new Scouts in their Scouting endeavors
- Learn the skills of each new Scout and involve them in specific patrol tasks
- Assist the new Scouts in earning the ranks of Scout, Tenderfoot, Second Class, and First Class
- Protects the new Scouts from harassment and other negative behavior from older Scouts
- Works closely with the Assistant Scoutmaster of New Scouts and the Troop Guide
- Is the role model for the new Scouts and must behave in a manner that best represents the patrol and Troop 150 at all times

Assistant Patrol Leader and New Scout Assistant Patrol Leader (APL)



Job Description: The Assistant Patrol Leader assists the Patrol Leader with all functions of the patrol and fills in for the PL in his absence.

APL

Qualifications: Must be at least the rank of Tenderfoot and should have leadership and communication skills.

Selection: Appointed by the Patrol Leader

New Scout APL

Qualifications: Must be at least the rank of First Class and no older than the age of 12 at the time of appointment. Should have leadership and communication skills.

Selection: Appointed by the ASM for New Scouts in consultation with the Patrol Leader.

Reports to: Patrol Leader

Job Duties:

- Assist in the management of the patrol
- Help to steer patrol meetings, corners, and activities
- Help the PL in communicating to all patrol members about troop events
- Perform tasks assigned by the PL
- Help develop patrol spirit
- Assist the PL in keeping all patrol members involved and encouraging members to continue advancing in rank
- Fill in for all of the Patrol Leader's duties when he is absent
- Attend the PLC in the Patrol Leader's absence
- Behave in a manner that best represents Troop 150

Other Troop Leadership Position Descriptions –

Scouts in these positions may hold another leadership position in the troop in addition to one of the following positions as approved by the Scoutmaster.

Junior Assistant Scoutmaster (JASM)



Job Description: The Junior Assistant Scoutmaster(s) follows the guidance of the Scoutmaster in providing support and supervision to other boy leaders in the troop. The JASM serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. Upon his 18th birthday, a JASM will be eligible to become an Assistant Scoutmaster.

Qualifications: Must be at least the age of 16 but not yet 18 and must have shown outstanding leadership skills. Traditionally JASMs are Eagle Scouts.

Selection: Appointed by the Scoutmaster

Reports to: Scoutmaster

Job Duties:

- Assist the Scoutmaster and Assistant Scoutmasters in running the troop
- Provide guidance and training to all youth leaders
- Encourage Scouts to continue in rank advancements
- Teach Scouting skills
- Complete any task assigned by the Scoutmaster
- Set a very positive example for the troop by exemplifying the Scout Oath, Law, Motto, Slogan, and Outdoor code and by behaving in a manner that best represents troop 150

Den Chief and Webelos Den Chief



Den Chief

Job Description: The Den Chief works with a den of Cub Scouts and with their adult leaders. He takes part in den meetings and activities, encourages Cub Scout advancement, and is a role model for younger boys.

Qualifications: Must be at least the age of 12 and the rank of First Class. Must also complete the online Den Chief training and attend and complete the classroom Den Chief training.

Webelos Den Chief

Job Description: Help plan and assist with the leadership of Webelos den meetings and field activities. He can lead songs and stunts, and encourage Webelos to progress into the Scouts BSA troop.

Qualifications: Must be at least the age of 13 and the rank of First Class for Webelos Den Chief. Must also complete the online Den Chief training and attend and complete the classroom Den Chief training.

Make sure to wear the appropriate shoulder chords depending on which Den Chief you are

Selection: Appointed by the SPL, SM, and Cubmaster (upon the advice of the SM or designee)

Reports to: Den Leader in the Pack and Assistant Scoutmaster for New Scouts in the Troop

Job Duties:

- Work closely with the Den Leader to help plan den meetings
- Keep the ASM for New Scouts informed on your work with the den
- Know the purposes of Cub Scouting
- Help the Den Leader to run the den meeting
- Attend as many den and pack meetings and events as possible
- Assist the Cub Scouts or Webelos in their activities and be a friend to them
- If a Webelos Den Chief; prepare Webelos for crossing over in to Scouts BSA
- Encourage den members to join Scouts BSA
- Serve as a role model for Scouts BSA and behave in a manner that best represents Troop 150

Order of the Arrow Troop Representative



Job Description: The Order of the Arrow Troop Representative serves as a communication link between the troop and the local Order of the Arrow (OA) lodge and Chapter. By enhancing the image of the Order as a service arm to the troop, he promotes the Order, encourages Scouts to take part in all sorts of camping opportunities, and helps pave the way for older Scouts to become involved in high adventure programs.

