

Troop 36 Leadership Responsibilities



GENERAL LEADERSHIP RESPONSABILITIES FOR ALL POSITIONS:

Uniform:

- Set an example by wearing your uniform correctly. This means that you wear all parts of the troop uniform, shirttail tucked in, hat straight, with all badges current and in the correct position.

Behavior:

- Set an example by living the Scout Oath and Law in your everyday life.
- Show Scout Spirit by active participation in meetings/activities and by acting with courtesy and respect towards, and for, others.

Attendance:

- Attend as many meetings and activities as possible.
 - Be on time for meetings and activities.
 - *Call Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing and ensure that someone will assume your responsibilities.*
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SPL:

- As focal point for troop - oversees all aspects of troop activities.
- Runs all troop meetings, events, activities, and the Annual Program Planning Conference.
- Runs the Patrol Leader's Council (PLC) meeting.
- Appoints Assistant Senior Patrol Leaders (ASPLs) with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.
- Should attend as close to all troop functions as possible.
- Meeting attendance should be as close to 100% as possible.
- Campout attendance should be as close to 90% as possible.
- Attend patrol meetings (observation)
- Conference with patrol leader during meeting (detailed conference about patrol meeting)

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- Provides reviews of patrol meetings to patrol leaders (positive/negative)
- Term - 1 year - re-election
- Act as the Standard by which all other Scouts in the Troop measure themselves. Sets an example by always wearing uniform correctly.

ASPL:

- Act as Senior Patrol Leader in SPLs absence or when called upon.
- Be familiar with all other positions and work with junior leaders.
- Helps SPL lead meetings and activities.
- Serves as member of PLC.
- Coordinate campouts (patrol coordination - menus/equipment etc.)
- Campout/meeting attendance - 90% (combined)
- At least 1 ASPL (or SPL) should be in attendance at every campout.
- Troop 36 guidelines
- Sets an example by always wearing uniform correctly.

JASM:

- Serves as an Assistant Scoutmaster except where legal age and maturity are required.
- Help Scoutmasters by performing duties assigned.
- MUST attend Junior Leader Training.
- At least 16 yrs old but not yet 18 yrs old.
- Sets an example by always wearing uniform correctly.

Patrol Leader:

- Plans and steers patrol meetings (**mandatory** minimum - 1 meeting per month).
- **Mandatory** to read the patrol leader book.
- Work on advancement with scouts in his patrol.
- Stays informed of all troop activities and makes sure his patrol is informed of all troop activities.
- Sets an example to younger scouts by active participation in meetings and by acting with courtesy towards, and respect for, others.
- High attendance at weekly meetings.
- **Mandatory** attendance at PLCs.
- High campout attendance.
- Rotate patrol leader attendance at campouts (use an organized schedule to make your arrangements)
- Campout attendance: there must be 1 leader from each patrol at a campout - preferably an alternative scout even if the Patrol Leader is attending.

Example: rotate patrol leader responsibilities at campouts by following a schedule. SPL/ASPL must be notified of designated leader.

Quartermaster:

- Responsible for oversight and maintenance of all troop equipment.
- Keep equipment room clean and in order.
- Issues equipment to patrols and makes sure it is in good working order when returned.

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- Keeps records of all troop equipment and informs Scoutmaster or ASM Advisor when equipment repairs are needed or if equipment is missing.
- Makes suggestions to Scoutmaster or ASM Advisor for new or replacement equipment.
- Attendance: a Quartermaster must attend all overnights or be present when troop leaves for, and returns from, overnights.
- Should have the most knowledge of the troop equipment, how it functions and how to use it.
- Responsible for younger scout's ability to use troop equipment (e.g. setting up a tent).
- Work with Outdoor Instructor to ensure proper troop training.
- **Mandatory** attendance at meeting before and after campout.
- Reports all issues to SPL
- Publish a list - advising what equipment is missing and to whom it was distributed (penalty for unreturned equipment - hold back in advancement).

Den Chief

- Works with the Cub Scouts, Webelos Scouts and Den Leaders in the Cub Pack.
- Provides instruction in Scout Skills to Cub Scouts that Den Leaders may lack.
- Encourages Cub Scouts to cross over and join Boy Scouts.
- Is available for Klondike preparations for both Cub Pack and Troop.
- Assists Troop Guide when Cub Scouts cross over.
- **Mandatory** attendance at Crossover.
- Should attend Blue and Gold Dinner.
- Wears uniform at all Cub Pack activities (as appropriate)
- Den Chief works with the Scoutmaster before crossover
- Helps out younger Boy Scouts (first aid, etc.)

