

Senior Patrol Leader

Position description: The senior patrol leader is elected by the Scouts to represent them as the top youth leader in the troop.

Reports to: The Scoutmaster

Senior patrol leader duties:

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the patrol leaders' council meeting.
- Appoints other troop youth leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to youth leaders.
- Assists the Scoutmaster with youth leadership training.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Assistant Senior Patrol Leader

Position description: The assistant senior patrol leader is the second highest-ranking youth leader in the troop. He is appointed by the senior patrol leader with the approval of the Scoutmaster. The assistant senior patrol leader acts as the senior patrol leader in the absence of the senior patrol leader or when called upon. He also provides leadership to other youth leaders in the troop.

Reports to: The senior patrol leader

Assistant senior patrol leader duties:

- Helps the senior patrol leader lead meetings and activities.
- Runs the troop in the absence of the senior patrol leader.
- Helps train and supervise the troop scribe, quartermaster, instructor, librarian, historian, and chaplain's aide.
- Serves as a member of the patrol leaders' council.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives the Scout Oath and Law.
- Shows Scout spirit.
- Lends a hand controlling the patrol and building patrol spirit.
- Wears the uniform correctly.

Troop Quartermaster

Position description: The quartermaster keeps track of troop equipment and sees that it is in good working order.

Reports to: The assistant senior patrol leader

Quartermaster duties:

- Keeps records on patrol and troop equipment.
- Makes sure equipment is in good working condition.
- Issues equipment and makes sure it is returned in good condition.
- Makes suggestions for new or replacement items.
- Works with the troop committee member responsible for equipment.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Troop Scribe

Position description: The scribe keeps the troop records. He records the activities of the patrol leaders' council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

Reports to: The assistant senior patrol leader

Scribe duties:

- Attends and keeps a log of patrol leaders' council meetings.
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress.
- Works with the troop committee member responsible for records and finance.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Troop Historian

Position description: The troop historian preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia.

Reports to: The assistant senior patrol leader

Historian duties:

- Gathers pictures and facts about troop activities and keeps them in a historical file or scrapbook.
- Takes care of troop trophies, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Troop Librarian

Position description: The librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists.

Reports to: The assistant senior patrol leader

Librarian duties:

- Sets up and takes care of a troop library.
- Keeps records of books and pamphlets owned by the troop.
- Adds new or replacement items as needed.
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out, and follows up on late returns.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Chaplain's Aide

Position description: The chaplain's aide works with the troop chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program.

Reports to: The assistant senior patrol leader

Chaplain aide duties:

- Assists the troop chaplain with religious services at troop activities.
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during the troop program planning process.
- Helps plan for religious observance in troop activities.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Den Chief

Position description: The den chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack.

Reports to: The den leader in the pack and the assistant Scoutmaster for the new-Scout patrol in the troop

Den chief duties:

- Knows the purposes of Cub Scouting.
- Helps Cub Scouts advance through Cub Scout ranks.
- Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Assists with activities in the den meetings.
- 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.
- Sets the example.
- Wears the uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Troop Webmaster

Position description: The troop webmaster maintains the troop website, web news, web photos, links and other online information.

Reports to: The assistant senior patrol leader

Webmaster duties:

- Gathers information and news about troop activities and publishes these on the website
- Organizes troop forms and other documents for easy access of troop members.
- Works with troop adult leaders, committee, Venture Crew, and the Pack to collect important information to publish on the web
- Works with youth leaders to coordinate publishing of information.
- Keeps online information about the troop up to date.
- Uses creativity in the website to recruit new members.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Troop Order of the Arrow Representative

Position description: The troop OA Rep acts as a connection between the Order of the Arrow chapter and the Troop.

Reports to: The assistant senior patrol leader and Adult OA Representative

OA Rep duties:

- Attends OA Chapter meetings.
- Shares OA chapter information and events with the troop.
- Represents the troop at OA events and encourages other OA members to attend.
- Supports the OA election process.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Troop Leave No Trace Trainer

Position description:

Reports to: The assistant senior patrol leader

Leave No Trace Trainer duties:

- The Leave No Trace Trainer helps minimize impact on the land by teaching members the principles of Leave No Trace and improving Scouts' outdoor ethics decision-making skills.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.