

## Troop 7 Leader Position Book – Duty Position Goals and Responsibilities

<b>SENIOR PATROL LEADER.....</b>	<b>2</b>
<b>ASSISTANT SENIOR PATROL LEADER.....</b>	<b>3</b>
<b>PATROL LEADER.....</b>	<b>4</b>
<b>TROOP GUIDE .....</b>	<b>5</b>
<b>HISTORIAN .....</b>	<b>6</b>
<b>ORDER OF THE ARROW TROOP REPRESENTATIVE .....</b>	<b>7</b>
<b>QUARTERMASTER.....</b>	<b>8</b>
<b>SCRIBE.....</b>	<b>9</b>
<b>INSTRUCTOR.....</b>	<b>10</b>
<b>CHAPLAIN’S AIDE .....</b>	<b>11</b>
<b>WEBMASTER.....</b>	<b>12</b>
<b>LIBRARIAN.....</b>	<b>13</b>
<b>DEN CHIEF.....</b>	<b>14</b>
<b>OUTDOOR ETHICS GUIDE .....</b>	<b>15</b>

## Senior Patrol Leader

- Leads all troop meetings and activities (or appoints another Scout to serve in his place).
- Leads the Patrol Leaders' Council (PLC).
- Appoint Scout tripmasters with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other Scout leaders.
- Work with the Scoutmaster in training Scout leaders (ILST).
- Set a good example by...
  - Enforcing the tone for good Scout behavior within the troop.

## All Scout Leaders (responsibilities for all positions)

- Become trained in your position by attending ILST (Introduction to Leadership Skills for Troops).
- Participate in Troop activities and campouts outside of normal Troop meetings.
- Complete a thorough transition with your replacement
  - Hand off leader position notebook and all files related to your position
  - Show your replacement where equipment and files are stored in the Scout Hut or Basement Storage
- Set a good example by:
  - Wearing the Scout uniform correctly.
  - Living by the Scout Oath, Scout Law, and OA Obligation.
  - Showing and helping develop Scout spirit.

I have read and understand the above goals.

\_\_\_\_\_  
Scout Signature / Date

\_\_\_\_\_  
Scoutmaster Signature

Term Dates: \_\_\_\_\_

## Record of Activities:

**Note:** Upon completion of your leadership term, review this sheet with the Scoutmaster to receive credit towards rank advancement.

## Assistant Senior Patrol Leader

- Supervises the following elected Scout leaders:
  - Historian
  - Order of the Arrow Troop Representative
  - Scribe
  - Librarian
  - Instructor
  - Quartermaster
  - Chaplain Aide
  - Webmaster
- Help lead meetings and activities as called upon by the Senior Patrol Leader.
- Lead the troop in the Senior Patrol Leader's absence.
- Attend and serve as a member of the Patrol Leaders' Council.

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## Patrol Leader

- Plan and lead patrol meetings and activities (at least 3).
  - At least one Community Service.
  - At least one outdoor activity.
- Lead a Scout Skill as a patrol at least once.
- Represent the patrol at all Patrol Leaders' Council (PLC) meetings. Report on patrol activities and rank advancement.
- Assign duties and responsibilities to patrol members.
- Keep patrol members informed.
- Prepare the patrol to take part in all troop activities.
- Set a good example by showing and helping develop patrol spirit.

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## Troop Guide

- Introduce new Scouts to troop operations.
- Guide new Scouts through early Scouting activities.
- Ensure older Scouts never harass or bully new Scouts.
- Help new Scouts earn the First Class rank in their first year.
  - Scout rank within first 60 days.
- Coach the patrol leader of the new-Scout patrol on his duties.
- Attend patrol leaders' council meetings with the patrol leader of the new-Scout patrol.
- Assist the Assistant Scoutmaster with training.
- Coach individual Scouts on Scouting challenges.
- Set a good example by helping set and enforce the tone for good Scout behavior within the troop.

