

TROOP 128 POSITION DESCRIPTIONS

POSITION: Senior Patrol Leader

PERFORMANCE REQUIREMENTS

Training: You must attend the Troop Leadership Training.

Attendance: You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low you can be removed from office.

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

- ✓ Runs all troop meetings, events, activities, and the annual program planning conference.
- ✓ Runs the Patrol Leader's Council meeting.
- ✓ Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- ✓ Assigns duties and responsibilities to junior leaders.
- ✓ Assists the Scoutmaster with Junior Leader Training.
- ✓ Participates in Troop events on a regular basis.

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Assistant Senior Patrol Leader

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training.

Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low you can be removed from office.

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.
- ✓ Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, Chaplin Aide, Webmaster, and Leave No Trace Trainer.
- ✓ Serves as a member of the Patrol Leader's Council.
- ✓ Participates in Troop events on a regular basis.

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Patrol Leader

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training.
Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low you can be removed from office.

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 PL is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- ✓ Conducts patrol election for Assistant Patrol Leader.
- ✓ Represents the patrol on the Patrol Leader's Council
- ✓ Plans and steers patrol meetings
- ✓ Helps Scouts advance
- ✓ Acts as the chief recruiter of new Scouts
- ✓ Keeps patrol members informed
- ✓ Knows what his patrol members and other leaders can do.
- ✓ Participates in Troop and Patrol events on a regular basis

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Assistant Patrol Leader

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training.
Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low you can be removed from office.

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.
- ✓ 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.
Participates in Patrol and Troop events on a regular

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Troop Guide

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training.
Attendance: You are expected to attend 90% of all troop meetings, PLCs, outings, and service projects. If your attendance is low you can be removed from office.

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.

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 earn First Class in their first year.
 - ✓ Teaches basic Scout 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 PL of the new Scout patrol.
 - ✓ Assists the Assistant Scoutmaster with training.
 - ✓ Counsels individual Scouts on Scouting challenges.
- Participates in Troop events on a regular basis

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____, 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Troop Quartermaster

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low you can be removed from office.

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

- ✓ 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
- ✓ Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.
- ✓ Participates in Troop events on a regular basis.

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____, 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Troop Scribe

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.

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
- ✓ Records individual Scout attendance.
- ✓ Records individual Scout advancement progress
- ✓ Keeps minutes of PLC and send them to troop and post them on Troop 128 website with help from the Troop Webmaster.

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Troop Librarian

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low you can be removed from office.

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 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.
- ✓ Follows up on late returns.
- ✓ Issues vouchers for purchase of used merit badge books.
- ✓ Participates in Troop events on a regular basis.

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Instructor

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 you can be removed from office.
Effort: You are expected to give this job your time and 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 in troop and patrols.
- ✓ Participates in Troop events on a regular basis.

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Chaplain Aide

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training.
Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low you can be removed from office.
Effort: You are expected to give this job your time and 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 with religious services at troop activities.
- ✓ Leads Scouts in graces and prayers for meals and events.
- ✓ Tells Scouts about the religious emblem program for their faith.
- ✓ Makes sure religious holidays are considered during troop program planning.
- ✓ Helps plan for religious observance in troop activities.
- ✓ Participates in Troop events on a regular basis.

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Den Chief

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training. You should attend Den Chief training when offered.

Attendance: You are expected to attend 75% of all troop meetings, PLCs, outings, and service projects. If your attendance is low you can be removed from office. In terms of attendance with your den, you are expected to attend 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent.

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 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.
- ✓ Participates in Troop events on a regular basis.

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Junior Assistant Scoutmaster

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training.
Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low you can be removed from office.
Effort: You are expected to give this job your time and 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

- ✓ Functions as an Assistant Scoutmaster.
- ✓ Performs duties as assigned by the Scoutmaster.
- Participates in Troop events on a regular basis

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Troop Webmaster

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, PLCs, outings, and service projects. If your attendance is low you can be removed from office.

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 SPL 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

- ✓ Update website on a minimum of a monthly basis to contain dates and next meeting, and troop / patrol announcements of importance, the website should also announce upcoming campouts, court of honors, and PLCs.
- ✓ Correct incorrect information, broken links, and/or typos discovered on the site.
- ✓ The webmaster will be responsible for actively obtaining current troop rosters and calendars from the troop committee when they are updated.
- ✓ The webmaster must attend all troop meetings or if he is unable to attend he must obtain all information required of the website from the troop scribe.

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____
Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Troop Leave-No-Trace Trainer

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training. Must complete the official LNT Trainer course before taking on this troop position. The LNT Trainer course is about 16 hours long.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low you can be removed from office.

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 SPL 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

- ✓ Understand, demonstrate, and teach minimum impact techniques to Scouts in the troop.
- ✓ On and for campouts and other outdoor events, lead discussions on outdoor ethics and help others explore their own personal outdoor ethic.
- ✓ Participates in Troop events on a regular basis.

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____

Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Troop Order of the Arrow Representative (TOAR)

PERFORMANCE REQUIREMENTS

Training: It is recommended that you attend the troop Junior Leader Training.
Attendance: You are expected to attend all monthly OA Chapter Meetings. You should attend 60% of all troop meetings, PLCs meetings, outings, and service projects. If your attendance is low you can be removed from office.

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 SPL or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Assists in Order of the Arrow Elections for Ordeal Candidates.
- Encourages Arrowmen to assume leadership positions in the troop.
Encourages Arrowmen in the troop to be active lodge/chapter and to seal their membership in the OA by becoming

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____
Date: _____ . 201__

TROOP 128 POSITION DESCRIPTIONS

POSITION: Historian

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, PLCs, outings, and service projects. If your attendance is low you can be removed from office.

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 SPL 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

- Gathers pictures and facts about troop activities and keeps them in a historical file or scrapbook.
- Takes care of troop bulletin board, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop and makes materials for scouting activities, media contacts and troop history projects.
- Provides stories for the troop website, subject to approval by the Scoutmaster.

I understand these responsibilities and will do my best to fulfill my obligation to Troop 128 and my fellow Scouts.

Print Name: _____ Sign: _____
Date: _____ . 201__