

## Youth Organization & Leaderships Positions

### Organization:

**Patrols:** The Scout Troop is made up of Patrols. A patrol is a grouping of 6-10 scouts who work together as a team. Each patrol elects its own scout leader, called a **Patrol Leader**. Patrol Leaders are scouts ranked First Class and above. The Patrol Leader selects an **Assistant Patrol Leader**, to help them with duties. Scouts may be reassigned to different patrols during the year, as needed to balance group size and leadership needs.

The patrol is a scout's family circle, which helps its members develop a sense of pride and identity. Each patrol has a name, a flag, and a yell. Scouts wear a shoulder patch with the insignia of the patrol to which they belong. The Patrol Leader assigns jobs to be done, and the patrol works and plans together as a unit.

**New Scout Patrols:** When scouts cross over from Cub Scouting to Scouts of America, they initially transfer into a New Scout Patrol. Every attempt is made to make this group function in the same manner that a regular patrol should function, but jobs are changed out more frequently so all learn what the jobs entail.

**Patrol Leaders Council (PLC):** The PLC is made up of the Senior Patrol Leader (SPL), their assistant (ASPL), the Troop Scribe, the Troop Guides and all Patrol Leaders. The Scoutmaster(s) also attends these meetings. The PLC is responsible for planning the Troop activities. At its monthly meetings, the council organizes activities and assigns responsibilities. The SPL calls additional meetings as needed.

**Service Patrol:** Service Patrol is an assignment of a particular patrol to be responsible for setting up and putting away chairs or other equipment, and to clean up after the Troop meetings. The service patrol duty is rotated every month. Assignment to the rotation is the responsibility of the Senior Patrol Leader.

**Program Patrol:** Program Patrol is an assignment of a particular patrol to be responsible for the flag ceremonies, leading cheers, having a song or skit available to the Scoutmaster or SPL to fill in slow times at meetings. The Program Patrol duty is rotated every month.

**Outing Patrols:** When a patrol is well represented on an outing it is encouraged to cook and camp together.

When this is not practical temporary patrols are formed. Outings usually have from 5 to 30 scouts attending, and there can be 1 to 5 Patrols on the outing. Temporary patrols elect their leader for each outing.

### Leadership Positions:

**Senior Patrol Leader (SPL):** The top youth leader in the troop. they lead the Patrol Leaders Council (PLC).

And in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed. This six-month position is elected by the scouts (usually elections are held in October and in April). They must have Star Rank or higher, and previous service as ASPL, or PL, .

**Assistant Senior Patrol Leader (ASPL):** Fills in for the SPL in their absence. This position is also responsible for training and giving directions to the Quartermaster, Scribe, Troop Historian, Librarian, Troop guides and Instructors. This six-month position is appointed by the SPL and the ASPL is required to attend a District level training experience. They must have Star Rank or higher, and previous service as PL or APL.

**Patrol Leader (PL):** The Patrol Leader is the elected leader of their patrol. They must be First Class rank\*\*, and will represent their patrol on the Patrol Leaders Council (PLC). They keep their patrols intact so they can work together, and share responsibilities to get things done. It is incumbent upon them to be a good example for the members of their patrol and the rest of the troop. This may easily be considered the most important job in the troop.

**Assistant Patrol Leader (APL):** The Assistant Patrol Leader is appointed by the PL. This is technically not a leadership position but is very important. APL must be First Class rank\*\*, and when the PL is not able to attend the PLC, the APL will represent their patrol at the meeting. They are welcome to attend any of the PLC meetings.

\*\*In a new scout patrol, the patrol leader and their assistant are **not** expected to be First Class rank. They are learning their position through close mentoring by the Troop Guide.

**Troop Guides:** Troop guides serve as both a leader and a mentor to all members of all Scout patrols. They should be an older Scout who holds at least the First Class rank and can work well with younger Scouts. The troop guide helps the patrol leader of the new Scout patrols lead their patrol, so they can develop into a well-functioning group, working together harmoniously and productively They mentor younger scouts closely, assisting with gaining knowledge and completing sign-offs and attend the PLC.

