



## Senior Patrol Leader (SPL)

**RESPONSIBLE TO:** Scoutmaster

**JOB DESCRIPTION:** The Senior Patrol Leader is elected by the Scouts to represent them as the top Junior Leader in the Troop.

### **SPECIFIC DUTIES:**

- The Senior Patrol Leader is not a member of a Patrol, however he is the Senior Leader of the Leadership Corps.
- Preside at all troop meetings, events, activities, and annual program planning conference.
- Chair the Patrol Leaders' Council (PLC) Meetings.
- Name appointed boy leaders with the advice and consent of the Scoutmaster.
- Establish a plan for the SPL duties to be carried out in your absence.
- Communicate with the Troop Junior Leaders to accomplish the goals of the troop.
- Assign duties and responsibilities to other leaders.
- Give Direct Leadership to the Patrol Leaders, Assistant Patrol Leaders, and Troop Guides.
- Work with ASPL and Scoutmaster in training junior leaders.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



## **Assistant Senior Patrol Leader**

**RESPONSIBLE TO:** Senior Patrol Leader and 1st Assistant Scoutmaster

**JOB DESCRIPTION:** The assistant senior patrol leader is the second highest ranking junior 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 junior leaders in the troop.

### **SPECIFIC DUTIES:**

- Is not a member of a Patrol however, he is a member of the Leadership Corps.
- Attend all troop meetings, events, activities, annual program planning conferences, Patrol Leaders' Council (PLC) meetings.
- Act as Assistant for the Senior Patrol Leader and as the Senior Patrol Leader in the SPL's absence.
- Be responsible for training and giving direct leadership to the following appointed junior leaders: Troop Scribe, Librarian, Historian, Bugler, Instructor, Troop Quartermaster, and Chaplain's Aide, Order of the Arrow Representative, Troop Guides, Den Chief.
- Take over troop leadership in the absence of the senior patrol leader.
- Perform tasks assigned by the Senior Patrol Leader.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



## Patrol Leader

**RESPONSIBLE TO:** Senior Patrol Leader

**JOB DESCRIPTION:** The Patrol Leader is the elected leader of his Patrol. He represents his Patrol on the Patrol Leader's Council.

### **SPECIFIC DUTIES:**

- Is a senior member of a Patrol.
- Attend all Patrol Leaders' Council Meetings.
- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a job and help them succeed.
- Represent the patrol at all patrol leaders' council meetings and at the annual program planning conference.
- Prepare the patrol to take part in all troop activities.
- Develop patrol spirit. (Patrol cheers, Flag, and Yells)
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



## Troop Scribe

**RESPONSIBLE TO:** Assistant Senior Patrol Leader

**JOB 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.

### **SPECIFIC DUTIES:**

- Is a member of a Patrol.
- Attend and keep a log of Patrol Leaders' Council Meetings.
- Provide records for the troop website.
- Record attendance (with help from Assistant Patrol Leaders)
- Assist troop committee members responsible for finance, records, and advancement.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



## Troop Quartermaster

**RESPONSIBLE TO:** Assistant Senior Patrol Leader

**JOB DESCRIPTION:** The quartermaster keeps track of troop equipment and sees that it is in good working order.

### **SPECIFIC DUTIES:**

- Is a member of a Patrol.
- Attend Patrol Leaders' Meetings
- Keep records of troop equipment
- Keep troop equipment in good repair.
- Issue troop equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the Assistant Scoutmaster responsible for equipment.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



## **Instructor**

**RESPONSIBLE TO:** Assistant Senior Patrol Leader

**JOB DESCRIPTION:** The instructor teaches Scouting skills.

**SPECIFIC DUTIES:**

- Is a member of a Patrol.
- Instruct scouting skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



## Troop Guide

**RESPONSIBLE TO:** Assistant Senior Patrol Leader

**JOB DESCRIPTION:** The troop guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

### **SPECIFIC DUTIES:**

- Is an integral part of the New Scout Patrol, but is considered a part of the Leader Corps.
- Assist Scouts meet advancement requirements through First Class.
- Advise new scout patrol leader on his duties and his responsibilities at patrol leaders' council meetings.
- Attend patrol leaders' council meetings with the new Scout Patrol Leader.
- Help assistant Scoutmaster Train new Patrol Leader when he is elected.
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.



## Troop Order of the Arrow Representative

**RESPONSIBLE TO:** Assistant Senior Patrol Leader

**JOB DESCRIPTION:** The 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 Arrowman and adult leaders and 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.

### **SPECIFIC DUTIES:**

- Is a member of the Leadership Corps.
- Serve as an OA activities liaison between the OA chapter and the Troop.
- Attends all OA Chapter Meetings.
- Attends all Patrol Leaders Council Meetings to give a report of upcoming OA Chapter, Lodge, Section, Regional, and National Events.
- Assists in scheduling, performing, and carrying out OA elections.
- Encourages OA Chapter, Lodge, Section, Regional, and National event participation.
- Project a positive image of Boy Scouting.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.