

# TROOP 89

## Youth Leadership Job Descriptions

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Troop 89 will hold elections and appoint Troop youth leadership positions at the Troop meeting on Wednesday, September 26. A list of the positions and basic job descriptions is set forth below. Some positions are elected, others appointed. All of the Troop positions and the Patrol Leader position count towards rank advancement; the other patrol positions do not (note that Bugler counts for Star and Life rank advancement, but not for Eagle). Patrol Leaders may appoint additional patrol positions to give more scouts the opportunity for leadership. Some positions require certain ranks to hold the job.

If you are interested in one or more of these positions, either appointed or elected, please be prepared to present a brief speech on election night on why you are the best choice for the position, how you would do the job, and what qualifications you have for the position. If you are unable to attend the meeting but still want to run for a position, please let me know and send me the written text of your speech **by next Monday, September 24**. Do not apply for a position unless you are willing and able to fulfill all of the duties for the position. You do not need to be at the September 24 meeting to be considered for a position, but you must let me know before the meeting. Only Scouts who attend the meeting may vote on elected positions. To promote leadership opportunities and ensure the smooth operation of the Troop and proper skills instruction, the Scoutmaster may make exceptions to the requirements and duties of each position as he deems necessary, and/or adjust whether certain positions will be elected or appointed. Any office that goes unfilled the night of the elections will be filled at the Scoutmaster's discretion.

If you have any questions, please call (201-669-8533) or send me an e-mail ([cbell@telesat.com](mailto:cbell@telesat.com)).

Colin Bell  
Scoutmaster

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[Assistant Senior Patrol Leader \(ASPL\)](#)  
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## TROOP POSITIONS

### Senior Patrol Leader (SPL)

**Job Description:**

The Senior Patrol Leader represents the Troop as the top youth leader in the Troop.

**Reports to:** Scoutmaster

**Requirements:** Life or Eagle Scout, previous experience as ASPL, Instructor, Troop Guide and/or Patrol Leader



**Senior Patrol Leader duties:**

- Preside at all Troop meetings, events, activities, and the annual program planning conference.
- Chair the Patrol Leaders Council (PLC) meeting once a month.
- Appoint other boy leaders, as required, with the advice and consent of the Scoutmaster. He must choose leaders who are able, not just his friends or other popular Scouts.
- Assign duties and responsibilities to other junior leaders.
- Assist with Scoutmaster in training junior leaders.
- Delegate tasks to the ASPL, have ASPL attend any meeting/function he will not be able to attend (Troop meeting, PLC, campout/outing etc.).
- Oversee the planning efforts of Scouts for all Troop campouts (whether he attends these outing or not).
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Assistant Senior Patrol Leader (ASPL)

### Job Description:

The Assistant Senior Patrol Leader is the second highest-ranking youth leader in the Troop. 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

Requirements: Star, Life or Eagle Scout, previous experience as Instructor, Troop Guide and/or Patrol Leader.



### Assistant Senior Patrol Leader duties:

- Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Take over Troop leadership in the absence of the Senior Patrol Leader.
- Be responsible for training and giving direct leadership to the other junior leaders: Scribe, Librarian, Historian, Instructor, Quartermaster and Chaplain Aide.
- Perform tasks assigned by the Senior Patrol Leader.
- Serve as a member of the Patrol Leaders Council (PLC).
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Troop Quartermaster

### Job Description:

The Troop Quartermaster keeps track of Troop equipment and sees that it is in good working order. Appointed by SPL.

Reports to: Assistant Senior Patrol Leader

Requirements: First Class or above



### Troop Quartermaster duties:

- Keep records on patrol and Troop equipment.
- Keep equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the Troop Committee member responsible for equipment.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Troop Scribe Corresponding/Newsletter



### Job Description:

The Troop Scribe/Corresponding keeps the Troop records, records the activities of the Patrol Leaders Council (PLC), and keeps a record of attendance at troop meetings. The Troop Scribe/Newsletter is responsible for the monthly Troop newsletter.

These are two separate positions, both elected.

Reports to: Assistant Senior Patrol Leader

Requirements: Tenderfoot and above

### Troop Scribe/Corresponding duties:

- Attend and keep a log of Patrol Leaders Council (PLC) meetings and distribute copies of minutes to PLC members.
- Record attendance at troop functions.
- Draft correspondence as necessary.

### Troop Scribe/Newsletter duties:

- Prepare and distribute monthly newsletter with information about recent Troop activities and upcoming events.
- Gather information as needed from youth and adult leadership.

