

## TROOP 50 JUNIOR LEADER JOB DESCRIPTIONS

### **SENIOR PATROL LEADER (SPL)**

**Job Description:**

The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.

Reports to: Scoutmaster

Senior Patrol Leader duties:

- Serves for one year
- Plans and runs all troop meetings and the annual program planning conference.
- Ensures that all events and activities are adequately planned.
- Chairs the Patrol Leaders' Council (PLC) meeting once a month. Attends all of the PLC meetings occurring during his service period. Reschedules if he is not available. (Emergency only.)
- Attends 100% of Troop Meetings, if possible. Exceptions must be arranged in advance with Scoutmaster, and with the Assistant Senior Patrol Leader who will run the meeting in his stead.
- Attends as many of the monthly events during his service period as possible. (Attendance should be better than the 50% rule, required for advancement.)
- Delegates task to the ASPLs. Makes sure an ASPL attends any meeting or function he will not be able to attend. (Troop Meeting, campout, etc.)
- Communicates with Patrol Leaders weekly and ensures that they have communicated with their patrols.
- Appoints other boy leaders with the advice and consent of the Scoutmaster.
- Helps train and supervise all other junior leaders, with the Assistant Senior Patrol Leaders, Scribe, and Patrol Leaders as direct reports. Assists the Scoutmaster in training other junior leaders.
- Assigns duties and responsibilities to other junior leaders.
- Oversees the planning efforts of Scouts for all Troop campouts and other outings (whether he attends the outing or not).
- Sets a good example. Lives by the Scout Oath and Law.
- Enthusiastically wears the Scout Uniform correctly.
- Shows Scout spirit. Develops Troop and Patrol Spirit.
- Attends Council Junior Leader Training Conference (JLTC).

**I understand the requirements of this position and if elected I will perform them to the best of my ability.**

**SCOUT:** \_\_\_\_\_

**I understand the requirements of this position and will support my son in the performance of his duties.**

**PARENT:** \_\_\_\_\_

TROOP 50 JUNIOR LEADER JOB DESCRIPTIONS  
**ASSISTANT SENIOR PATROL LEADER (ASPL)**

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.

Reports to: Senior Patrol Leader

Assistant Senior Patrol Leader duties:

- Serves for 6 months.
- Helps with leading meetings and activities as called upon by the Senior Patrol Leader.
- Takes over troop leadership in the absence of the Senior Patrol Leader.
- Helps train and supervise the following appointed junior leaders: Librarian, Troop Historian, Quartermaster and Chaplain Aide.
- Performs other tasks assigned by the Senior Patrol Leader.
- Serves as a member of the Patrol Leaders' Council (PLC) and attends at all PLC meetings occurring during his service period. (If he must miss, he requests to be excused by SPL, and follows up afterwards to find out what he missed.)
- Attends as many of the monthly events as possible during his service period. (As a minimum, complies with the 50% rule.)
- Has good attendance at Troop meetings. (As a minimum, complies with the 50% rule.)
- Attends Junior Leader Training
- Sets a good example.
- Enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

**I understand the requirements of this position and if elected I will perform them to the best of my ability.**

SCOUT: \_\_\_\_\_

**I understand the requirements of this position and will support my son in the performance of his duties.**

PARENT: \_\_\_\_\_

## TROOP 50 JUNIOR LEADER JOB DESCRIPTIONS

### **TROOP QUARTERMASTER**

#### Job Description:

The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster.

Reports to: The Assistant Senior Patrol Leader

Troop Quartermaster duties:

- Keeps records on patrol and troop equipment.
- Keeps equipment in good repair.
- Keeps the equipment storage area clean, neat and organized.
- Is present at beginning and end of troop campouts, whether he is going on the trip or not, to issue equipment and see that it is returned in good order.
- Suggests new or replacement items.
- Works with the troop adult Quartermaster.
- Has good attendance at Troop meetings. (As a minimum, complies with 50 % rule.)
- Attends as many of the monthly events as possible during his service period. (As a minimum, complies with 50 % rule.)
- Sets a good example.
- Enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

**I understand the requirements of this position and if elected I will perform them to the best of my ability.**

**SCOUT:** \_\_\_\_\_

**I understand the requirements of this position and will support my son in the performance of his duties.**

**PARENT:** \_\_\_\_\_

TROOP 50 JUNIOR LEADER JOB DESCRIPTIONS

**TROOP SCRIBE**

Job Description:

The Troop Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of Scout attendance at troop meetings. He is appointed by the Senior Patrol Leader with the approval of the Scoutmaster.

