

# TROOP 1776 -- SCOUT NOTEBOOK

## JOB DESCRIPTIONS

The following Troop 1776 Job Descriptions have been developed utilizing the BSA Junior Leader Training publications.

### **Senior Patrol Leader:**

- Member of the troop who will preside at all troop meetings, events, activities, and planning conferences
- Chairs the Patrol Leader's Council (Green Bar)
- Names appointed junior leaders with the advice and consent of the Scoutmaster
- Assigns duties and responsibilities to other junior leaders
- Works with SCOUTMASTER in training new junior leaders
- Sets a good example and attend Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Elected by the scouts in the troop

### **Assistant Senior Patrol Leader(s):**

- Member of the troop who is responsible for training and giving direct leadership to the following appointed junior leaders: Scribe(s), Librarian, Historian, Instructor, Quartermaster(s), and Chaplain Aid
- Helps with leading meetings and activities as called upon by the Senior Patrol Leader
- Takes over the troop leadership in the absence of the Senior Patrol Leader
- Member of the Patrol Leader's Council (Greenberg)
- Sets a good example and attends Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the Senior Patrol Leader

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### **Junior Assistant Scoutmaster(s):**

- Member of the troop who will function as an Assistant Scoutmaster.
- Performs all of the duties of an Adult Assistant Scoutmaster except the leadership responsibilities reserved for adults of 18 or 21 years of age or older
- Accomplish any duties assigned by the SCOUTMASTER
- Works with Cub Scout leaders and Webelo Den Chief(s)
- Sets a good example and attends Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the SCOUTMASTER

### **Instructor(s):**

- Member of the troop whose training and skill knowledge permit him to instruct, as the subject matter expert, any member in the troop
- Works with the SCOUTMASTER to develop plans or training sessions according to the needs of the troop that may be required by any special activities
- Sets a good example and attends Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the SCOUTMASTER

### **Troop Historian:**

- Gathers information (pictures, facts, etc.) about past troop activities and keeps these in a permanent condition. These items may be in the form of scrapbooks, picture albums, wall displays, and or information files
- Takes care of and maintains an inventory of all troop trophies, awards, and keepsakes
- Helps the chartered organization and the troop in making use of the historical materials
- Keeps information about troop alumni
- Displays troop trophies, awards, and keepsakes at appropriate activities
- Sets a good example and attends Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the SENIOR PATROL LEADER

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### **Chaplain Aide:**

- Helps in the troop program planning to consider religious holidays and include religious observances in activities
- Assists chaplain or religious coordinator in meeting the religious needs of troop members while on Troop activities
- Instructs the troop members about the religious emblem program of their faith and how to earn one
- Encourages troop members in saying an appropriate 'grace' prior to meals while on troop activities
- Sets a good example and attend Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the SENIOR PATROL LEADER

### **Troop Quartermaster:**

- Keeps records of patrol and troop equipment with the advice of the adult Quartermaster
- Keeps equipment in good repair and advises the adult Quartermaster of repairs needed as well as equipment conditions
- Issues equipment for activities and sees that the equipment is returned
- Suggests new and or replacement equipment items as needed to the Senior Patrol Leader and the adult Quartermaster
- Works with the adult Quartermaster to develop the annual Quartermaster Budget
- Sets a good example and attends Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the SENIOR PATROL LEADER

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### **Patrol Quartermaster(s):**

- Works with the Troop Quartermaster to check equipment in and out and to verify the condition of equipment
- Works with the Troop Quartermaster to repair and repackage equipment i.e.: re-fold tents etc.
- Acts as a patrol interface, for his patrol, when they need equipment or have a problem with equipment
- Sets a good example and attends Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the PATROL LEADER

### **Librarian:**

- Keeps records on the literature owned by the troop
- Advises the Senior Patrol Leader or the Scoutmaster of new or replacement items that are needed
- Has literature available at troop meetings for borrowing
- Keeps a system to check literature in and out
- Follows up on late returns
- Keeps a copy of the merit badge counselor list with the merit badge instruction books
- Sets a good example and attend Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the SENIOR PATROL LEADER

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### **Troop Scribe:**

- Keeps a log of the Patrol Leader's Council meeting (Greenberg) notes and decisions
- Attends the Patrol Leader's Council meeting (Greenberg) so as to record notes and decisions
- Records attendance and dues payments as reported by the Patrol Scribes
- Works with the Troop Treasurer with information regarding financial records
- Works with the Troop Advancement Chairman to provide information regarding rank advancement
- Sets a good example and attends Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the SENIOR PATROL LEADER

### **Patrol Scribe(s):**

- Record dues and attendance information at each meeting utilizing the proper forms
- Works with the Troop Scribe to compile dues and attendance information for each meeting
- Verify with the Troop Scribe that the monies collected are verified to the collection form each week
- Gathers information about activities and passes this information to the Troop Historian
- Co-ordinates the gathering of information with the Patrol Scribes and works with the Troop Historian as required
- Gathers and assembles information that may be kept in a permanent condition as a record of patrol activity
- Sets a good example and attend Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the PATROL LEADER

