

Senior Patrol Leader



With three green bars behind the Scout emblem, the senior patrol leader's shoulder patch symbolizes one of the oldest leadership positions in Scouting. The Boy Scouts of America has long recognized the senior patrol leader as the highest youth leadership position in a troop. They are the primary link between a troop's Scouts and its adult leaders. They shoulder the responsibility for leading meetings of the troop and the [patrol leaders' council](#) and provide valuable leadership in planning and carrying out the troop's program of outdoor activities, service projects, and events.

Responsibilities

- runs all troop meetings, events, activities, and the annual program planning conference
- runs the [patrol leaders' council](#) (PLC) meetings
- appoints other troop youth leaders with the advice and counsel of the [Scoutmaster](#)
- assigns duties and responsibilities to youth leaders
- assists the Scoutmaster with youth leader training
- sets a good example
- wears the Scout uniform correctly
- lives by the Scout Oath and Law
- shows Scout spirit

[Refer to BSA Publication Senior Patrol Leader Handbook](#)

Assistant Senior Patrol Leader



The assistant senior patrol leader is the second highest youth leadership position in the troop, working closely with the senior patrol leader to help the troop move forward. The assistant senior patrol leader acts as the [senior patrol leader](#) in the absence of the senior patrol leader or when called upon, and provides leadership to other youth leaders in the troop. The assistant senior patrol leader is appointed by the senior patrol leader under the guidance of the [Scoutmaster](#).

Responsibilities

- helps the [senior patrol leader](#) lead meetings and activities
- runs the troop in the absence of the senior patrol leader
- helps train and supervise the troop [scribe](#), [quartermaster](#), [instructor](#), [librarian](#), [historian](#), [webmaster](#), [chaplain aide](#), and [OA representative](#)
- serves as a member of the [patrol leaders' council](#)
- sets a good example
- wears the Scout uniform correctly
- lives by the Scout Oath and Law
- shows Scout spirit
- lends a hand controlling the patrols and building patrol spirit

Bugler



The bugler plays the bugle (or similar instrument) to mark key moments during the troop meeting, such as assembly, or on troop outings, such as reveille, mess call, and lights out. The bugler must know the required bugle calls and ideally should have earned the Bugling merit badge or be working toward earning it.

Responsibilities

- makes appropriate bugle calls, as requested, at troop meetings and activities
- sets a good example
- wears the Scout uniform correctly
- lives by the Scout Oath and Law
- shows Scout spirit

Den Chief



Den chiefs are Scouts who assist a Cub Scout den leader or Webelos den leader. They are selected by the [senior patrol leader](#) and [Scoutmaster](#), and approved by the cubmaster and the pack committee for recommendation to the den leader. Den chiefs help Cub Scouts advance through Cub Scout ranks and encourage Cub Scouts to join a troop upon graduation.

Responsibilities

- Be reliable, such as being at the den and pack meetings early
- Take Den Chief Training online or conducted by your district or council
- Take the Den Chief Pledge
- Maintain patience and a positive attitude
- Understand the needs of Cub Scouts in the den, such as being sensitive to the needs of all members of your den based on their characteristics
- Provide encouragement to the scout in your den
- Give instruction to youth who require special attention
- Understand the Methods of Cub Scouting: Living the ideals, Belonging to a den, Advancement, Family Involvement, Activities, Serving the Neighborhood, and Uniform
- Help the den leader with den meetings.
- Help lead activities, games, and ceremonies.
- Help the members learn to be leaders.
- Reflect the principles of the Scout Oath and Scout Law.
- Set a good example as a role model.
- Share knowledge of the outdoors.
- Encourage Cub Scouts and Arrow of Light Scouts to move on to the next Scouting level.
- Support the Denner/Assistant Denner

Patrol Leader



The patrol leader is the patrol's key leader, representing the patrol at all patrol leaders' council meetings and the annual program planning conference, and keeping patrol members informed of decisions made. Patrol leaders carry out planning, leading, and evaluating patrol meetings and activities, and assure patrols are prepared to participate in all troop activities. They keep their patrol intact so they can work together and share responsibilities to get things done. It is incumbent upon them to be a good example for the members of their patrol and the rest of the troop.

Responsibilities

- plans and leads patrol meetings and activities
- keeps patrol members informed
- assigns each patrol member a specific duty
- represents his patrol at all [patrol leaders' council](#) meetings and the [annual program planning conference](#)
- prepares the patrol to participate in all troop activities
- works with other troop leaders to make the troop run well
- knows the abilities of each patrol member
- sets a good example
- wears the Scout uniform correctly
- lives by the Scout Oath and Law
- shows and develops patrol spirit

Quartermaster



Quartermasters serve as the troop's supply boss. They keep an inventory of [troop equipment](#) and see that the gear is in good condition. They work with patrol quartermasters as they check out equipment and return it. At meetings of the patrol leaders' council they report on the status of equipment in need of replacement or repair. In carrying out their responsibilities, they may have the guidance of a member of the troop committee.

