

Leadership Position Descriptions

All positions must:

- Follow directions of “supervisor” (SPL, an ASPL, or the PL)
 - Bring questions or problems to supervisor as soon as possible
 - Search for ways to improve the position
 - Keep and up-to-date pass down binder for position replacements
 - Prepare for and train replacement when term of office is ended
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Senior Patrol Leader:

- Plans and runs troop meetings and events
- Leads the troop
- Delegates responsibilities to ASPLs and PLs
- Head of the PLC

Assistant Senior Patrol Leader:

- Trains/directs the Scribe, Historian, Webmaster, Chaplain’s Aide, Outdoor Ethics Guide, Librarian, OA Representative, and Games Coordinator
- Helps the SPL lead the troop
- Leads troop in the absence of the SPL
- Member of the PLC

Patrol Leader:

- Leads a patrol
- Plans and leads patrol activities
- Delegates to patrol members
- Keeps track of patrol advancement and needs
- Member of the PLC

Assistant Patrol Leader:

- Helps the Patrol Leader run patrol activities
- Runs the patrol in the absence of the Patrol Leader
- Member of the PLC

Quartermaster:

- Keeps inventory of troop equipment
- Ensures gear is in good condition

- Keeps track of gear taken on outings and makes sure it all gets returned
- Reports to PLC the status of gear and if anything needs replaced
- Keeps gear organized
- Shops for gear with reimbursement
- Member of the PLC

Historian:

- Collects troop photos, news stories, flags, awards, PLC notes, campout schedules, calendars, and other records
- Maintains the troop Google Drive and physical records
- Makes the programs and photo slideshow for Courts of Honor
- Gives the quarter summary at Courts of Honor

Librarian:

- Keeps troop reading material organized and in good condition
- Manages a sign in/out sheet for reading material
- Makes sure reading material is returned in a timely manner
- Suggests books that need replacement/updated

Chaplain's Aide:

- Plans and leads Scouts Own Services on campouts
- Leads Grace at meals
- Writes and says opening and closing prayers at Courts of Honor
- Informs and encourages scouts to earn religious awards
- Ensures religious holidays are considered during troop planning
- Gives religious advice to scouts

Webmaster:

- Keeps the troop website up to date and organized
- Works with Historian getting photos for the website
- Maintains documents linked on the website and ensures they are up to date
- Ensures troop members' privacy is protected on the website

Games Coordinator:

- Leads games at troop events
- Provides games to play during down time at meetings and campouts
- Keeps a compilation of all the games the troop has played/can play

Outdoor Ethics Guide:

- Ensures the troop follows Leave No Trace, Tread Lightly, and the Outdoor Code
- Helps teach scouts Leave No Trace, Tread Lightly, and the Outdoor Code
- Leads police lines on campouts and outdoor activities
- Helps plan environmental and conservation service projects

Troop Guide:

- Provides coaching to patrol leaders
- Advises the senior patrol leader (if previous SPL)
- Helps new scouts advance in skill-based ranks
- Member of the PLC

Scribe:

- Takes notes and attendance at PLCs
- Keeps track of troop advancement
- Takes attendance at meetings and outings
- Maintains troop recipe binder

Order of the Arrow Troop Representative:

- Communicates between the troop and local OA lodge
- Helps new OA members in the troop
- Helps conduct annual troop OA elections
- Encourages elected scouts to complete their Ordeal
- Encourages OA members to complete their Brotherhood and become involved in the lodge
- Sets an example for the troop by living the ideals of the Order of the Arrow
- *ENCOURAGED*: Have completed Brotherhood induction

Bugler:

- Playing bugle calls such as taps and reveille
- Must know all required calls
- *ENCOURAGED*: Have earned the Bugling merit badge