



# Boy Scout Troop 353 – Eastchester, NY



Westchester – Putnam Council  
<http://troop353.wordpress.com>  
[www.wpcbsa.org](http://www.wpcbsa.org)



**Leading the way...**



## **Troop 353 Scout Leadership Positions Duties and Responsibilities**

**As a Youth Leader, on my honor I promise to do my best to fulfill the responsibilities of my leadership position for the coming term.**



## ***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 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.

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



## Troop 353 Leadership Position Description

### SENIOR PATROL LEADER

#### GENERAL INFORMATION

- Type:** Elected by the members of the troop  
**Term:** 6 months  
**Reports to:** Scoutmaster  
**Description:** The Senior Patrol Leader is elected by the Scouts to represent them as the top youth leader in the troop.  
**Comments:** The Senior Patrol Leader is the focal point of the troop. He needs to attend most troop functions. One of the major parts of the SPL's job is to appoint other troop youth leaders. He must choose leaders who are likely to succeed at their leadership position, not just his friends or other popular Scouts.

#### QUALIFICATIONS

- Age:** 14 or older  
**Rank:** 1st Class or higher  
**Experience:** Previous service as SPL, ASPL, PL, or Troop Guide  
**Attendance:** 65% troop meetings & 50% of all other activities over previous 6 months.

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 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 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

- Assumes full responsibility for actions & behavior of troop at all events.
- Runs all troop meetings, events, & activities.
- Runs the Patrol Leader's Council meeting & the annual program planning conference.
- Appoints other troop junior youth leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior youth leaders.
- Assists the Scoutmaster with Junior Leader Training & Troop Led Training.
- Has rank advancement signing authority up to 1<sup>st</sup> Class.
- Conduct Board of Reviews for Tenderfoot & 2<sup>nd</sup> Class Scouts.
- Represents the troop at Committee meetings when necessary.



**Troop 353**  
**Leadership Position Description**

**JUNIOR ASSISTANT SCOUTMASTER**

**GENERAL INFORMATION**

- Type:** Appointed by the Scoutmaster  
**Term:** Indefinite  
**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's appointed by the Scoutmaster because of his proven leadership ability.  
**Comments:** In many cases the JASM has the same responsibilities as an Assistant Scoutmaster. Generally, the Scoutmaster will assign a specific project to the JASM.

**QUALIFICATIONS**

- Age:** 16 or older  
**Rank:** Eagle  
**Experience:** Outstanding previous service as SPL, ASPL, PL, or Troop Guide  
**Attendance:** 65% troop meetings & 50% of all other activities over previous 6 months.

**PERFORMANCE REQUIREMENTS**

- Training:** You should attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend troop meetings, outings, and service projects.  
**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 someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Functions as an Assistant Scoutmaster.  
Performs duties as assigned by the Scoutmaster.  
Assists the Scoutmaster in training and supervising the Sr. Patrol Leader, the Assistant SPL, and the Instructors.



**Troop 353**  
**Leadership Position Description**

**ASSISTANT SENIOR PATROL LEADER**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months  
**Reports to:** Senior Patrol Leader  
**Description:** The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the 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. The troop can have more than one ASPL.

**QUALIFICATIONS**

- Age:** 13 or Older  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 50% of troop meeting & all other activities over previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 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.
- Within 3 days of PLC, gathers troop meeting notes from Scribe and distributes info to all Green Bar members, Adult Patrol Leader Advisors & ASM Program Coordinator.
- Helps train and/or supervise the Troop Scribe, Instructors, Historian & Librarian.
- Serves as a member of the Patrol Leader's Council.
- Has Advancement signing authority up to 1st Class.
- Assist in conducting Board of Reviews for Tenderfoot & 2<sup>nd</sup> Class Scouts.



## Troop 353 Leadership Position Description

### PATROL LEADER

#### GENERAL INFORMATION

- Type:** Elected by members of the patrol  
**Term:** 6 months  
**Reports to:** Senior Patrol Leader  
**Description:** The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council. He is assigned an Adult Patrol Leader Advisor.  
**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(s) are the primary members of the Patrol Leaders' Council.