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## Historian

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
- Prepare visual posters for Scout Sunday, Pasta Dinner, and all Courts of Honor.
- Prepare insert for Scout Sunday – history of the troop and last year’s accomplishments
- Take care of troop trophies and keepsakes.

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## Order of the Arrow Troop Representative

- Serve as a communication link between the lodge or chapter and the troop.
- Encourage year-round and resident camping in the troop.
- Encourage older-Scout participation in high-adventure programs.
- Encourage Scouts to actively participate in community service projects.
- Encourage Arrowmen to assume leadership positions in the troop.
- Assist with leadership skills training in the troop.
- Encourage Arrowmen in the troop to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.

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## Quartermaster

- Inventory and keep records of patrol and troop equipment. Submit to Scoutmaster for posting on the Troop website.
- Maintain equipment for 4 patrols to camp simultaneously.
- Keep equipment in good repair.
- Keep equipment storage area neat and orderly.
- Issue equipment and ensure that it is returned in good order.
- Work with the Adult Advisor responsible for equipment. Suggest new or replacement items.
- As of 1 July 2016: Maintain the Troop library (see Librarian duties).

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## Scribe

- Attend and prepare a record of Patrol Leaders' Council meetings.
- Record attendance of all troop members.
- Submit articles to the Scoutmaster for the local Paper:
  - COHs during your term
  - Scout Sunday
  - Pasta Dinner

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## Instructor

- Supervise the preparation and instruction of Scout skills within the troop.
  - Guide the patrols by using a preparation checklist.
- Participate in the development of the training calendar.
- Determine which Scout Skills and Merit Badges will be taught during your term.
- Attend PLCs. Review upcoming Scout Skills and determine if patrols are ready.
- At Troop meetings, review assignments 2-3 weeks out; report to the ASPL (and Adult Advisor) when scouts have not met their deadlines.

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## Chaplain's Aide

- Lead or coordinate prayers at all Courts of Honor and Pasta Dinner.
- Lead or coordinate worship services on all campouts.
- Organize the Scout Sunday participation with the Troop Chaplain (Adult).
- Keep troop leaders apprised of religious holidays when planning activities.
- Encourage saying grace at meals while camping or on activities.
- Assist the Troop Chaplain (Adult) in meeting the religious needs of troop members while on activities.
- Inform troop members about the religious emblems program for their faith.

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## Webmaster

- Work with the Adult Advisor to maintain a safe and secure troop website.
- Ensure the troop website is a positive reflection of Scouting and our Charter Organization.
- Work with the Scouts to provide up-to-date troop information (i.e. photos from activities and campouts).
- Post weekly Troop announcements to the website.
- Attend Patrol Leader's Council meetings and report on webpage updates or requirements.

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## Librarian

- Maintain the troop library.
- Keep inventory on merit badge books owned by the troop. Present to Scoutmaster.
- Keep inventory of troop patches located in the Scout Hut. Present to Scoutmaster.
- Add new or replacement items as needed.
- Maintain a system to check literature in and out. Follow up on late returns.

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## Den Chief

- Serve as the activities assistant at Cub Scout den meetings.
- Meet regularly with the Den Leader to review the den and pack meeting plans.
- If serving as a Webelos den chief; help prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.

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## Outdoor Ethics Guide

- Possess a thorough understanding and commitment to Outdoor Ethics (Leave No Trace, Tread Lightly!, and the Outdoor Code).
- Help the Troop plan and conduct outdoor activities that emphasizes and practices the principles of outdoor ethics.
- Assist Scouts who are working on outdoor ethics requirements for the Scout, Tenderfoot, Second Class, and First Class ranks.
- Teach at least one class on outdoor ethics principles to the Troop during your term as Outdoor Ethics Guide.
- Earn and help Scouts earn the Outdoor Ethics Awareness Award.
- Optional: Complete Leave No Trace training.

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