



BOY SCOUTS OF AMERICA®

TROOP 44

POSITIONS OF RESPONSIBILITY

CORRECTIONS

This is the first publication of this document. Please submit corrections to the Scoutmaster

INTRODUCTION

Leadership is a vital part of the Scouting program. Boy Scouts in positions of leadership run the troop. They take care of the many tasks necessary for troop and patrol meetings and activities to run smoothly. By accepting the responsibilities of troop leadership, Scouts are preparing themselves to be leaders throughout their lives.

Opportunities to develop leadership skills are every bit as important, if not more important, to Boy Scouts and to Scouting in general as any recognition or advancement program. Scouting offers young people a rich and varied arena in which to learn and use leadership skills. It is also a way to keep Boy Scouts interested and involved—keep them busy, organized, and trained, and give them opportunities to lead.

Each position is both an honor and a responsibility. Being a leader is not about being the person in front, or wearing the patch, or being the boss. Good leaders are not “all about themselves.” They understand that the reason to lead is because they can make a difference in the troop and help make those they lead successful in their roles and in all they do.

When a Scout takes on a new leadership position in the troop, he will immediately want to know what is expected of him and how he can fulfill his leadership obligations successfully. This document outlines the qualifications and duties of the positions of responsibility within our Troop.

IMPORTANT NOTES

- Each of these positions is intended to teach leadership, previous experience is not required.
- All elections and appointments will be supervised or approved by the Scoutmaster or designee.
- Each position description includes an attendance expectation. This is intended as a guideline for Scouts when making the decision to pursue a particular position. Others will depend upon your regular attendance, consider how active you will be before making a commitment.
- This document outlines all of the Positions of Responsibility currently listed by the BSA but our Troop does not currently make use of some of the positions. If a Scout is very interested in one of these positions, the Scoutmaster has the discretion to appoint the position.
- Our Troop will hold the BSA Introduction to Leadership Skills for Troops (ILST) course on a regular basis. It is expected that if you are serving in a position of responsibility that you will attend ILST.
- Upon the completion of ILST, a Scout at least 13 years old and a First Class Scout is qualified to attend National Youth Leadership Training (NYLT). Attending NYLT is strongly encouraged and scholarships are available.

