

Troop 4 Hopkinton



Leadership Positions

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Senior Patrol Leader

Elected by the entire Troop.

The **Senior Patrol Leader (SPL)** is the senior Scout leader in the troop. The duties of the SPL include the following:

- Provides leadership for the Patrol Leader's Council (PLC). The SPL is the leader of the PLC, and is expected to attend and run the PLC meetings. He should lead PLC discussions on troop activities and policy. He should prepare and use a written agenda for each meeting.
- Supervises troop meetings. The SPL is expected to attend troop meetings, and supervise conduct of the troop meetings by the members of the PLC. The SPL is responsible for supervising PLC preparations for troop meetings. This should include discussions with the members of the PLC several days prior to the meeting to verify planning and preparations will be completed on time.
- Provides overall Scout leadership in the troop. The SPL leads the troop in its activities. He should attend and actively participate in troop meetings, camping trips, and so on. He supervises the Assistant Senior Patrol Leaders (ASPL's), and assists with enforcement of discipline at troop activities.

The Scoutmaster supervises and provides guidance to the SPL. The Scoutmaster is responsible for signing off this leadership requirement.

Successful completion of this position includes:

1. Attending all troop and PLC meetings, outings, and Courts of Honor; or, with permission of the Scoutmaster, have one of the ASPL's cover for you.
2. Ensuring that meetings and outings are planned in advance and that a Scout is appointed as the outing/meeting leader.
3. Critiquing events with the PLC to ensure improvement.
4. Approving troop and PLC Patrol meeting agendas.
5. Staying current on advancement status of all Scouts through the Patrol Leaders and the Committee Advancement Chairman.
6. Taking action with the Scoutmaster to resolve disciplinary/behavioral issues in the Troop.

Assistant Senior Patrol Leader

Appointed by Senior Patrol Leader (with Scoutmaster approval).

There are typically 2 **Assistant Senior Patrol Leaders (ASPL)** assigned in the troop; one for supervising the PL's and other leadership positions; one in charge of the new Scout program, supervising TG's and Den Chiefs. The duties of the ASPL include the following:

- Assists the Senior Patrol Leader (SPL) in his duties. The ASPL is a member of the PLC and is expected to attend PLC meetings. The ASPL works closely with the SPL and assists the SPL in completion of his responsibilities, as requested. The ASPL acts for the SPL in his absence.
- Supervises the Troop Guides and Patrol Leaders, as assigned. The ASPL provides supervision and assistance as necessary to the Troop Guides and Patrol Leaders in preparing for, and running, troop activities.
- Provides Scout leadership in the troop. The ASPL assists the SPL and the Troop Guides and Patrol Leaders in leading the troop in its activities. He should attend and actively participate in troop meetings, camping trips, and so on. He assists the SPL and the Troop Guides and Patrol Leaders with enforcement of discipline at troop activities.
- Assist with the training of the historian, librarian, quartermaster, and scribe. The ASPL helps the assigned adult leader(s) train these Scouts in their positions, and assists the adult leader(s) in supervising these Scouts.

An assigned Assistant Scoutmaster supervises and provides guidance to the ASPL. The Assistant Scoutmaster is responsible for signing off this leadership requirement.

Successful completion of this position includes:

1. Attending troop and PLC meetings, troop outings, and Courts of Honor.
2. Meeting with PL's, TG's, DC's and the other leaders to discuss and develop PLC agenda items.
3. Assisting with the training of PL's, TG's, DC's, and other leaders as to what their jobs are. Meet with respective ASM's and, in the case of DC's, the Den Leader, to discuss issues of concern.
4. Carrying out any duties assigned by the SPL.

Troop Guide

Appointed by Senior Patrol Leader (with Scoutmaster approval).

The Troop Guide (TG) acts as both a leader and a "mentor" to the members of a new Scout patrol. He is an older scout, at least First Class in rank, who helps the patrol leader of a new-Scout patrol by providing direction, coaching, and support as determined by the skill level and morale of the patrol leader and members of the new-Scout patrol.

