

Junior Leader Job Description



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Duties of the Senior Patrol Leader

Position description: The senior patrol leader is elected by the Scouts to represent them as the top youth leader in the troop.

Reports to: The Scoutmaster

Mentored by: SM and ASM

Duties	What it means in Troop 60
Preside at all troop meetings, events, activities, outings, Court of Honors and annual program planning conference.	<ul style="list-style-type: none"> ● Have an agenda and backup plan for each meeting or event. ● Call people responsible for program items and remind them of their responsibility. ● Conduct the meeting or event and direct the activities of other Junior Leaders and Scouts. ● Notify the ASPL if you are going to be absent from a meeting or event.
Chair the Patrol Leaders Council (PLC).	<ul style="list-style-type: none"> ● Issue an agenda before the PLC so all can properly prepare for the meeting. ● Conduct the PLC in an orderly fashion and stick to the agenda. During the meeting do the following: ● Review the detailed program for the next month. ● Plan the following month's program in detail. ● Assign responsibilities for each program item. ● Discuss the 2-month additional look ahead.
Appoint leadership positions with the advice and consent of the Scoutmaster.	<ul style="list-style-type: none"> ● Before making any assignments, find out which Scouts need leadership positions for advancement. ● Make selections based on above and Scouts experience and dependability.
Assign duties and responsibilities to other leaders	<ul style="list-style-type: none"> ● Delegate responsibilities throughout the Junior Leader Staff. ● Ensure the junior leaders are being successful with their responsibilities.
Work with the Scoutmaster in training youth leaders.	<ul style="list-style-type: none"> ● Participate in the Troop Junior Leader Training sessions. ● Give the Patrol Leaders and their Assistants helpful hints and encouragement in carrying out their duties.
Keep others informed.	<ul style="list-style-type: none"> ● Contact (phone, email, text, other social media) the PLs to confer on upcoming program items. ● Call the ASPL each week to check they are following up on their assignments and communicate program information. ● Call the Scoutmaster on weekly to go over the current week's upcoming activities.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude.

Duties of the Senior Patrol Leader Continued

Set a good example.	<ul style="list-style-type: none"> ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort. ● Help instill a “No Harassment” culture with regards to how scouts treat each other.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in the Policy and Procedures.
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.
Serve the Troop	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for six months. ● Prepare a written report at the midpoint and at the end of your service what documents how you fulfilled these responsibilities.

Resources for the Senior Patrol Leader

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Senior Patrol Leader Handbook
- ▶ Scoutmaster Handbook
- ▶ Field book
- ▶ Boy Scout Songbook
- ▶ Boy Scout Requirements
- ▶ Troop Program Resources
- ▶ Troop Program Features, Volume I
- ▶ Troop Program Features, Volume II
- ▶ Troop Program Features, Volume III
- ▶ Boys' Life magazines
- ▶ Merit badge pamphlets
- ▶ Copy of troop rules and policies
- ▶ Troop and patrol rosters
- ▶ Activity calendars (troop, district, local council, chartered organization, school)
- ▶ Troop/Team Record Book
- ▶ Campfire Program Planner sheet
- ▶ Troop Program Planning Chart (from Troop Program Features)

Duties of the Assistant Senior Patrol Leader

Position description: The assistant senior patrol leader is the second highest-ranking youth leader in the troop. He is appointed by the senior patrol leader with the approval of the Scoutmaster. 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 youth leaders in the troop.

Reports to: The senior patrol leader.

Mentored by: SM and ASM

Duties	What it means in Troop 60
Be responsible for training and giving direct leadership to the following appointed positions: historian, Order of the Arrow Troop representative, scribe, librarian, quartermaster, chaplain aide, and instructors	<ul style="list-style-type: none"> ● Provide assistance and leadership to all positions ● Conduct introduction to leadership training for all positions ● Follow-up and insure that the positions you give direct leadership to are performing their responsibilities ● Make sure the Instructors know what assignments they have been given by the staff
Help with leading the meetings and activities as called upon by the SPL.	<ul style="list-style-type: none"> ● Help the SPL conduct the meetings and activities and help maintain discipline. ● Working with the PLC, develop the detailed program plans for all Troop activities
Take over troop leadership in the absence of the SPL.	<ul style="list-style-type: none"> ● Take over the responsibilities of the SPL in his absence.
Function as a member of the PLC.	<ul style="list-style-type: none"> ● Attend all PLC meetings so that you can inform the entire upcoming program. ● Take notes of program ideas presented at the PLC. ● Make a list of the things you, and the positions you provide direct leadership to, are assigned.
Keep others informed.	<ul style="list-style-type: none"> ● Call the SPL to confer on upcoming program items. ● Call the Instructors and all other positions each week to check they are following up on their assignments and communicate program information.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in the Policy and Procedures.
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.
Serve the Troop	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for six

Resources for the Assistant Senior Patrol Leader

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Senior Patrol Leader Handbook
- ▶ Scoutmaster Handbook
- ▶ Field book
- ▶ Boy Scout Songbook
- ▶ Boy Scout Requirements
- ▶ Troop Program Resources
- ▶ Troop Program Features, Volume I
- ▶ Troop Program Features, Volume II
- ▶ Troop Program Features, Volume III
- ▶ Boys' Life magazines
- ▶ Merit badge pamphlets
- ▶ Copy of troop rules and policies
- ▶ Troop and patrol rosters
- ▶ Activity calendars (troop, district, local council, chartered organization, school)
- ▶ Troop/Team Record Book
- ▶ Campfire Program Planner sheet
- ▶ Troop Program Planning Chart (from Troop Program Features)

Duties of the Patrol Leader

Position description: The patrol leader is the elected leader of his patrol. He represents his patrol on the patrol leaders' council.

Reports to: The senior patrol leader

Mentored by: SM and ASM

Duties	What it means in Troop 60
Plan and lead patrol meetings and activities.	<ul style="list-style-type: none"> ● Use patrol corners during Troop meetings to make decisions and get informed.
Assigns patrol members a job and help them succeed.	<ul style="list-style-type: none"> ● Make sure your patrol has an APL, scribe, and quartermaster, grub master and cheer master. ● Make up duty rosters for campouts and post them on your patrol box. ● Insures that meal planners are properly filled out for Patrol/Troop outings ● Rely on assistant patrol leader as necessary.
Represent the patrol at the PLC and Troop Planning Workshop.	<ul style="list-style-type: none"> ● Attend all PLC meetings and the Troop Planning Workshop. ● Keep a list of what your patrol member's need for advancement. ● Tracks each Patrol members weekly attendance ● Know what your patrol members would like to do.
Prepare my patrol for Success	<ul style="list-style-type: none"> ● Track activities, attendance, and advancement of my patrol. ● Volunteer yourself and your patrol as needed to make the troop run well.
Develop patrol spirit.	<ul style="list-style-type: none"> ● Have your patrol flag at all troop and patrol activities. ● Have a patrol yell.
Keep others informed.	<ul style="list-style-type: none"> ● Call the patrol members each week to check they are following up on their assignments and communicate program information. ● Be sure to let your APL know if you are going to be absent so he can fill in for you. Make sure he knows what is supposed to happen and what responsibilities the patrol has.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in the Policy and Procedures
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.

Resources for the Patrol Leader

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Field book
- ▶ Boy Scout Songbook
- ▶ Boy Scout Requirements
- ▶ Troop Program Resources
- ▶ Troop Program Features, Volume I
- ▶ Troop Program Features, Volume II
- ▶ Troop Program Features, Volume III,
- ▶ Boys' Life magazines
- ▶ Merit badge pamphlets
- ▶ Copy of troop rules and policies
- ▶ Troop and patrol rosters
- ▶ Activity calendars (troop, district, local council, chartered organization, school)
- ▶ First Class—First Year Tracking Sheet
- ▶ Campfire Program Planner sheet
- ▶ Troop Program Planning Chart (from Troop Program Features)
- ▶ The Boy Scouts of America Official Retail Catalog

Duties of the Assistant Patrol Leader

Position description: The assistant patrol leader is appointed by the patrol elder. He represents his patrol on the patrol leaders' council when the patrol leader is unavailable. This position does not satisfy leadership for a rank requirement.

Reports to: The patrol leader

Mentored by: Patrol leader

Duties	What it means in Troop 60
Plan and lead patrol meetings and activities.	<ul style="list-style-type: none"> ● Assist the patrol leader run patrol meetings. ● Run the meeting if the Patrol leader is not present.
Assigns patrol members a job and help them succeed.	<ul style="list-style-type: none"> ● Make up duty rosters for campouts and post them on your patrol box. ● Insures that meal planners are properly filled out for Patrol/Troop outings
Represent the patrol at the PLC and Troop Planning Workshop.	<ul style="list-style-type: none"> ● Attend all PLC meetings and the Troop Planning Workshop when the patrol leader is unavailable. ● Tracks each Patrol members weekly attendance ● Know what your patrol members would like to do.
Keep others informed.	<ul style="list-style-type: none"> ● Assist the patrol leader with calling the patrol members each week to check they are following up on their assignments and communicate program information.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in the Policy and Procedures
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.

Resources for the Assistant Patrol Leader

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Field book
- ▶ Boy Scout Songbook
- ▶ Boy Scout Requirements
- ▶ Troop Program Resources
- ▶ Troop Program Features, Volume I
- ▶ Troop Program Features, Volume II
- ▶ Troop Program Features, Volume III,
- ▶ Boys' Life magazines
- ▶ Merit badge pamphlets
- ▶ Copy of troop rules and policies
- ▶ Troop and patrol rosters
- ▶ Activity calendars (troop, district, local council, chartered organization, school)
- ▶ First Class—First Year Tracking Sheet
- ▶ Campfire Program Planner sheet
- ▶ Troop Program Planning Chart (from Troop Program Features)
- ▶ The Boy Scouts of America Official Retail Catalog

Duties of the Junior Assistant Scoutmaster

Position description: The Junior Assistant Scoutmaster is a scout who is at least 16 years of age and is an Eagle Scout.

Reports to: Scoutmaster

Mentored by: Scoutmaster

Duties	What it means in Troop 60
Function as an Assistant Scoutmaster.	<ul style="list-style-type: none"> ● Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older). ● Accomplish any duties assigned by the Scoutmaster.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in Policy and Procedures.
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.
Serve the Troop	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for six months.

Duties of the Bugler

Position description: The Bugler is responsible for long range communications in and out of camp.

Reports to: The assistant senior patrol leader

Mentored by: Troop Committee Member

Duties	What it means in Troop 60
Sound appropriate bugle calls.	<ul style="list-style-type: none"> ● Practice bugling, to be prepared when called on ● Sound Taps, Revelry, and Assembly at troop campouts. ● Sound appropriate calls at Court of Honor, Flag Ceremonies and other assemblies as directed by the SPL.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in Policy and Procedures.
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.
Serve the Troop	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for six months.

Mentor Guidelines the Bugler

The mentor should be an adult who is familiar with the different bugle calls. Also, the mentor should be able to provide guidance on how to play a bugle, or trumpet.

Duties of the Chaplain Aide

Position description: The chaplain's aide works with the troop chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program.

Reports to: The assistant senior patrol leader

Mentored by: Troop Committee Member

Duties	What it means in Troop 60
Keep Troop leaders apprised of religious holidays when planning activities.	<ul style="list-style-type: none"> ● Participate in the annual Troop Planning Workshop meeting.
Assist chaplain or religious coordinator in meeting religious needs of Troop members while on activities.	<ul style="list-style-type: none"> ● Provide a religious service on campouts. ● Attend every troop meeting and campout or arrange a replacement beforehand.
Encourage saying grace at meals while camping or on activities.	<ul style="list-style-type: none"> ● Lead invocation at Courts of Honor. ● Prepare a grace and lead the troop before all meals. ● Open troop meeting and courts of honor with a prayer.
Tell Troop members about religious emblem program of their faith.	<ul style="list-style-type: none"> ● Give an instructional presentation about the religious awards once per year at a Troop meeting.
Keep others informed.	<ul style="list-style-type: none"> ● Meet with the ASPL regularly to find out which upcoming activities are going to need your participation.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in Policy and Procedures.
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.
Serve the Troop	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for six months.

Resources for the Chaplain Aide

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Senior Patrol Leader Handbook
- ▶ Boy Scout Songbook
- ▶ Boys' Life magazines
- ▶ Copy of troop rules and policies
- ▶ Troop roster
- ▶ Activity calendars (troop, district, local council, chartered organization, school)
- ▶ Appropriate prayer books for troop members.
- ▶ Campfire Program Planner sheet
- ▶ Troop Program Planning Chart (from Troop Program Features)

Mentor Guidelines the Chaplain Aide

The mentor needs to be able to provide support and resources to assist the Chaplain's Aide in preparing for the religious services. Also, the mentor should be able to assist the Chaplain's Aide with promoting the religious emblems to the different faiths.

Duties of the Den Chief

Position description: The den chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack.

Reports to: The den leader in the pack and the assistant Scoutmaster for the new-Scout patrol in the troop.

Mentored by: Troop Committee Member

Duties	What it means in Troop 60
Promote Boy Scouting to Cub Scouts.	<ul style="list-style-type: none"> ● Attend den meetings of the assigned den ● Help den leaders in teaching skills and managing the den. ● Assist cub scouts in earning their Webelos badge and Arrow of Light. ● Encourage Cub Scout to continue to boy scouts.
Keep others informed.	<ul style="list-style-type: none"> ● Submit a report to ASPL and Scoutmaster from the den leader about my accomplishments. ● Meet regularly with the den leader to review the den and pack meeting plans.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in the Policy and Procedures
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.
Serve the Troop and Pack	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for one Cub Scout year, fall through spring.

Resources for the Troop Den Chief

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Senior Patrol Leader Handbook
- ▶ Field book
- ▶ Boys' Life magazines
- ▶ Copy of troop rules and policies

Mentor Guidelines the Troop Den Chief

The mentor should be able to assist the Librarian organize and inventory the troop's Books. Also, the mentor should be able to help the Librarian with keeping the troops books in good repair and acquiring new books when they are needed.

Duties of the Order of the Arrow Representative

Position description: The troop Order of the Arrow Representative will promote the Order of the Arrow, service, and camping in the troop.

Reports to: The assistant senior patrol leader.

Mentored by: Troop Committee Member

Duties	What it means in Troop 60
Promote the ideals of the Order of the Arrow in the troop. <ul style="list-style-type: none"> ● Brotherhood ● Cheerfulness ● Service 	<ul style="list-style-type: none"> ● 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/team. ● Encourage Arrowmen in the troop/team to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
Keep others informed.	<ul style="list-style-type: none"> ● Serve as a communication link between the lodge/ Chapter and the troop.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in the Policy and Procedures
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.
Serve the Troop	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for six months.

Resources for the Order of the Arrow Representative

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Senior Patrol Leader Handbook
- ▶ Scoutmaster Handbook
- ▶ Order of the Arrow Handbook
- ▶ Guide for Officers and Advisers

Mentor Guidelines the Order of the Arrow Representative

The Mentor should be a member of the Order of the Arrow, preferably brotherhood or vigil. The Mentor needs to be able to provide support and resources about the Order of the Arrow to the Order of the Arrow Troop Representative.

Duties of the Troop Guide

Position description: The troop guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Reports to: The assistant Scoutmaster for the new-Scout patrol in the troop

Mentored by: Troop Committee Member

Duties	What it means in Troop 60
Help Scouts meet advancement requirements through First Class.	<ul style="list-style-type: none"> ● Work with the SPL and the PLC and the ASM for New Scout Patrols to develop and implement First Class Emphasis programs for new Scouts.
Guide new Scouts through early Troop experiences to help become comfortable in the Troop and the outdoors.	<ul style="list-style-type: none"> ● Help new Scouts become familiar with the way things are done in Troop 60.
Advise new Patrol Leaders of his duties and responsibilities regarding new Scouts.	<ul style="list-style-type: none"> ● Help the new Patrol Leaders train their patrols so they can effectively operate. ● Lead new scout patrol and provide direction, coaching, and support to new scouts to strengthen their patrol and my troop. ● Help all scouts in my charge advance at least one rank. ● Organize a patrol meeting every month (6 meetings)
Attend the PLC meetings with new Patrol Leaders.	<ul style="list-style-type: none"> ● Help new Patrol Leaders to prepare for the PLC.
Work with other troop leaders to make the troop run well.	<ul style="list-style-type: none"> ● Make sure you know what you are supposed to do and do it well. ● Help whenever you can to maintain discipline.
Prevent harassment of new Scouts by older	<ul style="list-style-type: none"> ● Make sure older Scouts don't take advantage of the new scouts.
Keep others informed.	<ul style="list-style-type: none"> ● Talk to the new Patrol Leader each week to check they are following up on their assignments, to get information and feedback and to communicate program information. ● See if there is anything you can do to help him out.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in the Policy and Procedures
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.
Serve the Troop	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for six months.

Resources for the Troop Guide

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Senior Patrol Leader Handbook
- ▶ Field book
- ▶ Boy Scout Songbook
- ▶ Boy Scout Requirements
- ▶ Troop Program Resources
- ▶ Troop Program Features, Volume I
- ▶ Troop Program Features, Volume II
- ▶ Troop Program Features, Volume III
- ▶ Boys' Life magazines
- ▶ Copy of troop rules and policies
- ▶ Patrol roster
- ▶ Activity calendars (troop, district, local council, chartered organization, school)
- ▶ First Class—First Year Tracking Sheet
- ▶ Campfire Program Planner sheet
- ▶ Troop Program Planning Chart (from Troop Program Features)
- ▶ The Boy Scouts of America Official Retail Catalog

Mentor Guidelines the Troop Guide

The mentor needs to be able to provide support and resources to assist the Troop Guide in assisting the new scouts reach the rank of First Class. The mentor should be able to help the Troop Guide with teaching scouting skills to the new scouts.

Duties of the Troop Historian

Position description: The troop historian preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia.

Reports to: The assistant senior patrol leader

Mentored by: Troop Committee Member

Duties	What it means in Troop 60
Gather pictures and facts about past activities of the Troop and keep them in scrapbooks, wall displays or information files.	<ul style="list-style-type: none"> ● Make a scrapbook of Troop activities and keep it up to date. ● Make sure that someone takes pictures at every Troop event. ● Maintain the Troop record archive with things such as Quality Unit awards and Troop re-charter certificates. ● Display Troop memorabilia at all Courts of Honor.
Take care of Troop trophies and keepsakes.	<ul style="list-style-type: none"> ● Collect all troop awards and keep them in a safe place. ● Collect Troop flag banners.
Keep information about Troop alumni.	<ul style="list-style-type: none"> ● Make a scrapbook about Troop alumni, especially Eagle Scouts.
Keep others informed.	<ul style="list-style-type: none"> ● Talk with the SPL and ASPL each week to update them on your progress. ● Submit at least one article about a troop event to the local newspaper.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in Policy and Procedures.
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.
Serve the Troop	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for six months.

Resources for the Troop Historian

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Senior Patrol Leader Handbook
- ▶ Scoutmaster Handbook
- ▶ Field book
- ▶ Boy Scout Songbook
- ▶ Boy Scout Requirements
- ▶ Troop Program Resources
- ▶ Troop Program Features, Volume I
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- ▶ Troop Program Features, Volume III
- ▶ Boys' Life magazines
- ▶ Copy of troop rules and policies
- ▶ Troop roster
- ▶ Activity calendars (troop, district, local council, chartered organization, school)
- ▶ Troop/Team Record Book

Mentor Guidelines the Troop Historian

The mentor should be able to assist the Historian with organizing and presenting the troops history at the appropriate functions. Also, the mentor should be able to assist the Historian with submitting an article to the media about troop activities.

Duties of the Troop Instructor

Position description: The instructor teaches Scouting skills.

Reports to: The assistant senior patrol leader

Mentored by: Troop Committee Member

Duties	What it means in Troop 60
Instruct Scouting skills as needed within the Troop or patrols.	<ul style="list-style-type: none"> ● Take on assignments from the staff to provide skills instruction at Troop meetings and on campouts. ● Instruct at least 6 different scouting skills to the troop; track my accomplishments. ● Assist scouts in completing their 1st class skills requirements. ● Be available for assignments from the SPL / ASPL as needed.
Prepare well in advance for each teaching assignment.	<ul style="list-style-type: none"> ● Study carefully the skill to be taught. ● Use resources that are available, for example: <ul style="list-style-type: none"> ● Boy Scout Handbook ● Boy Scout Field book ● Merit Badge books ● Woods Wisdom ● Other library resources ● Write down your instructional plan. ● Make sure you have all the necessary equipment. Be Prepared.
Keep others informed.	<ul style="list-style-type: none"> ● Talk with the SPL and ASPL each week to be sure of your assignments. Tell him if you are having trouble preparing for your instructional assignments.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in Policy and Procedures.
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.
Serve the Troop	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for six months.