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District

Pennsylvania Dutch
Council # 524

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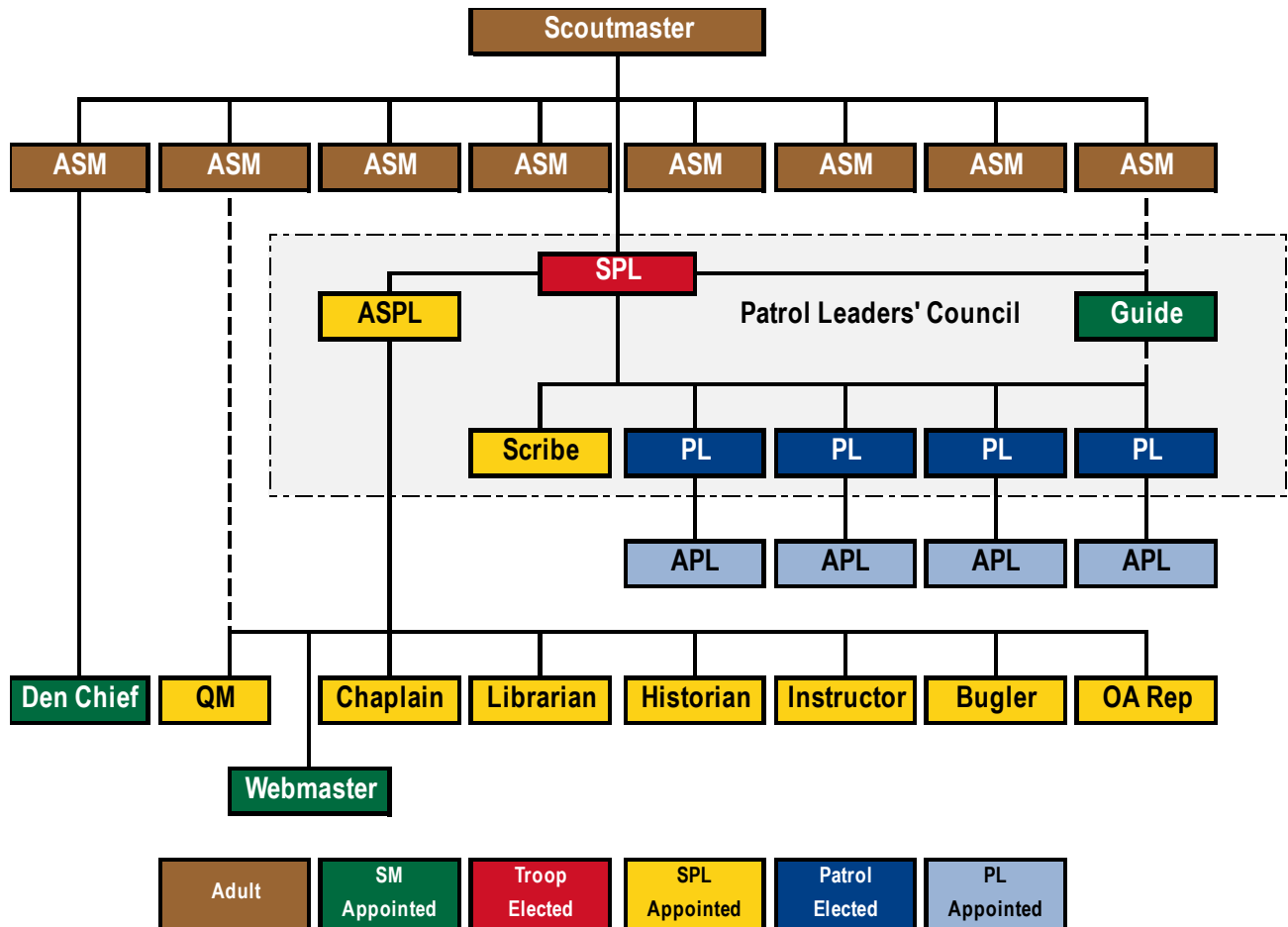
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QUICK REFERENCE CHARTS



Position	Selection	Available	Minimum Rank	Also Require	Job Description
Senior Patrol Leader	Elected by Troop	1	Star		Highest Position
Assistant Senior Patrol Leader	Appointed by SPL	1	First Class		Backup SPL
Patrol Leader	Elected by Patrol	3 - 4	Second Class		Run Patrol
Troop Guide	Appointed by SM	1	First Class		Guide New Scouts
Chaplain Aide	Appointed by SPL	1	First Class		Prayers / Scouts' Own
Den Chief	Appointed by SM	2	First Class	BSA Training	Help Cub Den
Scribe	Appointed by SPL	1	Tenderfoot		Roll Call / Records
Quartermaster	Appointed by SPL	1	Tenderfoot		Prepare Gear
Librarian	Appointed by SPL	1	Tenderfoot		File MB Books
Historian	Appointed by SPL	1	Tenderfoot		Troop Scrapbook
Bugler	Appointed by SPL	1	Tenderfoot	Musical Ability	Sound Cool
Instructor	Appointed by SPL	1	Star	Skill Expertise	Teach Skills
Troop Webmaster	Appointed by SM	1	Tenderfoot		troop44.info
OA Rep	Appointed by SPL	1	First Class	OA Ordeal	Go to OA Mtgs
* Assistant Patrol Leader	Appointed by PL	3 - 4	Tenderfoot		Backup PL
* = APL Does not qualify for use in rank advancement					

SENIOR PATROL LEADER (SPL)

The Senior Patrol Leader is elected by the scouts to represent them as the top youth leader in the troop.

