

Scout Positions of Responsibility

Resource: Scoutmaster's Junior Leader Training Manual
and the Junior Leader Handbook
and The Senior Patrol Leader Handbook

Senior Patrol Leader

Responsible To: Scoutmaster and troop members

Specific Duties:

- Preside at all troop meetings, events, activities, and annual program planning conference.
 - Chair the patrol leaders' council
 - Appoint boy leaders with the advice and consent of the Scoutmaster
 - Assign duties and responsibilities to other patrol leaders.
 - Work with the Scoutmaster in training junior leaders.
 - Set a good example.
 - Wear the Scout uniform correctly.
 - Live by the Scout Oath and Law
 - Show and help develop Scout spirit.
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Assistant Senior Patrol Leader

Responsible To: Senior Patrol Leader

Specific Duties:

- Be responsible for training and giving direct leadership to the following appointed junior leaders: 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 leaders absence.
- Perform tasks assigned by the senior patrol leader.

- Function as a member of the patrol leaders' council.
 - Set a good example.
 - Wear the Scout uniform correctly.
 - Live by the Scout Oath and Law
 - Show and help develop Scout spirit.
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Patrol Leader

Responsible To: Senior Patrol Leader

Specific Duties:

- 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 the 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 Law
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Assistant Patrol Leader

Responsible To: Patrol Leader

Specific Duties:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Prepare the patrol to take part in all troop activities.
- Lead the patrol in the patrol leader's absence.
- Represent the patrol at all patrol leaders' council meetings in the patrol leader's absence.
- Show and help develop patrol spirit.

- Work with the other troop leaders to make the troop run well.
 - Set a good example.
 - Wear the Scout uniform correctly.
 - Live by the Scout Oath and Law
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New Patrol Leader of a New-Scout Patrol

Responsible To: Senior patrol leader, through the troop guide

Specific Duties:

- Plan and lead patrol meetings and activities.
 - Prepare the patrol to take part in all troop activities.
 - Show and help develop patrol spirit.
 - Keep patrol members informed.
 - Assign each patrol member a task.
 - Represent the patrol at all patrol leaders' council meetings during your term of office.
 - Know the strengths, limitations, and capabilities of patrol members and other leaders.
 - Set a good example.
 - Wear the Scout uniform correctly.
 - Live by the Scout Oath and Law
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Troop Guide

Responsible To: Assistant Scoutmaster of the new-Scout patrol, and senior patrol leader

Specific Duties:

- 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.
- Teach basic Scout skills.
- Coach the patrol leader of the new-Scout patrol on his duties.

- Work with the patrol leader at patrol leaders' council meetings.
 - Attend patrol leaders' council meetings with the patrol leader of the new-Scout patrol.
 - Assist the assistant Scoutmaster with training.
 - Coach individual Scouts on Scouting challenges.
 - Set a good example.
 - Wear the Scout uniform correctly.
 - Live by the Scout Oath and Law
 - Show and help develop Scout spirit.
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Junior Assistant Scoutmaster

Responsible To: Scoutmaster

Job Description:

The junior assistant Scoutmaster serves in the capacity of an assistant Scoutmaster, except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability.

Specific Duties:

- Function as an assistant Scoutmaster.
 - Perform duties assigned by the Scoutmaster.
 - Set a good example.
 - Enthusiastically wears the Scout uniform correctly.
 - Lives by the Scout Oath and Law
 - Shows Scout spirit.
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Troop Scribe

Responsible To: Assistant senior patrol leader.

Job 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.

Specific Duties:

- Attends and keeps a log of patrol leaders' council meetings.
 - Records individual Scout attendance and dues payments.
 - Records individual Scout advancement progress.
 - Works with the troop committee member responsible for records, advancement, and finance.
 - Enthusiastically wears the Scout uniform correctly.
 - Lives by the Scout Oath and Law
 - Shows Scout spirit.
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Troop Quartermaster

Responsible To: Assistant senior patrol leader.

Job Description:

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

Specific Duties:

- Keeps records on patrol and troop equipment
 - Makes sure equipment is in good working condition
 - Issues equipment and makes sure it's returned in good condition
 - Makes suggestions for new or replacement items
 - Works with the troop committee member responsible for equipment
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
 - Lives by the Scout Oath and Law
 - Shows Scout spirit
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Chaplain's Aide

Responsible to: Assistant senior patrol leader

Job 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.

Specific Duties:

- 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
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
 - Lives by the Scout Oath and Law
 - Shows Scout spirit
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Instructor

Responsible to: Assistant senior patrol leader

Job Description:

The instructor teaches Scouting skills.

Specific Duties:

- Teaches basic Scouting skills in troop and patrols
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

Librarian

Responsible to: Assistant senior patrol leader

Job Description:

The librarian takes care of the troop library.

Specific Duties:

- Sets up and takes care of a troop library
- Keeps records of books, pamphlets, and videos owned by the troop
- Adds new or replacement items as needed
- Keeps items available for borrowing
- Keeps a system for checking items in and out
- Follows up on late returns
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

Historian

Responsible to: Assistant senior patrol leader

Job Description:

The historian keeps a historical record or scrapbook of troop activities.

Specific Duties:

- Gathers pictures and facts about past 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
 - Enthusiastically wears the Scout uniform correctly
 - Lives by the Scout Oath and Law
 - Shows Scout spirit
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Den Chief

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

Job Description:

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

Specific Duties:

- Knows the purposes of Cub Scouting
- Helps Cub Scouts advance through the Cub Scout ranks
- Encourages Cub Scouts to join a Boy Scout troop upon graduation
- Assists with activities in the den meetings
- Is a friend to the boys in the den
- Helps out at weekly den meetings and monthly pack meetings
- Meets with adult members of the den, pack, and troop as necessary
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit