

Troop 554 and 554G Positions of Responsibility

Overview

Junior Assistant Scoutmaster

Type: Appointed Reports To: Scoutmaster
Term: Varies Minimum Rank: Life
Experience: Served in at least 3 other leadership positions in the Troop, including Senior Patrol Leader.

Senior Patrol Leader

Type: Elected Reports To: Scoutmaster
Term: 3 Months Minimum Rank: Star
Experience: Served as Assistant Senior Patrol Leader or Troop Guide for at least 3 months.

Assistant Senior Patrol Leader

Type: Elected Reports To: Senior Patrol Leader
Term: 3 Months Minimum Rank: Star
Experience: At least 2 years in the Troop and served in at least one other leadership position.

Troop Guide

Type: Appointed Reports To: Assistant Scoutmaster for New Scouts
Term: 6 Months Minimum Rank: First Class
Experience: At least 2 years in the Troop or at least 13 years old

Chaplain Aide

Type: Appointed Reports To: ASPL & Chaplain
Term: 6 Months Minimum Rank: First Class
Experience: At least 2 years in the Troop or at least 13 years old

Historian

Type: Appointed Reports To: ASPL
Term: 6 Months Minimum Rank: First Class
Experience: At least 2 years in the Troop or at least 13 years old

Librarian

Type: Appointed Reports To: ASPL
Term: 6 Months Minimum Rank: First Class
Experience: At least 2 years in the Troop or at least 13 years old

OA Troop Representative

Type: Appointed Reports To: ASPL
Term: 6 Months Minimum Rank: First Class
Experience: Member in good standing of the Order of the Arrow

Den Chief

Type: Appointed Reports To: ASM for New Scouts & Den Leader
Term: 4 Months Minimum Rank: First Class
Experience: At least 2 years in the Troop or have earned Arrow of Light

Troop 554 Policies and Procedures

Instructor

Type: Appointed Reports To: ASPL
Term: 4 Months Minimum Rank: First Class
Experience: At least 2 years in the Troop or at least 13 years old

Bugler

Type: Appointed Reports To: ASPL
Term: 4 Months Minimum Rank: First Class
Experience: At least 1 year in the Troop and proficient with the trumpet or bugle

Quartermaster

Type: Appointed Reports To: ASPL
Term: 4 Months Minimum Rank: First Class
Experience: At least 1 year in the Troop

Scribe

Type: Appointed Reports To: ASPL
Term: 4 Months Minimum Rank: First Class
Experience: At least 1 year in the Troop

Webmaster

Type: Appointed Reports To: ASPL
Term: 4 Months Minimum Rank: First Class
Experience: At least 1 year in the Troop

Outdoor Ethics Guide

Type: Appointed Reports To: ASPL
Term: 4 Months Minimum Rank: First Class
Experience: At least 2 years in the Troop or at least 13 years old

Patrol Leader

Type: Elected Reports To: ASPL
Term: 4 Months Minimum Rank: Second Class
Experience: Should have served as Assistant Patrol Leader

Troop 554 and 554G Positions of Responsibility

Junior Assistant Scoutmaster (JASM)

General Information

Type: Appointed by the Scoutmaster

Term: Varies

Reports to: Scoutmaster

Description: A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the Scoutmaster, to serve as a Junior Assistant Scoutmaster. These youth (a Troop may have more than one Junior Assistant Scoutmaster) follow the guidance of the Scoutmaster in providing support and supervision to other youth leaders in the Troop. Upon their 18th birthday, a Junior Assistant Scoutmaster will be eligible to become an Assistant Scoutmaster.



Qualifications

Rank: Life or Eagle

Experience: Have served in at least 3 other leadership positions in the Troop, including Senior Patrol Leader

Attendance: 75% over previous 6 months

Performance Requirements

Training: The JASM should attend Twin Arrows National Youth Leadership Training.

Attendance: The JASM is expected to attend 90% of all Troop Meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the JASM may be removed from office.

Effort: The JASM is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity.

Specific Leadership Responsibilities

- Maintain active participation in both meetings and outings (meet troop requirements)
- Perform duties as assigned by the Scoutmaster
- Attend first year patrol meetings and coach Troop Guides
- Become aware of the advancement status of first year scouts and teach scout skills
- Volunteer to participate in Tenderfoot, Second Class, and First Class Boards of Review

Troop 554 Policies and Procedures

Senior Patrol Leader (SPL)

General Information

Type: Elected by Troop

Term: 3 months

Reports to: Scoutmaster

Description: The Senior Patrol Leader is the top leader of the troop. They are responsible for the Troop's overall operation. With guidance from the Scoutmaster, they take charge of Troop Meetings, of the Patrol Leaders' Council, and of all Troop activities, and they do everything they can to help each Patrol be successful. They are responsible for annual program planning conferences and assist the Scoutmaster in conducting Troop Leadership Training. The Senior Patrol Leader presides over the Patrol Leaders' Council and works closely with each Patrol Leader to plan Troop Meetings and make arrangements for troop activities. During a Scout's time as Senior Patrol Leader, they are not a member of any Patrol.



Qualifications

Rank: Star or higher

Experience: At least 2 years in the Troop and have served as Assistant Senior Patrol Leader or Troop Guide for at least 3 months

Attendance: 75% over previous 6 months

Performance Requirements

Training: The SPL should attend Twin Arrows National Youth Leadership Training.

Attendance: The SPL is expected to attend 90% of all Troop Meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the SPL may be removed from office.

Effort: The SPL is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster if unable to attend a meeting or activity. The SPL must also ensure that the Assistant Senior Patrol Leader is ready to assume SPL responsibilities.

Specific Leadership Responsibilities

- Runs all Troop Meetings, events, and the annual program planning conference
- Runs the Patrol Leaders' Council meetings
- Appoints other Troop junior leaders with advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to junior leaders
- Assists the Scoutmaster with junior leader training
- Establishes campout duty roster and ensures execution of duties

Troop 554 and 554G Positions of Responsibility

Assistant Senior Patrol Leader (ASPL)

General Information

Type: Elected by Troop

Term: 3 months

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader works closely with the Senior Patrol

Leader to help the Troop move forward and serves as acting Senior Patrol Leader when the Senior Patrol Leader is absent. Among their specific duties, the Assistant Senior Patrol Leader trains and provides direction to the Troop Quartermaster, Scribe, Historian, Librarian, Instructors, and Order of the Arrow Representative. During their tenure as Assistant Senior Patrol Leader, they are not a member of a Patrol.



Qualifications

Rank: Star or higher

Experience: At least 2 years in the Troop and have served in at least one other leadership position

Attendance: 75% over previous 6 months

Performance Requirements

Training: The ASPL should attend Twin Arrows National Youth Leadership Training.

Attendance: The ASPL is expected to attend 90% of all Troop Meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the ASPL may be removed from office.

Effort: The ASPL is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity.

Specific Leadership Responsibilities

- Helps Senior Patrol Leader lead meetings and activities
- Runs the Troop in the absence of the Senior Patrol Leader
- Helps train and supervise Patrol Leaders, Scribe, Historian, Librarian, Quartermaster, Instructors, and Order of the Arrow Representative
- Serves as a member of the Patrol Leaders' Council

Troop 554 Policies and Procedures

Troop Guide (TG)

General Information

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Assistant Scoutmaster for new Scouts

Description: The Troop Guide is both a leader and a mentor to the members of the new-Scout patrol. They should be an older Scout who can work well with younger Scouts. They serve as the Patrol Leader of the new-Scout patrol until a Patrol Member reaches Second Class and provides direction, coaching, and support to the Patrol. The Troop Guide is not a member of another Patrol. The Troop can have more than one Troop Guide.



Qualifications

Rank: First Class or higher

Experience: At least 2 years in the Troop or at least 13 years old

Attendance: 75% over previous 6 months

Performance Requirements

Training: The TG should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The TG is expected to attend 90% of all Troop Meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the TG may be removed from office.

Effort: The TG is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity. The TG must also ensure that another Scout is ready to assume TG responsibilities.

Specific Leadership Responsibilities

- Introduces new Scouts to Troop operations
- Guides new Scouts through early Scouting activities
- Shields new Scouts from harassment by older Scouts
- Assists assigned Scouts in site selection and set-up at all outings
- Assists assigned Scouts during meal preparation and breaking camp to ensure everything is going well
- Helps new Scouts earn First Class in their first year
- Attends Patrol Leaders' Council meetings
- Assists the Assistant Scoutmaster with training
- Counsels individual Scouts on Scouting challenges and rank advancement

Troop 554 and 554G Positions of Responsibility

Chaplain Aide

General Information

Type: Appointed by the Scoutmaster with the Chaplain's advice and consent

Term: 6 months

Reports to: Assistant Senior Patrol Leader and Chaplain

Description: The Chaplain Aide assists the Troop Chaplain (usually an adult from the Troop Committee or the Chartered Organization) in serving the religious needs of the Troop. They ensure that religious holidays are considered during the Troop's program planning process and promotes the BSA's religious emblems program.



Qualifications

Rank: First Class or higher

Experience: At least 2 years in the Troop or at least 13 years old

Attendance: 75% over previous 6 months

Performance Requirements

Training: The Chaplain Aide should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The Chaplain Aide is expected to attend 90% of all Troop Meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the Chaplain Aide may be removed from office.

Effort: The Chaplain Aide is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity. The Chaplain Aide must also ensure that another Scout is ready to assume Chaplain Aide responsibilities.

Specific Leadership Responsibilities

- Assists the Troop Chaplain with religious services at Troop activities
- Tells Scouts about the religious emblem program for their faith
- Makes sure religious holidays are considered during Troop program planning
- Helps plan for religious observance in Troop activities
- Conducts at least one religious ceremonies at Troop outings

Troop 554 Policies and Procedures

Historian

General Information

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Historian collects and preserves Troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes materials available for Scouting activities, the media, and Troop history projects.



Qualifications

Rank: First Class or higher

Experience: At least 2 years in the Troop or at least 13 years old

Attendance: 75% over previous 6 months

Performance Requirements

Training: The Historian should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The Historian is expected to attend 90% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the Historian may be removed from office.

Effort: The Historian is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity. The Historian must also ensure that another Scout is ready to assume Historian responsibilities.

Specific Leadership Responsibilities

- Gather pictures, facts and memorabilia about Troop activities and keep them in an historical file or scrapbook
- Forwards digital files and/or CD's to Troop Webmaster for use on Troop website
- Maintain the Troop bulletin board in the church
- Take care of Troop trophies, ribbons, awards and souvenirs of Troop activities
- Display Troop awards, scrapbooks, and souvenirs at Courts of Honor

Troop 554 and 554G Positions of Responsibility

Librarian

General Information

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Librarian oversees the care and use of Troop books, pamphlets, magazines, audio visuals, 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.



Qualifications

Rank: First Class or higher

Experience: At least 2 years in the Troop or at least 13 years old

Attendance: 75% over previous 6 months

Performance Requirements

Training: The Librarian should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The Librarian is expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the Librarian may be removed from office.

Effort: The Librarian is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity. The Librarian must also ensure that another Scout is ready to assume Librarian responsibilities.

Specific Leadership Responsibilities

- Sets up and takes care of the Troop library
- Keeps records of books and pamphlets owned by the Troop
- Adds new or replacement items as needed
- Brings the library to one Troop Meeting each month and announces the date to the Troop
- Maintains a sign-out log for materials and follows-up to ensure material is returned (posts an overdue listing once a month at the Troop Meetings)
- Reviews the library at least once a month for out-of-date materials and discusses with the Advancement Chairman for possible retirement from the library

Troop 554 Policies and Procedures

Order of the Arrow Troop Representative

General Information

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Order of the Arrow Troop Representative serves as a communication link between the Troop and the local Order of the Arrow lodge. By enhancing the image of the Order as a service arm to the Troop, they promote the Order, encourage Scouts to take part in all sorts of camping opportunities, and help pave the way for older Scouts to become involved in high-adventure programs. The Order of the Arrow Troop Representative assists with leadership skills training.