Resources for the Troop Instructor

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Senior Patrol Leader Handbook
- ▶ Scoutmaster Handbook
- ▶ Field book
- ▶ Boy Scout Songbook
- ▶ Boy Scout Requirements
- ▶ Troop Program Resources
- ▶ Troop Program Features, Volume I
- ▶ Troop Program Features, Volume II
- ▶ Troop Program Features, Volume III
- ▶ Boys' Life magazines
- ▶ Merit badge pamphlets
- ▶ Copy of troop rules and policies
- ▶ Activity calendars (troop, district, local council, chartered organization, school)
- ▶ First Class—First Year Tracking Sheet
- ▶ Troop Program Planning Chart (from Troop Program Features)

Mentor Guidelines the Troop Instructor

The mentor needs to be able to provide support and resources to assist the Instructor teach the set of scouting skills that they are responsible for instructing.

Duties of Troop Librarian

Position description: The librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists.

Reports to: The assistant senior patrol leader

Mentored by: Troop Committee Member

Duties	What it means in Troop 60
Set up and take care of the Troop library. <ul style="list-style-type: none"> ● Keep records of books and pamphlets owned by the Troop ● Add new or replacement items as needed. ● Keep books and pamphlets available for borrowing. ● Keep a system of checking books and pamphlets in and out. ● Follow up on late returns. 	<ul style="list-style-type: none"> ● Make the Troop 60 library available to Scouts at all Troop meetings and PLC meetings. ● Check books in and out and keeps records of who has checked out a book. ● Make sure the library includes 2 of each merit badge pamphlets for the Eagle required merit badges. ● With the ASPL, make a list of books and pamphlets that need to be added to the library and give it to the Scoutmaster. ● Retrieve all checked out materials before the end of my term. ● As a merit badge pamphlet becomes outdated, those pamphlet shall be removed from the library. ● Each merit badge pamphlet needs to be checked annually to ensure that all the requirements are current.
Keep others informed.	<ul style="list-style-type: none"> ● Keep a list of books and pamphlets available for review by the Scouts. ● Advise the ASPL of any books that are overdue and who the books are checked out to. ● Report to the PLC on materials needing replacing or updating. ● Request merit badge pamphlets and other materials as needed from the Troop Committee.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in Policy and Procedures.
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow
Serve the Troop	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for six months.

Resources for the Troop Librarian

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Senior Patrol Leader Handbook
- ▶ Scoutmaster Handbook
- ▶ Field book
- ▶ Boy Scout Songbook
- ▶ Boy Scout Requirements
- ▶ Troop Program Resources
- ▶ Troop Program Features, Volume I
- ▶ Troop Program Features, Volume II
- ▶ Troop Program Features, Volume III
- ▶ Boys' Life magazines
- ▶ Merit badge pamphlets
- ▶ Copy of troop rules and policies
- ▶ Troop roster
- ▶ Activity calendars (troop, district, local council, chartered organization, school)

Mentor Guidelines the Troop Librarian

The mentor should be able to assist the Librarian organize and inventory the troop's Books. Also, the mentor should be able to help the Librarian with keeping the troops books in good repair and acquiring new books when they are needed.

Duties of the Troop Quartermaster

Position description: The quartermaster keeps track of troop equipment and sees that it is in good working order.

Reports to: The assistant senior patrol leader

Mentored by: Troop Committee Member

Duties	What it means in Troop 60
Keep records of patrol and Troop equipment.	<ul style="list-style-type: none"> ● Keep an inventory of Troop equipment. ● Keep a record of equipment checked out. ● Use a checklist to make sure that all the necessary equipment is taken on a campout. ● Conduct a physical inventory at the beginning and end of your tenure.
Keep equipment in good repair.	<ul style="list-style-type: none"> ● Make sure the Troop equipment is properly stored when returned. ● Identify all items that need repair and inform the SPL, the Scoutmaster and the Troop Committee member in charge of equipment. ● Keep the garage and trailer clean, organized, and stocked.
Issue equipment and see that it is returned in good order.	<ul style="list-style-type: none"> ● Check out patrol and Troop equipment from the Troop inventory. ● Inspect all equipment to be sure it is in good repair before returning it to the Troop inventory. ● If Troop equipment is mistreated or damaged make sure the responsible person provides for repair.
Keep others informed.	<ul style="list-style-type: none"> ● Talk with the SPL and the Troop Committee member in charge of equipment each week to discuss equipment items of importance. ● Make a list of any needed equipment repairs and give the information to the Scoutmaster. ● Suggest new or replacement items. ● Participate in PLC meetings to report any equipment status and needs.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in Policy and Procedures.
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.