### Both:

- Have good attendance at Troop meetings.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Troop Guide

### Job Description:

The Troop Guide works actively with new Scouts. The Troop Guide introduces new Scouts to troop operations and helps them feel comfortable in the troop. (May be multiple Troop Guides.) This position is appointed by the SPL and Scoutmaster.

Reports to: Senior Patrol Leader

Requirements: First Class, previous experience as Patrol Leader and/or Assistant Patrol Leader



### Troop Guide duties:

- Help new Scouts earn advancement requirements through First Class.
- Advise Patrol Leader on his duties and responsibilities at Patrol Leaders Council (PLC) meetings.
- Attend PLC meetings.
- Prevent harassment of new Scouts by older Scouts.
- Guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors.
- Teach basic Scout skills.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Instructor

### Job Description:

The Instructor teaches scouting skills. This is an elected position. (May be multiple Instructors.)

Reports to: Assistant Senior Patrol Leader

Requirements: First Class



### Instructor duties:

- Instruct Scouting skills as needed within the Troop or patrols.
- Prepare well in advance for each teaching assignment.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Bugler

### Job Description:

The Bugler plays the bugle at troop ceremonies.

This is an elected position.

Reports to: Assistant Senior Patrol Leader

Requirements: None



### Bugler duties:

- Play bugle as requested by Troop leadership.
- Play taps during evening closing ceremony.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Librarian

### Job Description:

The Librarian takes care of Troop literature. This is an elected position.

Reports to: Assistant Senior Patrol Leader

Requirements: Tenderfoot



### Librarian duties:

- Establish and take care of the Troop library.
  - Keep records on literature owned by the Troop .
  - Add new or replacement items as needed.
  - Keep books and pamphlets available for borrowing at Troop meetings.
  - Keep a system for checking books and pamphlets in and out.
  - Follow up on late returns.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Historian

### Job Description:

The Historian keeps a historical record or scrapbook of Troop activities. This is an elected position.

Reports to: Assistant Senior Patrol Leader

Requirements: Tenderfoot



### Historian duties:

- Gather pictures and facts about past Troop activities and keep them in scrapbooks, wall displays or informational (historical) files.
- Take care of Troop trophies, ribbons, and souvenirs of Troop activities.
- Provide reports about Troop campouts and activities to Troop Scribe/Newsletter and WebMaster.
- Prepare slideshow for February Court of Honor dinner.
- Keep information about former members of the Troop.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Webmaster

### Job Description:

The Webmaster is responsible for updating and maintaining the Troop website. This position is appointed by the SPL and Scoutmaster.

Reports to: Senior Patrol Leader

Requirements: Tenderfoot



### Webmaster duties:

- Update and maintain the Troop 89 website.
- Coordinate with the Scoutmaster, SPL, ASPL, Patrol Leaders and Troop Committee as required to determine content for website.
- Suggest content and design for Troop website.
- Work with Troop Scribe/Newsletter and Historian to post relevant information about Troop activities and upcoming events.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Leave No Trace Trainer

### Job Description:

The Leave No Trace Trainer helps minimize impact on the land by teaching Troop members the principles of Leave No Trace and improving Scouts' outdoor ethics decision-making skills.

This position is appointed by the SPL.

Reports to: Senior Patrol Leader

Requirements: First Class, and experience as Patrol Leader, Assistant Patrol Leader, Troop Guide and/or Instructor



### Leave No Trace Trainer Duties:

- Demonstrate and lead the Troop in the principles of Leave No Trace.
- Work with patrols to plan outings to minimize environmental impact.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## OA Troop Representative

### Job Description:

The Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowmen and adult leaders and Scouts who are not members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop. This position is appointed by the SPL.



Reports to: Senior Patrol Leader

Requirements: Active OA member in good standing.

### OA Troop Representative duties:

- 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.
- Assist with leadership skills training in the Troop.
- Encourage Arrowmen to assume leadership positions in the Troop.
- Encourage Arrowmen in the Troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation.
- Shows Scout spirit

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## Den Chief

### Job Description:

The Den Chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack. Appointed by the Scoutmaster.

Reports to: The Den Leader in the pack and the Scoutmaster

Requirements: Preferably Second Class



### Den Chief duties:

- Serve as the activities assistant at den meetings.
- Meet regularly with the Den Leader to review the den and pack meeting plans.
- If serving as a Webelos Den Chief, prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Know the purposes of Cub Scouting.
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.
- Help out at weekly den meetings and monthly pack meetings.
- Attends at least 2/3 of the den meetings/events during his service period.
- Be a friend to the boys in the den.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by Scout Oath and Law.
- Show scout Spirit.