Responsibilities

- keeps records on patrol and troop equipment
- makes sure equipment is in good working condition
- issues equipment and makes sure it is returned in good condition
- makes suggestions for new or replacement items
- works with the troop committee member responsible for equipment
- sets a good example
- wears the Scout uniform correctly
- lives by the Scout Oath and Law
- shows Scout spirit

Historian



The historian collects, assembles, and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia, and makes materials available for Scouting activities, courts of honor, the media, and troop history projects.

Responsibilities

- gathers photos and facts about troop activities and keeps them in a historical file or scrapbook
- takes care of troop trophies, ribbons, and souvenirs of troop activities
- keeps information about former members of the troop
- sets a good example
- wears the Scout uniform correctly
- lives by the Scout Oath and Law
- shows Scout spirit

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- wears the Scout uniform correctly
- lives by the Scout Oath and Law
- shows Scout spirit

Troop Guide



Troop guides serve as both a leader and a mentor to the members of the new-Scout patrol. They should be an older Scout who holds at least the First Class rank and can work well with younger Scouts.

The troop guide helps the patrol leader of the new-Scout patrol lead their patrol, so they can develop into a well-functioning group, working together harmoniously and productively.

Responsibilities

- introduces new Scouts to troop operations
- helps new Scouts towards earning the First Class rank
- teaches basic Scout skills
- coaches the patrol leader of the new-Scout patrol on their duties
- works with the patrol leader at patrol leaders' council meetings
- attends [patrol leaders' council](#) meetings with the [patrol leader](#) of the new-Scout patrol
- counsels individual Scouts on Scouting challenges
- sets a good example
- wears the Scout uniform correctly
- lives by the Scout Oath and Law
- shows Scout spirit

Librarian



Troop librarians oversee the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. They check out these materials to Scouts and leaders and maintain records to ensure that everything is returned. They may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.

Responsibilities

- sets up and takes care of the troop library
- keeps records of books and pamphlets owned by the troop, may work with webmaster to manage the troop's digital library
- adds new or replacement items as needed
- keeps books and pamphlets available for borrowing
- keeps a system for checking books and pamphlets in and out, and follows up on late returns
- sets a good example
- wears the Scout uniform correctly
- lives by the Scout Oath and Law
- shows Scout spirit

Committee Members



The troop committee is a cross between a board of directors and a parent support group. It sets troop policies and handles administrative functions, allowing the Scoutmaster and assistant Scoutmasters to focus on working directly with the Scouts.

A robust troop committee supports an effective scouting program. The below is a list of common and desirable roles for adults within the troop committee.

Secretary

Duties:

- Keep minutes of meeting and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of troop events and activities.
- Conduct troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.

Treasurer

Duties:

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and/or savings accounts.
- Train and supervise the troop scribe in record keeping.

- Keep adequate records.
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Lead the Friends of Scouting campaign.
- Report to the troop committee at each meeting.

Outdoor Activities Coordinator

Duties:

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month.
- Report to the troop committee at each meeting.

Advancement Coordinator

Duties:

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange quarterly troop boards of review and courts of honor.
- Recruit merit badge counselors.
- Make a prompt report of advancements using online tools or appropriate paper forms to the council service center. Secure badges and certificates.
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Report to the troop committee at each meeting.

Chaplain

Duties:

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of their choice.
- Encourage Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting.

Training Coordinator

Duties:

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials and resources.
- Be responsible for Youth Protection Training compliance within the troop.
- Encourage periodic youth leadership training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.
- Assist in orientation to new parents.
- Be watchful that the troop is taking all steps to ensure youth safety.

Equipment COordinator

Duties:

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage the troop in the safe use of all outdoor equipment.
- Report to the troop committee at each meeting.

Membership Coordinator

Duties:

- Develop a plan for year-round membership flow into the troop.
- Work closely with the Cubmaster and Webelos/AOL den leaders of neighboring Cub Scout packs to provide a smooth transition from

pack to troop. Assist in developing and recruiting den chiefs, and assist in the crossover ceremony.

- Plan and coordinate troop open houses to invite non-Scouts into the troop.
- Encourage Scouts to invite their friends to the troop.
- Keep track of Scouts who drop out of the troop, and develop a plan to encourage them to rejoin.
- Report to the troop committee at each meeting.

This is not an exhaustive list of positions a troop may need. Troops are encouraged to engage all parents in a role that suits their skills and interests.