**Troop Scribe:** The troop scribe is appointed by the SPL for a 6-month position. The Scribe keeps the troop records, writes letters for the PLC, records activities of the PLC meeting and records of dues, advancement, and scout attendance at troop meetings.

**Troop Quartermaster:** The troop quartermaster keeps track of troop equipment and sees that it is in good working order and kept clean. The quartermaster is appointed by the Senior Patrol Leader and is a year- long position of leadership. The quartermaster may require more family involvement than other positions, thus there is also an adult Quartermaster position which is often the scout's parent.

**Chaplin's Aide:** The Chaplin's aide works with the Troop Chaplin to meet the religious needs of scouts in the troop. They also work to promote the religious awards program.

**Den Chief:** The Den Chief is appointed by the Scoutmaster and serves for 1 year. The Den chief works with the Cub Scouts, Webelos Scouts, Arrow of Light Scouts, and Den Leaders in a Cub Scout pack. They are expected to attend 75% of all Cub Scout meetings for the group they are assigned to.

**Troop Librarian:** The Librarian is appointed by the SPL, and takes care of troop literature, including the Merit Badge pamphlets and books.

**Troop Historian:** The Troop Historian is appointed by the SPL. They keep a historical record of Troop Activities and helps the troop celebrate its accomplishments. This includes gathering photos, and facts about troop activities, organizing these on the troop website, and arranging for the troop to see them in person at gatherings or online. Takes care of troop trophies, ribbons, and souvenirs. They report to the ASPL.

**Junior Assistant Scoutmaster:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. They must be at least 16 years old and not yet 18. They are appointed by the Scoutmaster and has the Eagle Rank.

**Troop Webmaster:** Publishes and maintains information to the troop's website. (while a nationally recognized role, in our troop, this role is currently divided between the scribe and historian) . (Currently is not a Leadership position in Trool 282)

**Order of the Arrow Representative:** Promotes the OA, service, and camping in the troop. (Currently is not a Leadership position in Trool 282)

**Bugler:** Supports the Troop at outdoor events, Honor Courts and Eagle Courts as called upon with bugle calls.\*(Bugler does not count as leadership credit towards Eagle rank)

#### Adult Organization & Leadership Positions

##### Organization:

All the leaders you see are volunteers, just like you. They arrived in the troop with their scout, typically having little or no background on scouting. They have busy schedules and lots of things going on outside of scouting, and they were likely a bit reticent to step forward. They answered the call, probably taking on small well-defined jobs until they learned more. They took some training and got some experience and became the leader you now see. They experienced the rewards of helping their scout and their friends grow into young adults. They learned that many hands make light work. Eventually their scout will leave the unit, but that job will still need to be done. So, we kindly ask that you make time to help and offer your assistance where you are able.

**Troop Committee:** This is the governing and oversight body of the Troop. It is comprised of parents, guardians and adult volunteers who serve in typical committee positions: a Chairperson, a Secretary, a Treasurer, as well as parent representatives unique to Scouts of America, including the Quartermaster, the Outdoor Activities Chairs, an Advancement Chair, and other adult

positions. Most of the work of the committee goes on behind the scenes, outside of Scout meetings and Scout outings. Concerns about the Scoutmaster Corps (Scoutmaster and Assistant Scoutmasters) can always be brought to the Troop Committee. All parents and guardians are invited to observe committee meetings.

#### Leadership Positions:

We structure the troop's jobs with a chairperson in charge of an area, and we allow that person to enlist others to help in ways that make sense for how they work. For example, the Advancement Chair may have someone in charge of setting up Boards of Review, and someone else to work with Merit Badge Counselors.

**Scoutmaster:** The Scoutmaster is the adult leader responsible for the image and programs of the Troop. The Scoutmaster and Assistant Scoutmasters work directly with the scouts. The head of the Chartered Organization appoints the Scoutmaster. The Scoutmaster has gone through an approved Scouts of America training program.

**Assistant Scoutmaster:** To fulfill obligations to the troop, the Scoutmaster, with the assistance of the Troop Committee, recruits Assistant Scoutmasters to help operate the Troop. Assistant Scoutmasters are typically parents of scouts in the Troop. They are all required to go through the approved Scouts of America training program. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required "two-deep" leadership required by Scout of America on outings.