Reports to: Senior Patrol Leader

Troop Scribe duties:

- Attends all Patrol Leader Council meetings.
- Keeps a log of Patrol Leaders' Council (PLC) Meetings. Types and e-mails Troop Meeting Plans to all Scouts as soon as possible after PLC Meetings.
- Maintains the directory of Scout E-mail addresses.
- Records attendance at troop functions.
- Works with the troop committee member responsible for finance, records, and advancement.
- Has good attendance at Troop meetings. (As a minimum, complies with 50 % rule.)
- Attends as many of the monthly events as possible during his service period. (As a minimum, complies with 50 % rule.)
- Sets a good example.
- Enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

<p><b><u>I understand the requirements of this position and if elected I will perform them to the best of my ability.</u></b></p> <p><b>SCOUT:</b> _____</p>	<p><b><u>I understand the requirements of this position and will support my son in the performance of his duties.</u></b></p> <p><b>PARENT:</b> _____</p>
--	---

## TROOP 50 JUNIOR LEADER JOB DESCRIPTIONS

### TROOP GUIDE

Job Description:

The Troop Guide(s) work actively with the Scouts in the New Scout Patrol(s). The Troop Guides introduce new Scouts to troop operations and helps them feel comfortable in the troop. They are appointed by the Scoutmaster.

Reports to: The Assistant Scoutmaster of the New Scout Patrol(s).

Troop Guide duties:

- Works with other scouts and the Assistant Scoutmaster to teach new Scouts basic Scout skills.
- Helps new Scouts to progress in advancement requirements toward First Class.
- Coaches the New Scout Patrol Leader on his duties and responsibilities.
- Attends Patrol Leaders Council (PLC) meetings with the New Scout Patrol Leader.
- Prevents harassment of new Scouts by older Scouts.
- Guides new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Attends Junior Leader Training
- Has good attendance at Troop meetings. (As a minimum, complies with 50 % rule.) If he must miss a meeting, arranges for another Scout to cover his part of the program.
- Attends as many of the monthly events as possible during his service period. (As a minimum, complies with 50 % rule.)
- Sets a good example. Serves as a role model for new Scouts.
- Enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.
- Develops Troop and Patrol Spirit

**I understand the requirements of this position and if elected I will perform them to the best of my ability.**

**SCOUT:** \_\_\_\_\_

**I understand the requirements of this position and will support my son in the performance of his duties.**

**PARENT:** \_\_\_\_\_

TROOP 50 JUNIOR LEADER JOB DESCRIPTIONS

**PATROL LEADER**

Job Description:

The Patrol Leader is elected by the patrol and leads the patrol.

Reports to: The Senior Patrol Leader

Patrol Leader duties:

- Serves for 6 months.
- Plans and runs patrol meetings and activities.
- Keeps patrol members informed. Calls his Patrol weekly with important information, for example - Permission slips are due or meeting plans have changed.
- Represents the patrol at all Patrol Leaders' Council (PLC) meetings and at the annual program planning conference. (If he must miss, requests to be excused by SPL and ensures that his assistant or another Scout in his patrol is present to represent the patrol.)
- Prepares the patrol to take part in all troop activities. Prepares duty rosters.
- Encourages and helps Scouts in his patrol advance.
- Attends Junior Leader Training
- Develops patrol spirit.
- Attends 100% of Troop Meetings, if possible. (As An absolute minimum, complies with 50 % rule.) If he must miss a meeting, arranges for his Assistant Patrol Leader to lead the patrol.
- Attends as many of the monthly events as possible during his service period. (As a minimum, complies with 50 % rule.) If he must miss an event, arranges for his Assistant Patrol Leader to lead the patrol.
- Sets a good example.
- Enthusiastically wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

<p><b><u>I understand the requirements of this position and if elected I will perform them to the best of my ability.</u></b></p> <p><b>SCOUT:</b> _____</p>	<p><b><u>I understand the requirements of this position and will support my son in the performance of his duties.</u></b></p> <p><b>PARENT:</b> _____</p>
--	---

## TROOP 50 JUNIOR LEADER JOB DESCRIPTIONS

### ASSISTANT PATROL LEADER (APL)

#### Job Description:

The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.

Reports to: The Patrol Leader

Assistant Patrol Leader duties:

- Serves for 6 months.
- Helps the Patrol Leader plan and run patrol meetings and activities.
- Helps keep his Patrol members informed. In the absence of the Patrol Leader, makes the weekly calls to his Patrol members.
- Takes charge of the patrol in the absence of the Patrol Leader.
- Represents the patrol at Patrol Leaders' Council (PLC) meetings in the absence of the Patrol Leader.
- Has good attendance at Troop meetings. (As a minimum, complies with 50 % rule.) If he must miss a meeting, notifies his Patrol Leader.
- Attends as many of the monthly events as possible during his service period. (As a minimum, complies with 50 % rule.) If he must miss an event, notifies his Patrol Leader.
- Attends Junior Leader Training
- Sets a good example.
- Wears the Scout Uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit. Helps develop Patrol and Troop Spirit.

**I understand the requirements of this position and if elected I will perform them to the best of my ability.**

**SCOUT:** \_\_\_\_\_

**I understand the requirements of this position and will support my son in the performance of his duties.**

**PARENT:** \_\_\_\_\_