#### QUALIFICATIONS

- Age:** 12.5 or older  
**Rank:** First Class  
**Experience:** none  
**Attendance:** 65% troop meetings & 50% of all other activities over previous 6 months.

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 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 the Assistant Patrol Leader is ready to assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader, Patrol Grubmaster, Patrol Quartermaster & Patrol Treasurer & rotates each position after 3 months or sooner if needed.  
Represents the patrol & comes to the Patrol Leader's Council prepared with all documents.  
Reports back to patrol on responsibilities for troop meetings & outings and keeps patrol members informed on a weekly basis.  
Plans and steers patrol meetings.  
Completes *Patrol Leader's Weekend Campout Planning Guide* on timely basis.  
Helps members of the patrol with advancement & has Advancement signing authority up to 1<sup>st</sup> Class.

Knows what his patrol members and other Youth leaders can do.



## Troop 353 Leadership Position Description

### TROOP GUIDE

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 12 months  
**Reports to:** Assistant Scoutmaster, Coordinator of 1st Year Scouts, Scoutmaster & Sr. Patrol Leader.  
**Description:** The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first 12 months. He is assigned an Adult Patrol Leader Advisor.  
**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. The troop can have more than one Troop Guide. This is an important position.

#### QUALIFICATIONS

- Age:** 14 or older  
**Rank:** 1st Class or higher  
**Experience:** Previous Service as Troop Guide, SPL, ASPL, PL, APL or Webelos Den Chief  
**Attendance:** 65% of troop meetings & 50% of all other activities over previous 6 months.

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 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 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 advance up to 1<sup>st</sup> Class in their first year.
- Conducts monthly First Class Emphasis class to teach basic Scoutcraft 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 Assistant Scoutmaster Coordinator of First Year Scout Program with training.

Counsels individual Scouts on Scouting challenges.  
Has Advancement signing authority up to 1<sup>st</sup> Class.



## Troop 353 Leadership Position Description

### INSTRUCTOR

#### GENERAL INFORMATION

**Type:** Appointed by the Scoutmaster

**Term:** 12 Months

**Reports to:** Assistant Sr. 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:** 12.5 or older

**Rank:** 1st Class or higher

**Experience:** Proficient in all Scoutcraft skills

**Attendance:** 50% of troop meeting & all other activities over previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend 75% 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

Teaches basic Scouting skills (Tenderfoot through 1<sup>st</sup> Class) in troop and patrols.

Assists Troop Guides during monthly First Class Emphasis classes.

Has Advancement signing authority up to 1<sup>st</sup> Class.





## Troop 353 Leadership Position Description

### DEN CHIEF

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 12 months  
**Reports to:** Scoutmaster and Webelos Den Leader  
**Description:** The Den Chief works with the Webelos Scouts, and Den Leaders in the Cub Scout pack.  
**Comments:** The Den Chief provides skill & knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also an important 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. The troop can have more than one Den Chief. The time spent as a Den Chief counts toward "community service" time. This is an important position.

#### QUALIFICATIONS

- Age:** 12 or older  
**Rank:** First Class  
**Experience:** none  
**Attendance:** 65% of troop meetings & 50% of all other activities over previous 6 months.

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Jr. Leader Training & Den Chief Leader Training.  
**Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects & 90% of assigned den meetings. 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 Webelos den meetings and pack functions. You must inform the Den Leader if you will be absent.  
**Effort:** You are expected to give this job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the 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

- Knows the purposes of Cub Scouting.
- Helps Webelos advance through Arrow of Light award.
- Encourages Sr. Webelos to join a Boy Scout troop upon graduation.
- Reviews & assists Webelos Den Leader with activities in the den meetings & selected pack meetings.
- Meets with adult members of the den, pack, and troop as necessary.
- Is a friend to the boys in the Webelos den.



## Troop 353 Leadership Position Description

### TROOP SCRIBE

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, attendance & Point System at troop meetings.  
**Comments:** To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

#### QUALIFICATIONS

- Age:** 12.5 or Older  
**Rank:** First Class or higher  
**Experience:** none  
**Attendance:** 60% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% 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

- Attends and keeps a log of Patrol Leaders' Council meetings & within 3 days sends Troop Meeting Notes to ASPL for distribution.
- Records individual Scout attendance at all troop events.
- Responsible for gathering all campout payments from patrol treasurers & pass on to Troop Committee Treasurer 1 week before the planned event.
- Records individual Scout advancement progress on Troop Advancement Chart.
- Works with the Troop Committee members responsible for Advancement & Finance.