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## Chaplain Aide

### Job Description:

The Chaplain Aide works with the Troop Committee and Scoutmaster to meet the religious needs of the Scouts in the troop. He also works to promote the religious emblems program. This is an elected position.

Reports to: Assistant Senior Patrol Leader

Requirements: Tenderfoot



### Chaplain Aide duties:

- Keep Troop leadership apprised of religious holidays when planning activities.
- Assist in meeting the religious needs of Troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Tell Scouts about the religious emblem program of their faith.
- Help plan for religious observance in Troop activities.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## PATROL POSITIONS

### Patrol Leader

Job Description:

The Patrol Leader is appointed by the Scoutmaster and SPL and leads the patrol.

Reports to: Senior Patrol Leader

Requirements: First Class



Patrol Leader duties:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a job and help them succeed.
- Represent the patrol at all Patrol Leaders Council (PLC) meetings and at the annual program planning conference.
- Prepare the patrol to take part in all Troop activities.
- Develop patrol spirit.
- Work with other Troop leaders to make the Troop run well.
- Know what patrol members and other leaders can do.
- Have good attendance at Troop meetings, be active in the Troop.
- Set the example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## 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: Patrol Leader

Requirements: Second Class



### Assistant Patrol Leader duties:

- Assist the Patrol Leader in:
  - planning and leading patrol meetings and activities.
  - keeping patrol members informed.
  - preparing your patrol to take part in all Troop activities.
  
- Steer patrol meetings and activities
- Take charge of the patrol in the absence of the Patrol Leader.
- Represent the patrol at Patrol Leaders Council (PLC) meetings in the absence of the Patrol Leader.
- Work with the other Troop leaders to make the Troop run well.
- Help develop patrol spirit.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout Spirit.

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## Patrol Quartermaster

### Job Description:

The Patrol Quartermaster is appointed by the Patrol Leader. He checks out and checks in required equipment from the Troop Quartermaster. He also makes sure everyone in his patrol has required equipment for each event. He keeps patrol gear organized and knows who has it.

Reports to: Both the Patrol Leader and the Troop Quartermaster

Requirements: Tenderfoot

### Patrol Quartermaster duties:

- Keeps all the patrol gear in order and knows who has it.
- Reminds patrol members to bring gear to the meeting before each campout.
- Tells Troop Quartermaster if something is broken.
- Makes sure the gear is in proper shape when it's time to check the gear back into the storage trailer at the end of the year. (If gear is not checked in at the end of year, **YOU NEED TO KEEP IT IN GOOD ORDER UNTIL NEXT YEAR.**)
- Have good attendance at Troop meetings, be active in the Troop.
- Set the example for the patrol.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Patrol Scribe

### Job Description:

The Patrol Scribe is appointed by the Patrol Leader and keeps patrol records.

Reports to: Patrol Leader

Requirements: Tenderfoot

### Patrol Scribe duties:

- Keep the patrol log which contains minutes of last patrol meeting, duty roster, etc.
- Read the log of the last patrol meeting.
- Keep attendance records.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Grubmaster

### Job Description:

The Grubmaster is appointed by the Patrol Leader and shops for food. Duties rotate each outing.

Reports to: Patrol Leader

Requirements: None

### Grubmaster duties:

- With a buddy shop for food for outing. Stay within budget.
- See that the patrol eats proper, nutritional food.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## Chief Cook

### Job Description:

The Chief Cook is appointed by the Patrol Leader and prepares edible food for the patrol. Duties rotate for each outing.

Reports to: Patrol Leader

Requirements: None

### Chief Cook duties:

- Gather food from the patrol box.
- Organize the meal.
- Supervise helpers (if any).
- Make sure the meal is prepared well and on time.
- Assign cleaning up jobs for the pots, pans, and patrol cooking utensils.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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## **Cheerleader**

### Job Description:

The Cheerleader is appointed by the Patrol Leader and is responsible for keeping morale high in the Patrol. Duties may rotate for each outing.

Reports to: Patrol Leader

Requirements: None

### Cheerleader duties:

- Keep morale high.
- Learn songs, yells, and assist in preparing and conducting campfire programs.
- Have good attendance at Troop meetings, be active in the Troop.
- Set a good example.
- Wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

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