Resources for the Troop Quartermaster

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Senior Patrol Leader Handbook
- ▶ Field book
- ▶ Boy Scout Songbook
- ▶ Boy Scout Requirements
- ▶ Troop Program Resources
- ▶ Troop Program Features, Volume I
- ▶ Troop Program Features, Volume II
- ▶ Troop Program Features, Volume III
- ▶ Boys' Life magazines
- ▶ Copy of troop rules and policies
- ▶ Activity calendars (troop, district, local council, chartered organization, school)
- ▶ Troop/Team Record Book
- ▶ Troop equipment inventory book

Mentor Guidelines the Troop Quartermaster

The mentor should be able to assist the Quartermaster organize and inventory the troop's equipment. Also, the mentor should be able to help the Quartermaster with keeping the troops equipment in good repair and acquiring new equipment when needed.

Duties of the Troop Scribe

Position description: The scribe keeps the troop records. He records the activities of the patrol leaders' council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

Reports to: The assistant senior patrol leader

Mentored by: Troop Committee Member

Duties	What it means in Troop 60
Record attendance.	<ul style="list-style-type: none"> ● Make a written record of attendance of each Troop meeting and Troop event and make sure the Advancement Chairman gets a copy for the Troop records. ● If you are going to miss a meeting or event, make sure that you have someone else record attendance for you.
Attend and keep a log of PLC meetings.	<ul style="list-style-type: none"> ● Keep a written record of each PLC meeting. ● Distribute copies of the PLC log at the Troop meeting immediately following the PLC.
Record advancement in Troop records.	<ul style="list-style-type: none"> ● In Troop 60, the Patrol Leaders and the individual Scouts are responsible for getting advancement information to the Advancement Chairman. ● Provide the Advancement Chairman with the names of Scouts who earn things like Totin' Chip and Firm'n Chip.
Work with appropriate Troop Committee members responsible for finance, records, and advancement.	<ul style="list-style-type: none"> ● Help the Advancement Chairman to keep the Troop records orderly and complete. ● Help the Treasurer with attendance and collection of camping fees prior to a Troop event.
Keep others informed.	<ul style="list-style-type: none"> ● Meet with the Advancement Chairman at every meeting to assist in keeping the records complete and orderly.
Set a good example.	<ul style="list-style-type: none"> ● Be the first to reflect the scout sign. ● Maintain a positive and enthusiastic attitude. ● Exhibit good self-discipline. ● Have a good attendance record. ● Meet your obligations on time and in full effort.
Wear the uniform correctly.	<ul style="list-style-type: none"> ● Always conform to the Troop 60 uniform policy as outlined in Policy and Procedures.
Show Scout Spirit	<ul style="list-style-type: none"> ● Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. ● Actively participate in the activities of Troop 60 and set an example for the other Scouts to follow.
Serve the Troop	<ul style="list-style-type: none"> ● Fulfill the requirements of this position for six months.

Resources for the Troop Scribe

- ▶ Boy Scout Handbook
- ▶ Patrol Leader Handbook
- ▶ Senior Patrol Leader Handbook
- ▶ Boy Scout Requirements
- ▶ Troop Program Resources
- ▶ Troop Program Features, Volume I
- ▶ Troop Program Features, Volume II
- ▶ Troop Program Features, Volume III
- ▶ Boys' Life magazines
- ▶ Copy of troop rules and policies
- ▶ Troop and patrol roster
- ▶ Activity calendars (troop, district, local council, chartered organization, school)
- ▶ Troop/Team Record Book
- ▶ First Class—First Year Tracking Sheet

Mentor Guidelines the Troop Scribe

The mentor should be able to assist the Scribe with organizing and distributing the PLC minutes. Also, the mentor should be able to assist the Scribe keep accurate and organized records for troop attendance, advancement and dues.