Qualifications

Rank: First Class or higher

Experience: Member in good standing of the Order of the Arrow

Attendance: 75% over previous 6 months

Performance Requirements

Training: The Order of the Arrow Troop Representative should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The Order of the Arrow Troop Representative is expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the Order of the Arrow Troop Representative may be removed from office.

Effort: The Order of the Arrow Troop Representative is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity.

Specific Leadership Responsibilities

- Regularly communicates Order of the Arrow news and events at Troop meetings
- Encourages year round and resident camping in the Troop
- Encourages older Scout participation in high adventure programs
- Encourages Scouts to actively participate in community service projects
- Assists with leadership skills training in the Troop
- Encourages arrowmen in the Troop to be active participants in OA activities
- Represent the troop by participating in four or more OA troop, lodge, or chapter Events. (Lodge functions, Chapter meetings, Troop Tap Out, Cub crossover ceremony)

Troop 554 and 554G Positions of Responsibility

Den Chief

General Information

Type: Appointed by the Scoutmaster

Term: 4 months

Reports to: Den Leader in the Pack and the Assistant Scoutmaster for the new Scout Patrol in the Troop

Description: The Den Chief works with a den of Cub Scouts and with their adult leaders. They take part in Den Meetings, encourages Cub Scout advancement, and is a role model for younger Scouts. They can lead songs and skits, and encourage Webelos Scouts to progress into the Boy Scout Troop. Serving as Den Chief can be a great first leadership experience for a Scout.



Qualifications

Rank: First Class or higher

Experience: At least 1 year in the Troop or have earned Arrow of Light

Attendance: 75% over previous 6 months

Performance Requirements

Training: The Den Chief should attend Den Chief Training.

Attendance: The Den Chief is expected to attend 75% of all den meetings and pack meetings. If attendance is low, or if there are three (3) unexcused absences in a row, the Den Chief may be removed from office.

Effort: The Den Chief is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity. He must call the Den Leader if he is unable to attend a Cub Scout meeting or activity.

Specific Leadership Responsibilities

- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through Cub Scout ranks
- Encourages Cub Scouts to join a Boy Scout Troop upon graduation
- Assists with activities in the Den Meetings
- Serves as ambassador for the Troop and actively recruits new Scouts from the Pack
- Helps out at weekly Den Meetings and monthly Pack Meetings
- Meets with adult members of the Den, Pack and Troop as necessary

Troop 554 Policies and Procedures

Quartermaster (QM)

General Information

Type: Appointed by the Scoutmaster

Term: 4 months

Reports to: Assistant Senior Patrol Leader

Description: The Quartermaster is the Troop's supply boss. They keep an inventory of Troop equipment and sees that the gear is in good condition. They work with Patrol Quartermasters as they check out equipment and return it, and 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 will have the guidance of a member of the Troop Committee, the Equipment Coordinator.



Qualifications

Rank: First Class or higher

Experience: At least 1 year in the Troop

Attendance: 75% over previous 6 months

Performance Requirements

Training: The QM should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The QM is expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the QM may be removed from office.

Effort: The QM is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity. The QM must also ensure that another Scout is ready to assume QM responsibilities.

Specific Leadership Responsibilities

- Keeps records on Troop equipment
- Works with the Patrol Quartermasters and Adult Equipment Coordinator
- Submits monthly tent inventory records to Adult Equipment Coordinator
- Makes sure equipment is in good working condition and assists Adult Equipment Coordinator in repairs
- Issues equipment to Patrol Quartermasters and makes sure it is returned in good working condition
- Makes suggestions to Adult Equipment Coordinator for new or replacement items

Troop 554 and 554G Positions of Responsibility

Bugler

General Information

Type: Appointed by the Scoutmaster

Term: 4 months

Reports to: Assistant Senior Patrol Leader

Description: The Bugler plays the bugle (or a similar interest) to mark key moments during the day on Troop outings, such as Reveille and Taps. They must know the required bugle calls and should ideally have earned the Bugling merit badge.