Qualifications:

- Star rank or higher
- Must be approved by the Scoutmaster
- Elected by the youth members of the troop
- May not serve three consecutive terms (Exception: May serve a third term due to lack of opposing candidates)

Reports to:

Scoutmaster

Senior Patrol Leader Duties:

- Preside at all troop meetings and activities. Attendance expectation 80%
- Chair the monthly Patrol Leaders' Council (PLC). Attendance expectation 80%
- Participate in outings. Attendance expectation 65%
- Appoint ASPL with the advice and consent of the Scoutmaster.
- Assign specific duties to other youth leaders.
- Be responsible for giving direction to the following youth leaders: ASPL, Patrol Leader, Scribe, and Troop Guide.
- Assist the Scoutmaster in training youth leaders (ILST).
- Delegate tasks to the ASPL. Make sure ASPL attends any meeting/function he will not be able to attend.
- Oversee the planning efforts of Scouts for all Troop events.
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.



ASSISTANT SENIOR PATROL LEADER (ASPL)

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 direction to other youth leaders in the Troop.



Qualifications:

- Appointed by SPL with Scoutmaster approval
- First Class Rank or higher
- May not serve two consecutive terms

Reports to:

Senior Patrol Leader

Assistant Senior Patrol Leader Duties:

- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Take over troop leadership in the absence of the Senior Patrol Leader.
- Be responsible for training and giving direction to the following youth leaders: Librarian, Historian, Instructor, Quartermaster, Webmaster, Leave No Trace Trainer, OA Representative, and Chaplain Aide.
- Perform tasks assigned by the Senior Patrol Leader.
- Serve as a member of the Patrol Leaders' Council. Attendance expectation 65%
- Participate in outings. Attendance expectation 65%
- Attend troop meetings. Attendance expectation 65%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

PATROL LEADER (PL)

The Patrol Leader is elected by the patrol and leads the patrol.

Qualifications:

- Second Class rank or higher (Exception: There is no rank requirement for the Patrol Leader for a new scout patrol)
- Must be approved by the Scoutmaster
- Elected by the members of the patrol
- May not serve two consecutive terms



Reports to:

Senior Patrol Leader

Patrol Leader Duties:

- Plan and lead patrol meetings (patrol corners) and activities.
- Keep patrol members informed.
- Create a duty roster for each camping trip.
- Help patrol members succeed in their assigned duties
- Represent the patrol at all Patrol Leaders' Council (PLC) meetings. Attendance expectation 65%
- Make sure Assistant Patrol Leader attends any meeting/activity he will not be able to attend.
- Prepares the patrol to take part in all troop activities.
- Develop patrol spirit.
- Participate in outings. Attendance expectation 65%
- Attend troop meetings. Attendance expectation 65%
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

CHAPLAIN AIDE (CA)

The Chaplain Aide works with the Troop Chaplain and the Religious Emblem Coordinator to meet the religious needs of the Scouts in the troop and to promote religious emblems programs.

Qualifications:

- Appointed by SPL and ASPL with Scoutmaster approval
- First Class rank or higher
- May not serve three consecutive terms

Reports to:

Assistant Senior Patrol Leader

Chaplain Aide Duties:

- Keep troop leader apprised of religious holidays when planning activities.
- Assists the leader of each outing in developing a Scouts' Own service.
- Encourage saying grace at meals while camping or on activities.
- Lead the troop in prayer at troop meetings and other troop activities.
- Promotes participation in religious emblems programs.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 50%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.



DEN CHIEF (DC)

The Den Chief works with the Cub Scouts, WEBELOS Scouts, and den leaders in the Cub Scout pack.



Qualifications:

- Appointed by Scoutmaster
- First Class rank or higher
- Must attend BSA Den Chief training

Reports to:

Cub Scout Den Leader and an Assistant Scoutmaster.

Den Chief Duties:

- Serve as the activities assistant at den meetings.
- Communicate regularly with the Den Leader to review the den and pack meeting plans.
- If serving as a WEBELOS Den Chief, prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Know the purposes of Cub Scouting.
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.
- Help out at monthly pack meetings.
- Attends at least 2/3 of the den meetings/events during his service period.
- Be a friend to the boys in the den.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 50%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings, den meetings, and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by Scout Oath and Law.
- Show scout Spirit.

INSTRUCTOR

The Instructor teaches scout skills.