**Charter Organization Representative (COR):** The COR is responsible for approving all volunteers who support Troop 282 functions and is the link between the troop and the running of West Side Presbyterian Church. This individual is also the organization's contact with the District Committee and the Local Council. The chartered organization representative is a voting member of the council. If the chartered organization has more than one unit, one representative serves them all. The Chartered Organization Representative appoints the Unit Committee Chairperson.

**Chair of Committee:** Organizes the committee to see that all functions are delegated, coordinated and completed. Maintains close relationship with Chartered Organization and Scoutmaster. Ensure troop representation at monthly roundtables. Secure top-notch, trained individuals for camp leadership.

Arrange for charter review and recharter annually. Keep minutes of meetings, report minutes of previous meetings

**Committee Record Keeper:** Maintain Troop documentation including but not limited to scout positions, adult volunteer positions, verification of camping and outing plans, assistance with sign ups as needed, documentation of scout desired outings and overnights, etc. Documents best practices and processes to assist all volunteers in sharing information with regards to troop function

**Treasurer:** Handles all troop funds, including payment of bills based on recommendation of Scoutmaster and authorization by committee. Maintain checking and savings accounts, keep records of finances.

Supervise fundraising projects (tree pickup, popcorn sales, etc.). Supervise camp savings plan for scouts. Lead in preparation of annual Troop budget. Lead “Friends of Scouting” campaign. Report to troop committee each month.

**Outdoor Coordinator:** Helps ensure that outings are planned and conducted according to scouting guidelines, and that the troop has an active and exciting outdoor program. Mentors youth and adult outing leaders. Helps drive attendance, and ensures required permits or paperwork are completed. Ensures outing participation records are accurate. Finalizes details of outdoor plans 3 months in advance. May be assisted by a Summer Camp Coordinator, Medical Forms Coordinator, Sign-up Coordinator, and other positions as appropriate.

**Advancement Coordinator:** Arrange and oversee the troop advancement and recognition program. Encourage scouts to advance in rank (support Youth Leaders and Assistant Scoutmasters in this role). Coordinate quarterly Courts of Honor. Make a prompt report to the council service center when a troop board of review is held, shop for badges and certificates. Work with Troop Librarian and build and maintain a troop library of merit badge pamphlets and other advancement literature. Develop and maintain a list of merit badge counselors. May be assisted by a Board of Review coordinator, Record Keeper, Eagle Coordinator, Ceremonies Advisor, Merit Badge Counselor Coordinator, etc. Report to troop committee each month.

**Chaplain:** Supports the youth Chaplain’s aid position. Gives guidance to chaplain’s aide. Promote regular participation of each scout in the activities of the religious organization of their choice. Visit homes of scouts in time of sickness or need. Give spiritual counseling when needed or requested. Encourage scouts to earn their religious emblems. May be referred to as an alternative title pending on the volunteers religious beliefs. Report to troop Committee each month.

**Training Coordinator:** Ensure troop leaders and committee members have opportunities for training. Maintain an inventory/list of up-to-date training resources. Work with district training team in scheduling Fast Start training for all new leaders. Be responsible for Scouts of America Youth Protection training within the troop.

Encourage periodic junior leader training within the troop and at the council and national levels. Report to the troop committee each month.

**Adult Quartermaster** Supports the youth quartermaster. Usually an adult in the family of the youth quartermaster. Supervise and help troop procure camping equipment. Work with quartermaster on inventory and proper storage and maintenance of all troop equipment. Make periodic safety checks on all troop camping gear and encourage troops in the safe use of all outdoor equipment. Assist scout in ordering equipment. Report to troop committee at each meeting.

**Membership Coordinator:** Develop a plan for year-round membership flow into the troop. Work closely with Cubmaster and AOL den leader of neighboring Cub Scout packs to provide a smooth transition from pack to troop. Assist in developing and recruiting den chiefs within troop 282 and assist with the crossover ceremony from AOL to Scouts of America.

**Online Administrator:** Provisions online accounts, maintains web sites, provides technical help.