Qualifications

Rank: First Class or higher

Experience: At least 1 year in the Troop, proficient with the trumpet or bugle

Attendance: 75% over previous 6 months

Performance Requirements

Training: The Bugler should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The Bugler is expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the Bugler may be removed from office.

Effort: The Bugler is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity. The Bugler must also ensure that another Scout is ready to assume Bugler responsibilities.

Specific Leadership Responsibilities

- Earns the Bugling merit badge
- Learns to play Reveille and Taps
- Works with Scoutmaster to determine appropriate songs for each campout
- Calls Troop to order at campouts when present

Troop 554 Policies and Procedures

Instructor

General Information

Type: Appointed by the Scoutmaster

Term: 4 months

Reports to: Assistant Senior Patrol Leader

Description: Each Instructor is an older Troop member proficient in a Scouting skill. They must also have the ability to teach that skill to others. An Instructor typically teaches subjects that Scouts are eager to learn—especially those such as first aid, camping, and backpacking—that are required for outdoor activities and rank advancement. The Troop can have more than one Instructor.



Qualifications

Rank: First Class or higher

Experience: At least 2 years in the Troop or at least 13 years old

Attendance: 75% over previous 6 months

Performance Requirements

Training: The Instructor should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The Instructor is expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the TG may be removed from office.

Effort: The Instructor is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity.

Specific Leadership Responsibilities

- Teaches basic Scouting skills to the Troop and Patrols
- Conduct at least three classes resulting in requirements being signed off in assigned specialty. Training can be directed toward Boy Scouts or Cub Scouts
- Perform at least one demonstration during a Troop meeting or outing
- Keep a roster of all training attendees

Troop 554 and 554G Positions of Responsibility

Scribe

General Information

Type: Appointed by the Scoutmaster

Term: 4 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe is the Troop's secretary. Though not a voting member, they attend meetings of the Patrol Leaders' Council and keep a record of the discussions. They cooperate with the Patrol Scribes to record attendance at Troop Meetings and to maintain Troop advancement records. A member of the Troop Committee, the Troop Secretary, may assist them with their work.



Qualifications

Rank: First Class or higher

Experience: At least 1 year in the Troop

Attendance: 75% over previous 6 months

Performance Requirements

Training: The Scribe should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The Scribe is expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the Scribe may be removed from office.

Effort: The Scribe is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity. The Scribe must also ensure that another Scout is ready to assume Scribe responsibilities.

Specific Leadership Responsibilities

- Distributes meeting/campout/activity attendance sheets to Patrol Leaders
- Collects attendance sheets from Patrol Leaders, verifies information with ASPL, and turns record into Troop Secretary
- Takes attendance at each Court of Honor
- Maintains a hard copy of the current Advancement History for the Advancement Chair and makes it available at each meeting/outing
- Serves as official note taker at PLC meetings for recording meeting minutes, action items and directives
- Responsible for assigning duties when unable to attend a Troop function
- Works with Troop Secretary

Troop 554 Policies and Procedures

Webmaster

General Information

Type: Appointed by the Scoutmaster

Term: 4 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Webmaster is responsible for maintaining the Troop's website.

They should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the Troop Committee may assist them with their work.



Qualifications

Rank: First Class or higher

Experience: At least 1 year in the Troop

Attendance: 75% over previous 6 months

Performance Requirements

Training: The Webmaster should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The Webmaster is expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the Webmaster may be removed from office.

Effort: The Webmaster is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity. The Webmaster must also ensure that another Scout is ready to assume Webmaster responsibilities.