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### **Troop Bugler:**

- Provides bugle commands at troop functions as required and directed by the SCOUTMASTER or his representative.
- Encourages scout spirit by providing bugle commands
- Sets a good example and attends Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the SENIOR PATROL LEADER

### **Patrol Leader(s):**

- Plan patrol meetings to develop ideas for monthly activities
- Organize patrol members so as to participate in all patrol and troop activities and keep them informed
- Develop patrol spirit by creating and using the Patrol flag, the Patrol yell, the Patrol song, and any other item that will identify members of the patrol
- Work with the Patrol Scribe to insure that the dues and attendance records are current and correct
- Work with the Patrol Quartermaster to insure that the patrol has the equipment that it needs for activities
- Conduct uniform inspections and encourage every patrol member to wear the proper uniform for each activity
- Manage the patrol during each troop activity so as to set a good example according to the ideals of scouting
- Attend the Patrol Leader's Council meeting (Greenberg) and provide information to the council regarding advancement, from within the patrol, suggestions for activities, and Report back to the patrol the items that were discussed
- Represent the patrol at the annual program planning conference
- Assigns the responsibilities of a 'Grubmaster' for planning patrol menus and purchase supplies for patrol and troop activities
- Assigns the responsibilities of a 'Cheerleader' for planning patrol cheers, songs, and skits to be used during patrol and troop activities
- Sets a good example and attends Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Elected by the scouts of the patrol for which he is to be the Patrol Leader

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### **Assistant Patrol Leader(s):**

- Assists the Patrol Leader in the performance of all of his duties
- Leads the patrol when the Patrol Leader is not available and assumes all of his duties and responsibilities
- Helps develop patrol spirit
- Sets a good example and attends Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the Patrol Leader for his own patrol

### **Den Chief(s):**

- Serves as the activities assistant at den meetings
- Meets regularly with the den leader to review the den and pack meeting plans
- Acts as a recruitment officer by preparing boys to join Boy Scouts and promotes joint activities
- Looks to the troop Junior Assistant Scoutmaster and the den leader for guidance
- Projects a positive image for Boy Scouting
- Sets a good example and attends Junior Leadership Training
- Wears the uniform correctly
- Lives by the SCOUT OATH and SCOUT LAW
- Appointed by the SENIOR PATROL LEADER

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## JOB DESCRIPTIONS

### SUMMARY

<b>TROOP Positions</b>	<b>Elected:</b>	<b>Term: From To</b>	<b>Number Of / Per</b>	<b>Prerequisites</b>	<b>Notes:</b>
<b>Senior Patrol Leader</b>	<b>Yes</b>	Feb to Jan	1 / Troop	<b>Yes</b>	
<b>Assistant Senior Patrol Leader(s)</b>	No	Feb to Jan	3 / Troop	<b>Yes</b>	
<b>Junior Assistant Scoutmaster(s)</b>	No	Assigned	1 +	<b>Yes</b>	1
<b>Instructor(s)</b>	No	Aug to July	1 +	<b>Yes</b>	1
<b>Troop Historian</b>	No	Aug to July	1 / Troop	No	3
<b>Chaplain Aide</b>	No	Aug to July	1 / Troop	No	
<b>Troop Quartermaster</b>	No	Aug to July	1 / Troop	No	
<b>Librarian</b>	No	Aug to July	1 / Troop	No	
<b>Troop Scribe</b>	No	Aug to July	1 / Troop	No	
<b>Den Chief(s)</b>	No	Aug to July	1 +	<b>Yes</b>	1
<b>Troop Bugler</b>	No	Aug to July	1 / Troop	No	3

<b>PATROL Positions</b>	<b>Elected:</b>	<b>Term: From - To</b>	<b>Number Of / Per</b>	<b>Prerequisites</b>	<b>Notes:</b>
<b>Patrol Leader</b>	<b>Yes</b>	Feb to July Aug to Jan	1 / Patrol	<b>Yes</b>	
<b>Assistant Patrol Leader(s)</b>	No	Feb to July Aug to Jan	2 / Patrol	<b>Yes</b>	2
<b>Patrol Scribe(s)</b>	No	Aug to July	1 / Patrol	No	2
<b>Guide</b>	No	Aug to July	1 / Patrol	No	
<b>Patrol Quartermaster(s)</b>	No	Aug to July	1 / Patrol	No	2

**NOTES:**

1. The number of these positions available is determined by the SCOUTMASTER so as to insure a successful troop operation utilizing those qualified scouts
2. This position will not satisfy the 'leadership' requirement for the advancement to any rank
3. This position will not satisfy the 'leadership' requirement for the advancement to the rank of EAGLE