

LEADERSHIP POSITIONS

Youth Leadership

Patrol Leaders Council members

SENIOR PATROL LEADER. Six-month term. Elected by entire troop members. Youth leader for troop. First Class Scout or above. Runs troop meeting and chairs patrol leaders council. Mentored by Scoutmaster.

ASSISTANT SENIOR PATROL LEADER. Six-month term. Selected by SPL. First Class Scout or above. Oversees administrative (non-PLC voting) leaders. Voting member of PLC. Fills in for SPL as needed. Mentored by Executive ASM.

PATROL LEADER. Six-month term. Elected by patrol. Voting member of PLC. Runs Patrol Activities. Mentored by Patrol Advisor ASM. First Class Scout or above.

TROOP GUIDE. Six-month term. Selected by SPL with SM and New Scout ASM consultation. Voting member of PLC. Senior Scout (similar to Junior Assistant Scoutmaster). Acts as instructor for Trail to First Class Scouts and mentor to new Scout Patrol Leader. Mentored by New Scout ASM.

NEW SCOUT PATROL LEADER. Three-month term. Elected by patrol. Voting member of PLC. Runs Patrol Activities. Mentored by Troop Guide and New Scout ASM.

Youth Leadership – Patrol Leaders Council non-voting members (ex-officio)

QUARTERMASTER. Six-month term. Selected by SPL with consultation with SM. First Class or above. Lead by ASPL. Mentored by Equipment Chair. Inspects condition of troop and patrol equipment. Keeps log of tent use and condition. Maintains new equipment and replacement lists. Works with Librarian on Troop books and pamphlets.

SCRIBE. Six-month term. Selected by SPL with consultation with SM. First Class or above. Lead by ASPL. Mentored by Secretary. Takes notes at PLC meetings and makes sure meeting program plans are distributed to appropriate people. Keeps current contact information of Scouts. Works with Webmaster and Historians.

Non-Patrol Leaders Council leaders

JUNIOR ASSISTANT SCOUTMASTER. Appointed by SM. Senior youth member (Age 16 and older). First Class Scout. Acts in ASM role.

ASSISTANT PATROL LEADER. Six-month term. Selected by PL. Lead by PL. Mentored by Patrol Advisor ASM. Assists PL with patrol activities. Attends PLC meeting when PL is absent.

NEW SCOUT ASSISTANT PATROL LEADER. Three-month term. Selected by PL. Lead by PL. Mentored by New Scout ASM and Troop Guide. Assists PL with patrol activities. Attends PLC meeting when PL is absent.

LIBRARIAN. Six-month term. Selected by SPL with consultation with SM. Preference for First Class and above. Maintains Troop's collection of merit badge pamphlets and books. Checks them out to Scouts. Keeps new book and replacement lists. Works with Quartermaster. Lead by ASPL. Mentored by Advancement Chair and Training Chair.

OA REPRESENTATIVE. Six-month term. First Class Scout or above. OA Ordeal Member. Selected by SPL with consultation with SM. Attends OA Chapter meetings and events, representing troop members. Leads Troop's OA members at events.

CHAPLAIN'S AIDE. Six-month term. Preference for First Class or above. Selected by SPL with consultation with SM and Chaplain. Plans Interfaith Services, ensures that prayers are conducted at meetings and events, and promotes religious emblems programs. Lead by ASPL. Mentored by Chaplain.

WEBMASTER. Six-month term. Preference for First Class or above. Selected by SPL with consultation with SM and Chaplain. Keeps information on the Troop website current. Works with Scribe and Historian. Lead by ASPL. Mentored by Communications Chair and Public Relations Chair.

HISTORIAN. Six-month term. Preference for First Class or above. Takes photos and keeps records of Troop activities, including maintaining binders and albums. Works with Scribe and Webmaster. Lead by ASPL. Mentored by Communications Chair and Public Relations Chair.

BUGLER. Six-month term. Preference for First Class or above. Can play the bugle, trumpet, coronet or other appropriate horn. Blows reveille and taps and accompanies flag ceremonies. Lead by ASPL. Mentored by Executive ASM.

DEN CHIEF. Minimum six-month commitment. Preference for First Class or above and at least two years older than Cubs leading. Selected by SPL with consultation with SM, Cubmaster and Den Leader. Lead by Den Leader and New Scout ASM.

SPECIAL PATROL POSITIONS. Patrols may select their own Scribes or Quartermasters, but these Scouts don't wear position patches and the role does not qualify for advancement.

Committee Members – Youth Protection Training is Required

TROOP COMMITTEE CHAIR. Recruited and appointed by Chartered Organization with consent of Troop Committee. Recruits committee members, runs monthly committee meeting, and oversees non-program operating committees.