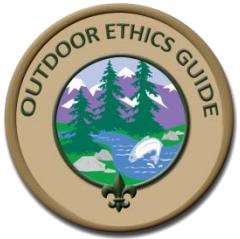
Specific Leadership Responsibilities

- Gathers new phone numbers and relevant information for Scout profiles.
- Takes pictures of campouts or arranges for such for the website.
- Works with the adult Webmaster on side projects as instructed.
- Ensures scouts know their log-in accounts and passwords.
- Teaches the Cyber Chip class to the Troop.

Troop 554 and 554G Positions of Responsibility

Outdoor Ethics Guide

General Information



Type: Appointed by the Scoutmaster

Term: 4 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Outdoor Ethics Guide should have a thorough understanding of and commitment to "Leave No Trace" principles and "Tread Lightly!" guidelines. The Outdoor Ethics Guide helps the Troop plan and conduct an outdoor program that effectively practices the principles of outdoor ethics. The guide works to help Scouts improve their outdoor ethics decision-making skills to minimize impacts as they participate in outdoor activities. They support Scouts who are working to complete the relevant requirements for the Scout through First Class ranks.

Qualifications

Rank: First Class or higher

Experience: At least 1 year in the Troop

Attendance: 75% over previous 6 months

Performance Requirements

Training: The Outdoor Ethics Guide should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The Outdoor Ethics Guide is expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the Outdoor Ethics Guide may be removed from office.

Effort: The Outdoor Ethics Guide is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity. The Outdoor Ethics Guide must also ensure that another Scout is ready to assume Outdoor ethics Guide responsibilities.

Specific Leadership Responsibilities

- Explains to Scouts the relevant requirements for the Tenderfoot, Second Class, and First Class ranks.
- Demonstrates how to practice the Outdoor Code, and the Leave No Trace and "Tread Lightly!" principles to meet advancement requirements.
- Helps the Troop plan and conduct an outdoor program that effectively practices outdoor ethics.
- Mentors Den Chiefs in the Outdoor Code and practicing Leave No Trace Principles for Kids.
- Helps Life Scouts understand, plan, and carry out activities or projects meeting conservation service hour requirements.
- Encourages Scouts and leaders to complete the Outdoor Ethics Awareness and Action awards

Troop 554 Policies and Procedures

Patrol Leader

General Information

Type: Elected by patrol members

Term: 4 months

Reports to: Assistant Senior Patrol Leader

Description: The Patrol Leader is the top leader of a Patrol. They represent the Patrol at all Patrol Leaders' Council meetings and the annual Program Planning Conference and keep Patrol members informed of decisions made. They play a key role in planning, leading, and evaluating Patrol meetings and activities and prepare the Patrol to participate in all Troop activities. The Patrol Leader learns about the abilities of other Patrol members and fully involves them in Patrol and Troop activities by assigning specific tasks and responsibilities. They encourage Patrol members to complete advancement requirements, and set a good example by continuing to pursue their own advancement.



Qualifications

Rank: Second Class rank or higher

Experience: Should have served as Assistant Patrol Leader

Attendance: 75% over previous 4 months

Performance Requirements

Training: The PL should attend Introduction to Leadership Skills even if they have attended in the past.

Attendance: The PL is expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If attendance is low, or if there are three (3) unexcused absences in a row, the PL may be removed from office.

Effort: The PL is expected to give this job their best effort.

General Leadership Responsibilities

Uniform: Sets the example by wearing the uniform correctly. This means wearing all of the parts of the Troop uniform, shirt-tail tucked in, with all required badges in their correct locations.

Behavior: Sets the example by living the Scout Oath and Law in everyday life. Shows Scout Spirit in everything they say and do.

Attendance: Sets the example by being an active Scout. Is on time for meetings and activities. Calls the Scoutmaster or SPL if unable to attend a meeting or activity. The PL must also ensure that another Scout is ready to assume PL responsibilities.

Specific Leadership Responsibilities

- Appoints the Assistant Patrol Leader
- Represents the Patrol on the Patrol Leaders' Council
- Plans and steers Patrol meetings
- Helps Scouts advance
- Acts as the chief recruiter of new Scouts
- Keeps Patrol members informed
- Knows what their Patrol members and other leaders can do