The duties of the TG include the following:

- Helping teach Scout, Tenderfoot, Second Class, and First Class Scout craft skills to new scouts with the help of the assigned ASM.
- Explaining rank requirements. Explain how to use the Boy Scouts of America Handbook to complete rank requirements.
- Explaining Troop activities. Explain what is happening during different parts of the Troop meeting. Explain the functions of the various Scout and adult leaders. Explain the Troop point and bead system.
- Teaching uniform requirements. Teach the new Scouts about the proper uniform and when to wear it. Ensure he has all required patches.
- Supervision and Sign-Off: An ASM is assigned to supervise and assist each Troop Guide. This ASM will be available to help the Troop Guide with fulfilling his responsibilities. The Troop Guide should work closely with the assigned ASM and take the initiative to ask for help or suggestions whenever necessary. The assigned ASM is responsible for signing off this leadership position.

Successful completion of this position includes:

1. Completing all requirements of the PL.
2. Developing objectives for new Scouts during their first six months.
3. Developing training/lesson plans for Troop meetings, Patrol meetings and outings. Provide this plan to the New Scout ASPL and ASM for approval.
4. Planning new scout training day with ASPL, SPL and ASM, if applicable.
5. Ensuring new Scouts are afforded as many opportunities as possible for advancement.

Den Chief

Appointed by Senior Patrol Leader (with Scoutmaster approval).

A Den Chief is usually a First Class Scout or above. The goal of Den Chief is to gain leadership experience and prepare Cub Scouts for their transition to Boy Scouting. As a guide, the Den Chief and Den Leader should refer to the Den Chief Service Award requirements and the Den Chief Handbook.

The Scoutmaster arranges with a Cub Scout Pack for placement of the Den Chief in a den. The responsibilities of a Den Chief are; attend den meetings, attend Pack meetings, assist with den activities.

Troop leaders have little direct supervision of Den Chiefs. However, an ASPL and an adult leader are assigned in the troop to assist Den Chiefs when they ask for help and to monitor their performance in their dens through periodic discussions with the Den Leaders.

The adult leader assigned to monitor Den Chiefs for the troop shall sign-off this leadership requirement for the troop. Prior to sign-off of this requirement in the Scout's BSA Handbook, the adult leader must confirm satisfactory performance of the Den Chief by discussion with the Scout's assigned Den Leader.

Successful completion of this position includes:

1. Attending most meetings of the den to which they are assigned, unless excused by the Den Leader.
2. Actively participating in den activities as requested by their Den Leader.
3. Attending most pack meetings with their den, unless excused by their Den Leader. If the Scout normally cannot meet this requirement due to scheduling conflicts, the situation must be discussed in advance with the Den Leader.
4. Making progress toward completion of the Den Chief Service Award.
5. Planning at least one joint activity between the Den and the Troop during your tenure.

Patrol Leader

Elected by members of the Patrol.

The Patrol Leader (PL) is responsible for leading his patrol. The PL, as assigned by the Patrol Leaders Council (PLC), is responsible for developing the troop meeting agenda.

The duties of the PL include the following:

- Developing a troop meeting agenda to make sure that all activities are properly scheduled, as assigned by the PLC. Provide a draft agenda to the SPL and SM prior to the meeting for approval.
- Obtaining assistance from adults and/or Scouts to support planned activities and coordinating among these individuals to develop the meeting agenda.
- Ensuring that sufficient activities are planned for all Scouts to keep them involved for the entire meeting; ensuring that all materials required to support the assigned activities are available at the meeting.
- Keeping his patrol informed of PLC meeting results, troop activities, and general troop information.
- Providing leadership and supervision for his Patrol. The Patrol Leader supervises his Patrol during Troop and Patrol activities. He teaches Scout skills and assists the other Troop leaders to enforce discipline.
- Supervision and Sign-Off - - An ASPL and ASM are assigned to supervise and assist each Patrol Leader and will be available to help the Patrol Leader with fulfilling his responsibilities. The Patrol Leader should work closely with these individuals and take the initiative to ask for help or suggestions whenever necessary. The assigned ASM is responsible for signing off this leadership position.

Successful completion of this position includes:

1. Representing the patrol as a member of the PLC by attending meetings or, with the permission of the SPL, have someone cover for him.
2. Planning agendas for Patrol meetings and have them approved by the SPL and SM.
3. Encouraging patrol members to complete advancement requirements.
4. Ensuring applicable menus and duty rosters are completed for campouts.
5. Keeping patrol gear clean and in good condition. Report problems to the QM.