Chaplain Aide

- Prepare religious info and prayers for troop functions.
- Responsible for religious observance at Courts of Honor and all major scouting events.
- Responsible for the preparation, and ensure the observance, of Sunday morning Vespers on all campouts (make arrangements for stand-in when necessary).
- Maintain materials for religious awards for all faiths represented in the troop.
- Promote religious medals and courses.
- Coordinate Troop attendance at Scout Sundays.
- Be concerned about times of grief on personal, community and national levels.

Troop Guide:

- Has individual conference with new scouts during meeting (5 to 10 minutes).
- Introduces new scouts to troop operations.
- Guides new scouts through early Scouting activities.
- Works with troop Instructors to ensure new scouts have basic Scout Skills.
- Teach knots and advancement with assistance from troop Instructors.
- Monitors new scouts' integration into troop community.

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- Duties do not end when scouts get their patrol leader - remains friendly and available.
- **Attendance must be high** especially at campouts to observe how younger scouts are doing.
- Prepare new Scouts for summer camp - discuss camp activities and suggest merit badges.
- **Must** attend summer camp.
- Oversee and assist with new scout advancement.
- Continue to guide **all** members of the troop throughout the year.

Instructor (Scoutcraft Skills: Cooking, Outdoor Skills, First Aid, Pioneering, & Orienteering):

- Works closely with Troop Guide to ensure new scouts are trained in Scouting Skills.
- Works with scouts seeking Tenderfoot, Second Class and First Class ranks.
- Teaches basic skills in troop and patrols.
- Should attend as many functions, which require scoutcraft skills, as possible.
- *All Instructors should be available to assist with Klondike Derby training.*
- **Cooking** - works with patrols to teach camp cooking skills and techniques, including those requirements for advancement. Instruct troop and patrols regarding kitchen safety & mess duties.
- **First Aid** - works with patrols and individual scouts to teach first aid skills, including those requirements for advancement. Advise scouts on first-aid kit assembly and storage. **MUST HAVE EARNED FIRST AID MERIT BADGE.**

- **Leave No Trace** - teaches Leave No Trace Principles including: 10 essentials for hiking, bear precautions and procedures, wildlife encounters, food cleaning and storage, waste disposal, outdoor personal hygiene (works in cooperation with Outdoor Skills Instructor). Promotes Leave No Trace Awareness Award with the goal to have at least 4 Scouts, per year, obtain this award.
- **Orienteering** - works with patrols and individual scouts to teach map and compass work, including those requirements for advancement. Supervise and administer Troop Orienteering Course.
- **Outdoor Skills** - works with scouts on campouts to teach camping skills such as tent site selection, tent assembly, campsite maintenance, fire building/safety (should have Fireman Chit Instructor), firewood collection/chopping (should have Tote n' Chip Instructor). **Outdoor Skills Instructor** - coordinates trash police line at each campout. (works in cooperation with Leave No Trace Instructor)
- **Pioneering** - works with patrols and individual scouts to teach knots and lashings, including those required for advancement. Provide instruction and training for any troop pioneering projects.

Librarian:

- Sets up and maintains troop library; including merit badge books and books of historical importance to the troop.
- Adds new or replacement merit badge pamphlets as needed.
- Responsible for scouts to continue with blue cards.
- Works with Webmaster to ensure that Merit Badge requirements link on webpage is current and accurate.

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Scribe:

- Keeps troop records.
- Records PLC activity.
- Records troop meeting attendance.
- Creates and distributes **quarterly** troop newsletter.
- Works with Webmaster to ensure completeness and accuracy of information on troop website.

Historian

- Gathers pictures and facts about troop activities.
- Works in connection with Scribe and Webmaster to provide pictures and facts for use in troop newsletter and website.
- Maintains troop history binders, trophies, ribbons and awards.
- Provides materials for display in troop curio at the Oradell Public Library.

Webmaster

- Maintains troop website.
- Works with troop Scribe and Historian to ensure that items of interest are added to website - including pictures, interesting information and links to scouting related sites (this position can count towards Journalism, Computers and Communications Merit Badge requirements).

Order of the Arrow Representative

- Serves as a communication link between troop and local OA Lodge.
 - Attendance at Lodge meetings should exceed 75%
- Assists with the coordination of annual troop Order of the Arrow elections.
- Encourages year round campout participation among scouts.
- Encourages older scouts to participate in High Adventure programs.
- Encourages scouts to participate in community service projects.
- Assists (as needed) with camping skills training within the troop.