Qualifications:

- Appointed by SPL with Scoutmaster approval
- Star rank or higher
- May not serve three consecutive terms

Reports to:

Assistant Senior Patrol Leader

Instructor Duties:

- Instruct Scout skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment.
- Be proficient in all Scouting skills from Tenderfoot through First Class.
- Work with Troop Guide in advancing new scouts.
- Assist with Totin' Chip, Firem'n Chit, Safe Swim Defense, and Safety Afloat instruction on campouts as needed.
- Participate in outings. Attendance expectation 65%
- Attend troop meetings. Attendance expectation 65%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.



TROOP GUIDE (TG)

The Troop Guide introduces new scouts to troop operations and helps them feel comfortable in the troop. The Troop Guide is a mentor for all Patrol Leaders, especially in a new Scout patrol.

Qualifications:

- Appointed by SPL with Scoutmaster approval
- First Class Rank or higher
- May not serve three consecutive terms

Reports to:

Senior Patrol Leader and advised by an Assistant Scoutmaster

Troop Guide Duties:

- Help new scouts earn advancement requirements through First Class.
- Attend Patrol Leaders Council (PLC) to present plan for upcoming skill instruction. Attendance expectation 80%
- Encourage integration of new Scouts with otherds already in the Troop.
- Help Assistant Scoutmaster and other older scouts teach skills to new scouts.
- Guide new scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Teach basic scout skills.
- Participate in outings. Attendance expectation 65%
- Attend troop meetings. Attendance expectation 80%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.



OA TROOP REPRESENTATIVE

An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowmen and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.



Qualifications:

- Appointed by SPL with Scoutmaster approval
- OA Member in good standing
- May not serve three consecutive terms

Reports to:

Assistant Senior Patrol Leader

OA Troop Representative Duties:

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages participation in monthly camping outings.
- Encourages participation in summer camp.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Participate in outings. Attendance expectation 80%
- Attend troop meetings. Attendance expectation 50%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Lives by the Scout Oath, Scout Law and OA Obligation.
- Shows Scout spirit

QUARTERMASTER (QM)

The Quartermaster keeps track of troop equipment and sees that it is in good working order.

Qualifications:

- Appointed by SPL with Scoutmaster approval
- Tenderfoot rank or higher
- May not serve three consecutive terms

Reports to:

Assistant Senior Patrol Leader and Assistant Scoutmaster in charge of gear

Troop Quartermaster Duties:

- Update troop equipment inventory as needed.
- Keep equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Participate in outings. Attendance expectation 80%
- Attend troop meetings. Attendance expectation 50%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.



SCRIBE

The Scribe records the minutes of the Patrol Leaders' Council (PLC) and works with the Troop Committee Secretary and Advancement Chair

Qualifications:

- Appointed by SPL with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to:

Senior Patrol Leader

Troop Scribe Duties:

- Attend and take minutes of Patrol Leaders' Council (PLC). Attendance expectation 80%
- Distribute copies of PLC minutes to PLC members and adult leaders in a timely manner.
- Record attendance at all troop meetings, outings, and other activities.
- Record advancement on troop advancement chart.
- Share records with the troop committee secretary and advancement chair.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 80%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.



BUGLER

The Bugler plays the bugle at troop ceremonies.

Qualifications:

- Appointed by SPL with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms
- Must have some musical ability

Reports to:

Assistant Senior Patrol Leader

Bugler Duties:

- Play bugle as requested by troop leadership.
- Play taps during evening closing ceremony.
- Practice bugling daily until proficient.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 50%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law
- Show scout spirit.



TROOP HISTORIAN

The Historian records troop activities.

Qualifications:

- Appointed by SPL with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to:

Assistant Senior Patrol Leader

Historian Duties:

- Keep a journal of all Troop events for historical purposes.
- Includes in journal reports of each outing or activity.
- Includes in journal entries the place and time of the event, a few paragraphs about the event, and a list of attendees.
- Document journal entries with photographs and maps when possible.
- Bring journal to each Court of Honor so that Troop members may review it.
- Work with the Troop Webmaster to post photos and stories to the Troop website
- Participate in outings. Attendance expectation 80%
- Attend troop meetings. Attendance expectation 30%
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law
- Attend ILST
- Set a good example.
- Show scout spirit.