Assistant Patrol Leader

Appointed by the Patrol Leader (with Scoutmaster approval).

The Assistant Patrol Leader (APL) is responsible for assisting his Patrol Leader (PL) in leading the patrol. The APL fills in for the PL in his absence.

The duties of the APL include the following:

- Helping the PL plan and lead patrol meetings and activities.
- Helping PL keep patrols members informed.
- Helping the PL prepare the patrol to take part in all troop activities.
- Ensuring that the agenda is followed at the Troop meeting.
- Leading the patrol in the PL's absence.

Successful completion of this position includes:

1. Representing the patrol as a member of the PLC by attending meetings in the absence of the PL.
2. Helping plan agendas for Patrol meetings and have them approved by the SPL and SM.
3. Helping encourage patrol members to complete advancement requirements.
4. Helping ensure applicable menus and duty rosters are completed for campouts.
5. Helping keep patrol gear clean and in good condition. Report problems to the QM.
6. Assisting PL with any special assignments.

Quartermaster

Appointed by Senior Patrol Leader (with Scoutmaster approval).

The troop Quartermaster is responsible for troop camping equipment and supplies. His duties include maintaining a current inventory of all troop camping equipment, and performing inventories and inspections of troop equipment. Results of inventories are kept in the Quartermaster's Notebook.

The Quartermaster is responsible for assigning equipment to patrols and venture crews for camping trips, for inspecting it after the camping trip, for assigning cleaning/drying duties for equipment as required, and for checking in equipment following the camping trips.

Maintaining troop camping equipment ready for use. The Quartermaster is responsible for ensuring that equipment is ready for use prior to camping trips. In addition to the inventory of troop equipment, he maintains a checklist of durable items (tots, pans, utensils, etc.) kept in each chuckbox, and of consumable items (Clorox, paper towels, soap, etc.). He ensures that the equipment is complete (no missing pieces).

Make recommendations to the Quartermaster Advisor concerning the repair or replacement of existing equipment; make recommendations concerning purchase of new equipment. The Quartermaster should maintain an equipment information folder for warranty papers, receipts, instructions, etc.

The Quartermaster Advisor is an adult assigned to supervise and guide the troop Quartermaster in the completion his duties. The Quartermaster Advisor assists the Quartermaster with the repair or replacement of existing equipment, and with the purchase of new equipment. The Quartermaster Advisor should meet at least monthly with the Quartermaster to monitor his progress, and to assist and provide guidance to him, as necessary.

The Quartermaster Advisor is responsible for signing off this leadership position requirement.

Successful completion of this position includes:

1. Conducting one equipment inventory during your tenure.
2. Maintaining accurate, up to date QM notebook contains inventory, gear list and equipment repairs/replacements that may be needed.
3. Inspecting chuck boxes with PL's before campouts.
4. Ensuring meeting room is set up properly and returned to pre-meeting condition.

Scribe

Appointed by Senior Patrol Leader (with Scoutmaster approval).

The Scribe is responsible for maintain official records for the Troop during his tenure. These records include attendance records at all activities, keeping notes during PLC meetings and maintaining advancement record sheets for the various patrols.

The Scoutmaster or the ASM responsible for advancement records will be responsible for signing off this leadership requirement. The ASPL responsible for programs will directly supervise this position.

Successful completion of this position includes:

1. Taking attendance at Scout meetings and events or, with the permission of the SPL, assigning someone to cover for him.
2. Attending PLC meetings and recording the minutes of those meetings, plans for Troop meetings and any other notes that might be required.
3. Transcribing meeting minutes into a formal document and distributing to all members of the PLC.
4. Distributing advancement record sheets to PL's at events and collecting them before dismissal.

Troop Chaplain Aide

Appointed by Senior Patrol Leader (with Scoutmaster approval).

The Chaplain Aide is responsible for preparing Scouts Own Services to be used at campouts, preparing invocations and benedictions for other activities (such as Courts of Honor) and providing information on the Boy Scout Religious Medal Program to the other Scouts in the Troop. The Chaplain Aide falls under the Asst. Senior Patrol Leader for Programs and the Assistant Scoutmaster serving as the Troop's religious advisor.