EQUIPMENT CHAIR. Appointed by SM with consultation with Committee Chair. Ensures that Troop equipment is adequately maintained and is available for outings. Coordinates transportation of equipment to outings. Mentors Quartermaster.

COMMUNITY SERVICE CHAIR. Appointed by SM with consultation with Committee Chair. Recommends and coordinates periodic service projects. Follows leadership set by PLC.

TRANSPORTATION COORDINATOR. Appointed by SM with consultation with Committee Chair. Maintains data on vehicles and insurance. Recruits parents to drive. Advises committee on fuel reimbursement.

OUTINGS COORDINATORS. One per outing. Selected by Outings Chair with consultation of SM. Makes campground reservations, coordinates camp fees, fills out tour plan, communicates with families on all pertinent information.

MEMBERSHIP/RECRUITMENT. Appointed by Committee Chair. Maintains lists of current Scouts. Follows up with families of lapsed Scouts. Works with New Scout ASM on Webelos-to-Scout transition. Provides information to school districts and churches about opportunities in Scouting. Coordinates annual recharter.

SCOUTPARENT COORDINATOR. Appointed by Committee Chair. Welcomes new or prospective families. Distributes and maintains talent surveys. Recruits new families to volunteer positions.

TRAINING CHAIR. Appointed by Committee Chair. Maintains list of Youth Protection Training. Promotes both adult and youth leadership training. Encourages attendance at Roundtable.

RECOGNITION CHAIR. Appointed by Committee Chair. Nominates leaders and volunteers for district and council recognition. Plans and promotes unit-level recognition of volunteers.

SECRETARY. Appointed by Committee Chair. Keeps minutes of meetings and maintains correspondence. Mentors Scribe and Historian.

COMMUNICATIONS CHAIR. Appointed by Committee Chair. Responsible for internal unit communication, particularly with parents, including technology (e-mail lists and website). Mentors Webmaster.

PUBLIC RELATIONS CHAIR. Appointed by Committee Chair. Responsible for external unit communication, including traditional and new media. Promotes unit accomplishments and maintains social media like Facebook. Mentors Webmaster and Historian.

TREASURER. Appointed by Committee Chair. Maintains all financial records according to best accounting practices. Tracks dues, registration, fundraising and outing funds. Coordinates annual budget and presents monthly budget updates and financial reports. Forms finance committee to review statements and financial reports.

FUNDRAISING CHAIR. Appointed by Committee Chair. Plans and coordinates fundraising events according to guidelines from BSA and Chartered Organization.

POPCORN KERNAL. Appointed by Committee Chair. Coordinates annual popcorn sale campaign including take-orders, onsite and online. Presents reports to Treasurer and committee.

Adult Leadership

Direct-Contact Leaders – Scoutmaster Training Recommended

SCOUTMASTER. Selected and recruited by the Committee and Chartered Organization. Chairs program department of the Troop. Mentors Senior Patrol Leader. Proposes annual budget in coordination with Committee Chair and Treasurer.

EXECUTIVE ASSISTANT SCOUTMASTER. Appointed by SM with approval of COR. Assists SM with organizational duties including overseeing program-oriented committee positions. Ensures that Scouting's best-practices in place in the Troop. Mentors Assistant Senior Patrol leader. Stands in for SM in his absence.

NEW SCOUT ASSISTANT SCOUTMASTER. Appointed by SM with approval of COR. Runs new Scout and Trail to First Class Program for the Troop, including Mentoring New Scout Patrol, Troop Guide and Den Chiefs. Works with Membership and Recruitment Chair.

ASSISTANT SCOUTMASTER. Appointed by SM with approval of COR. Assigned by SM to fill program committee roles. Supervises youth safety at outings and meetings. Provides skill instruction and signs off on advancement requirements.

PATROL ADVISOR. Appointed by SM. An ASM who works directly with a patrol to mentor PLs and ensure that the Patrol method is being incorporated effectively. Acts as resource for Patrol member parents.

ADVANCEMENT CHAIR. Appointed by SM with consultation with Committee Chair. Tracks youth advancement. Schedules and conducts Boards of Review. Purchases awards and assists SPL in planning Courts of Honor.

OUTINGS CHAIR. Appointed by SM with consultation with Committee Chair. Keeps schedule of annual program, assigns outings coordinators for each event. Follows leadership set by PLC. Ensures that outings are planned according to BSA best practices.

CHAPLAIN. Appointed by SM with consultation with Committee Chair. Promotes Scouting religious programs, including Interfaith Services, Scout Sunday and Religious Emblems. Counsels Scouts and families on interfaith religious matters. Mentors Chaplain's Aide.

HEALTH/SAFETY OFFICER. Appointed by SM with consultation with Committee Chair. Maintains Scout medical forms. Ensures that BSA Guide to Safe Scouting is followed on all outings and events. Advises Patrols on proper nutrition.