Selection: Appointed by the Senior Patrol Leader with the advice of the ASM for OA

Qualifications: Must be at least the rank of First Class and a member of the OA in good standing

Reports to: Senior Patrol Leader

Job Duties:

- Serve as the communications link between the OA chapter and lodge and the troop
- Attend OA meetings
- Inform the troop about OA elections and qualifications for membership in OA
- Encourage the troop to go on campouts and summer resident camps
- Encourage the troop to perform community service and help lead those events
- Encourages Arrowmen in the troop to become leaders in the troop and more active in OA
- Work with the OA ASM
- As a representative of Troop 150 and the OA you must behave in a manner that best represents Troop 150 and the OA at all times

Bugler



Job Description: The Bugler plays the Bugle (or a similar instrument) to mark key moments during the day on troop outings, ceremonies, and meetings, such as reveille and taps.

Qualifications: Must be at least the rank of Tenderfoot and have experience playing the Bugle, Trumpet, or other related instrument. He is encouraged to have/earn the Bugling Merit Badge.

Selection: Appointed by the Senior Patrol Leader and/or the Scoutmaster

Reports to: Senior Patrol Leader, Assistant Senior Patrol Leader, and Scoutmaster

Job Duties:

- Learn all of the required Bugle calls
- Practice all of the Bugle calls so they can be performed perfectly
- Play the appropriate Bugle call when requested by the troop leadership
- Play Reveille, Assembly, To the Colors, Taps, and other calls, as appropriate, during meetings, ceremonies, and campouts
- Suggest times to the PLC and Scoutmaster for when a Bugle call would be appropriate
- Behave in a manner that best represents Troop 150

Outdoor Ethics Guide



Job Description: The Outdoor Ethics Guide helps the troop plan and conduct an outdoor program that emphasizes effectively practicing the principles of outdoor ethics. The Outdoor Ethics Guide works to help Scouts improve their outdoor ethics decision-making skills to help minimize impacts as they participate in outdoor activities. He supports Scouts who are working to complete the relevant requirements for the Tenderfoot, Second Class, and First Class ranks.

Qualifications: Must be at least the rank of Star and should have completed the Leave No Trace training and earned the Camping and Environmental Science merit badges.

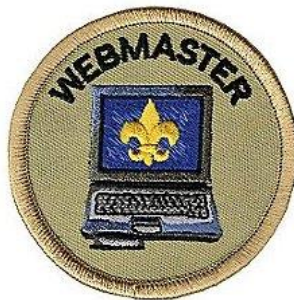
Selection: Appointed by the Senior Patrol Leader and/or Scoutmaster

Reports to: Assistant Senior Patrol Leader

Job Duties:

- Instruct the troop on the principles of the Outdoor Code, Leave No Trace, and Tread Lightly
- Ensure that the troop follows the principles of the Outdoor Code, Leave No Trace, and Tread Lightly on every outing
- Assists Scouts with earning Outdoor ethics related rank requirements
- Encourage and help Scouts to earn the World Conservation Award, Outdoor Ethics Awareness Award, Outdoor Ethics Action Awards, and the William T. Hornaday Awards
- Perform other relevant duties as assigned by the PLC
- Behave in a manner that best represents Troop 150

Webmaster



Job Description: The 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.

Qualifications: Must be at least the rank of First Class and have knowledge of how to operate and design web pages

Selection: Appointed by the Senior Patrol Leader

Reports to: Assistant Senior Patrol Leader and Website Coordinator Committee Member

Job Duties:

- Maintain the troop website and keep all material current
- Add content to the website
- Ensure that the online calendar is accurate
- Ensure that all troop members privacy is protected on the website
- Encourage and assist Scouts with earning the appropriate Cyber Chip
- Instruct the troop about proper social media networking
- Work with the Scribe and Historian on providing content for the website, including with the *Turtle Express*
- Work with the ASPL, SPL, SM, and Website Coordinator Committee Member
- Behave in a manner that best represents Troop 150

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