The Scoutmaster or the Troop Religious Advisor will be responsible for signing off this leadership requirement.

Successful completion of this position includes:

1. Making available Scouts Own Services for campouts planned during his tenure in that position
2. Preparing invocations and benedictions for Courts of Honor and any other events he is asked to plan for.
3. Giving a presentation on the Boy Scout Religious Medal Program for the Troop once during his tenure.

Historian

Appointed by Senior Patrol Leader (with Scoutmaster approval).

The troop Historian maintains records concerning the history and current activities of the troop. His duties include the following:

Gather and organize historical information concerning the troop; obtain pictures, facts, news articles, and so on, about the troop, its members and former members, and prepare those items for display in scrapbooks, information files, etc. These items should be kept in an orderly manner so that they are readily available for use.

Take care of troop trophies, awards, ribbons, and souvenirs of troop activities; ensure that these items are preserved properly, and displayed when appropriate.

Displays Troop historical material at troop or chartered organization activities.

The Historian Advisor is an adult assigned to supervise and assist the Historian in completion of the listed requirements. The responsible ASPL and Historian Advisor should meet periodically with the Historian to monitor his progress and to assist and provide guidance to him, as necessary.

The Historian Advisor is responsible for signing off this leadership position requirement.

Successful completion of this position includes:

1. Presenting a display of troop historical materials at least one (1) Court of Honor during his tenure, and at troop meetings and chartered organization activities (e.g., Scouting Sunday) as requested.
2. Ensuring photos are taken at Troop outings and events.
3. Maintaining a historical notebook for the Troop.
4. Writing at least one article relating to Troop activities.

Librarian

The troop Librarian sets up and takes care of the troop library.

He maintains the library in an orderly manner. The Librarian shall keep the library organized so that things may be found easily. The Librarian is custodian of the key to the troop library cabinet.

He maintains the library checkout list. The Librarian shall maintain the library checkout list so that it can be determined who has checked books out, when the books were checked out, and when they were checked back in. The Librarian is responsible for following up on books that are not returned when due.

He maintains the library up to date. As necessary, the Librarian should recommend which books should be removed from the library, which books should be added to the library, and which existing library books should be updated.

The Librarian Advisor is an adult assigned to supervise and assist the Librarian in completion of the listed requirements. The Librarian Advisor and responsible ASPL should meet periodically with the Librarian to monitor his progress, and to assist and provide guidance to him, as necessary.

The Librarian Advisor is responsible for signing off this leadership position requirement.

Successful completion of this position entails:

1. Performing at least one complete inventory of the library during his tenure. The results of the inventory are kept in the library inventory notebook.
2. Preparing a list of library materials that are overdue for follow-up.
3. Providing the Troop Webmaster with recommendations for Web Page improvements.

Bugler

The troop Bugler has the following responsibilities:

The Bugler should be able to make other appropriate bugle calls, as requested, at other troop activities.

The Bugler must supply his own bugle -- the troop does not have a bugle.

An adult leader is assigned to supervise and assist the Troop Bugler. This adult leader is responsible for signing off this leadership position requirement.

Successful completion of this position entails:

1. Sounding reveille in the morning and taps in the evening on campouts and while at summer camps, as requested by the adult leader in charge.
2. Learning one new bugle call during his tenure.

Instructor

An Instructor teaches one or more advancement skills to troop members. The responsibilities of an Instructor are as follows:

Complete the Instructor Skills Survey. All instructors are required to fill out the skills survey so that they may be contacted when their particular skills are needed.

Teach other Scouts basic Scouting skills. Instructors are expected to teach Scout skills to other Scouts at troop meetings, on troop camping trips, or during other troop activities, as requested. Instructors will be scheduled for participation during troop activities by the PLC and will be notified of the dates and skill to be taught as far in advance as possible.

The Instructor Advisor is an adult assigned to supervise and assist the Instructors in completion of the requirements above. The Instructor Advisor and responsible ASPL should meet periodically with each Instructor to monitor their progress, and to assist and provide guidance, as necessary.

The Instructor Advisor is responsible for signing off this leadership position requirement.

Successful completion of this position entails:

1. Teach skills during at least 3 troop activities during their tenure.
2. Maintain proficiency in at least three basic Scouting skills