

# Troop 778

## Position Responsibilities January 2017

### Senior Patrol Leader

- Preside at all troop meetings, events, activities and the annual program planning conference.
- Chair the Patrol Leaders' Council.
- Appoint Troop Guides and Troop Instructors with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other youth leaders.
- Work with the Scoutmaster in training youth leaders.
- With the assistance of the Scoutmaster and Assistant Senior Patrol Leader, participate in a performance review for each youth leader twice during their term of office.
- Enable and use a strong communication system within the Troop.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

### Assistant Senior Patrol Leader

- Be responsible for training and giving direct leadership to the following youth leaders: historian, Order of the Arrow troop representative, scribe, librarian, instructor, quartermaster and chaplain aide.
- Help lead meetings and activities as called upon by the senior patrol leader.
- Guide the troop in the senior patrol leader's absence.
- Perform tasks assigned by the senior patrol leader.
- Function as a member of the patrol leaders' council.
- Assist the senior patrol leader in the performance review of youth leaders.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and the Scout Law.
- Show and help develop Scout spirit.

### 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.
- 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.
- Attend patrol leaders' council meetings and report on Order of the Arrow activities and advancement of youth members in the Order.
- Participate in the program planning conference.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and the Scout Law.
- Show and help develop Scout spirit.

### Troop Guide

- Introduce new Scouts to troop operations.
- Guide new Scouts through early scouting activities.
- Shield new Scouts from harassment by older Scouts.
- Help new Scouts earn the First Class rank in their first year.
- Coach the patrol leader of the new-Scout patrol on his duties.
- Work with the patrol leader at patrol leader's council meetings.
- Attend patrol leaders' council meetings with the patrol leader of the new-Scout patrol.
- Assist the senior patrol leader and scoutmaster with training.
- Coach individual scouts on Scouting challenges.
- Participate in the program planning conference
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and the Scout Law.
- Show and help develop Scout spirit.
- Teach basic Scout skills.

### Troop Instructor

- Instruct Scouting skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and the Scout Law.
- Show and help develop Scout spirit.

### Patrol Leader

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a task and help them succeed.
- Represent the patrol at all patrol leaders' council meetings and the annual program planning conference.
- Prepare the patrol to take part in all troop activities.
- Show and help develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.

### Assistant Patrol Leader

- Help the patrol leader plan and lead patrol meetings and activities.
- Help the patrol leader keep patrol members informed.
- Help the patrol leader prepare the patrol to take part in all troop activities.
- Lead the patrol in the patrol leader's absence.
- Show and help develop patrol spirit.
- Represent the patrol at all patrol leaders' council meetings in the patrol leader's absence.
- Work with other troop leaders to make the troop run well.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.

### Chaplain Aide

- Keep troop leaders apprised of religious holidays when planning activities.
- Assist the troop chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Lead worship services on campouts.
- Tell troop members about the religious emblems program for their faith.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop scout spirit.

### Scribe

- Attend and keep a log of patrol leaders' council meetings.
- Record attendance of all troop members at meetings and activities.
- Record advancement in Troop records.
- Set a good example.
- Wear the Scout uniform correctly.
- Work with the appropriate troop committee members responsible for finance, records and advancement.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.
- Handle correspondence appropriately.

### Quartermaster

- Keep records of patrol and troop equipment.
- Keep equipment in good repair.
- Keep equipment storage area neat and clean.
- 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.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

### Librarian

- Establish and maintain a troop library.
- Keep records on literature owned by the troop.
- Add new or replacement items as needed.
- Have literature available for borrowing at troop meetings.
- Maintain a system to check literature in and out.
- Follow up on late returns.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

### Historian

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays or information files.
- Take care of troop trophies and keepsakes.
- Keep information about troop alumni.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

### Webmaster

- Work with the committee member to maintain a safe and secure troop website.
- Ensure the troop website is a positive reflection of Scouting for the public.
- Manage the troop's electronic communication tools.
- Work with the scout to provide up-to-date troop information.
- Work with the scribe.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

### Leave No Trace Coordinator

- Have a thorough understanding of and commitment to Leave No Trace.
- Help minimize the troop's impact on the land by teaching Scouts the principles of Leave No Trace.
- Help ensure the troop follows Leave No Trace principles on outings.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.