LEAVE NO TRACE TRAINER

We are not currently utilizing this Position within our Troop. The information is included for completeness in documentation and reference only.

The Leave No Trace Trainer ensures that Leave No Trace principles are followed on all troop outings and activities.



Qualifications:

- Appointed by SPL with Scoutmaster approval
- First Class rank or higher
- May not serve three consecutive terms

Reports to:

Assistant Senior Patrol Leader

Leave No Trace Trainer duties:

- Know by heart the Leave No Trace principles and be able to explain them in detail to others.
- Instruct the troop about Leave No Trace principles before outings.
- While on outings, ensure that Leave No Trace principles are followed, providing direction and instruction as necessary.
- Participate in outings. Attendance expectation 80%
- Attend troop meetings. Attendance expectation 30%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

LIBRARIAN

The Librarian takes care of troop literature.

Qualifications:

- Appointed by SPL with Scoutmaster approval
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to:

Assistant Senior Patrol Leader

Librarian Duties:

- Keep records on literature owned by the troop.
- Add new or replacement items as needed.
- Keep books and pamphlets available for borrowing at troop meetings.
- Keep a system for checking books and pamphlets in and out.
- Follow up on late returns.
- Participate in outings. Attendance expectation 30%
- Attend troop meetings. Attendance expectation 80%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law
- Show scout spirit.



WEBMASTER

The Webmaster posts information about troop outings, service projects, and other events to the Troop 44 website at www.troop44.info.

Qualifications:

- Appointed by Scoutmaster
- Tenderfoot Rank or higher
- May not serve three consecutive terms

Reports to:

Assistant Senior Patrol Leader

Webmaster Duties:

- Ensures that all event dates and times are listed correctly on the Troop 44 website.
- Obtains information about outings, service projects, and other troop events from the Historian.
- Posts a news article about each troop outing and service project on the Troop 44 website. Articles must be posted within two weeks of the event.
- Posts photos of troop events and service projects on the Troop 44 website.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 50%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.



JUNIOR ASSISTANT SCOUTMASTER (JASM)

We are not currently utilizing this Position within our Troop. The information is included for completeness in documentation and reference only.

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



Qualifications:

- Appointed by Scoutmaster
- At least 16 years old
- Eagle Scout

Reports to:

Scoutmaster

Junior Assistant Scoutmaster Duties:

- Function as an Assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 years of age or older).
- Accomplish any duties assigned by the Scoutmaster.
- Attends at least 65% of the PLC meetings occurring during his service period.
- Participate in outings, service projects, events, etc. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 50%
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.

ASSISTANT PATROL LEADER (APL)

The position of Assistant Patrol Leader does not qualify as a Position of Responsibility for advancement. If you need a responsible position for rank advancement, you should choose something else.

The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.



Qualifications:

- Appointed by the Patrol Leader with Scoutmaster approval
- Tenderfoot Rank or higher (Exception: There is no rank requirement for the Assistant Patrol Leader for a new scout patrol)
- May not serve two consecutive terms

Reports to:

Patrol Leader

Assistant Patrol Leader Duties:

- Assist the Patrol Leader in planning and leading patrol meetings and activities
- Helps the Patrol Leader keep patrol members informed.
- Assists the Patrol Leader in preparing the patrol to take part in all troop activities.
- Direct the patrol at meetings and activities
- Take charge of the patrol in the absence of the Patrol Leader.
- Represent the patrol at Patrol Leaders' Council (PLC) meetings in the absence of the Patrol Leader.
- Work with the other troop leaders to make the troop run well.
- Participate in outings. Attendance expectation 65%
- Attend troop meetings. Attendance expectation 65%
- Help develop patrol spirit.
- Attend ILST
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and events set in Troop policy
- Wear the activity uniform (class B t-shirt) to all other outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout Spirit.