## Troop 353 Leadership Position Description

### TROOP LIBRARIAN

#### GENERAL INFORMATION

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

#### QUALIFICATIONS

- Age:** none  
**Rank:** 2<sup>nd</sup> Class  
**Experience:** none  
**Attendance:** 50% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% 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

- Sets up and takes care of a troop library.
- Keeps records of books and merit badge pamphlets & Interfaith Prayer Service booklets owned by the troop.
- Keeps a system for checking books and pamphlets in and out. Follows up on late returns.
- Recommends new or replacement items as needed.
- Brings & returns Interfaith Prayer Service booklets to all campouts.
- Reviews all upcoming events (summer camp, merit badge clinics, Kon-Tikis, Klondike Derby, Camporees) & makes recommendation on literature purchases.



**Troop 353**  
**Leadership Position Description**  
**ASSISTANT PATROL LEADER**

**GENERAL INFORMATION**

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

**QUALIFICATIONS**

- Age:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 50% over previous 6 months

**PERFORMANCE REQUIREMENTS**

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% 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 Patrol Leader plan and steer patrol meetings and activities.
- Helps the Patrol Leader keep patrol members informed on a weekly basis.
- 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 353 Leadership Position Description

### TROOP BUGLER

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Troop Bugler provides bugle calls as appropriate at Troop Functions.  
**Comments:** The Troop Bugler should practice To the Colors, Assembly, Mess, Retreat, Reveille, Taps and other appropriate bugle calls.

#### QUALIFICATIONS

- Age:** none  
**Rank:** none  
**Experience:** Ability to play the trumpet  
**Attendance:** 50% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. |  
**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

- Bugle calls as appropriate at all Scout functions.



## Troop 353 Leadership Position Description

### TROOP HISTORIAN

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Troop Historian keeps a historical record and assists the Troop Webmaster, should be good in English and have access to a computer and the Internet.  
**Comments:** The value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities.

#### QUALIFICATIONS

- Age:** none  
**Rank:** Tenderfoot  
**Experience:** none, but interest in photography is helpful  
**Attendance:** 50% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. |  
**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 in keeping troop website current with reports, photographs, maps and other pertinent information for each outing or activity, Courts of Honor and certain higher profile troop meetings.  
Assists in the creation of troop marketing materials.  
Works with troop scribe & other youth and adult leaders in verifying data accuracy on all public materials.



## Troop 353 Leadership Position Description

### ORDER OF THE ARROW REPRESENTATIVE

#### GENERAL INFORMATION

- Type:** Appointed by the Scoutmaster  
**Term:** 12 months  
**Reports to:** Scoutmaster, OA Troop Representative Adviser  
**Description:** The OA Representative works with all Arrow men in the troop. He is the source for all Order of the Arrow information and activities  
**Comments:** The OA Rep is an important position for helping individuals expand their scouting activities outside of the troop structure.

#### QUALIFICATIONS

- Age:** none – OA prefers older members for maturity and experience  
**Rank:** First Class or higher  
**Experience:** Must be a member of the OA and completed its indoctrination.  
**Attendance:** 75% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 75% 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 and seek out all OA related information to report to the troop.

#### 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. And remember, the OA is an honor society within scouting in which you were elected by your peers, therefore do your best to represent them and encourage others in the troop to want to become Arrow men.  
**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 another Arrow man will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Coordinate with OA Lodge annual elections within the troop. Responsible for introducing the Lodge Representatives, insure that all members of troop understand the voting process, have materials available for the election, list of eligible candidates that desire entry into the OA and assist in the election process as needed.  
Guide newly elected scouts through the OA ordeal process.  
Encourage other Arrow men to be active in OA activities.  
Gives regular OA reports to troop during troop meetings.  
Posts OA activities and sign-up lists for involving troop's Arrow men.  
Helps coordinate trop OA members' attendance, transportation, and involvement in OA activities.