

Position – Quartermaster

Troop Quartermaster

The Troop Quartermaster is the Troop's supply boss.

He is responsible for:

1. Maintaining required equipment list for each patrol;
2. Keeping an inventory of troop equipment;
3. Ensuring the gear is in good condition;
4. Securing needed equipment and repairing/replacing damaged or lost equipment;
5. Research and suggest new equipment or improved equipment for the troop;
6. Working with assistant quartermasters and patrol quartermasters as they check out equipment and return it;
7. Ensuring that patrol quartermasters keep accurate inventories of patrol equipment;
8. Maintaining accurate records of patrol equipment (to be provided by patrol quartermasters);
9. Assisting patrols in securing needed equipment and repairing/replacing damaged or lost equipment;
10. Preparing patrol kits for new patrols;
11. Maintaining troop trailer;
12. Consulting with Senior Patrol Leader and update troop packing lists as necessary;
13. Other responsibilities as may be assigned by the Senior Patrol Leader.

Patrol Quartermaster

The Patrol Quartermaster is the Patrol's supply boss.

He is responsible for:

1. Storing and maintaining patrol box;
2. Maintaining accurate inventories of patrol equipment and providing copies of the inventories to the Troop Quartermaster;
3. Ensuring the patrol gear is in good condition;
4. Securing needed equipment and repairing/replacing damaged or lost equipment;
5. Ensuring the patrol gear and patrol box is available for outings whether or not going himself;
6. Working with patrol members to check out and return equipment;
7. Other responsibilities as may be assigned by the Troop Quartermaster.

Leadership

- A Scout is Trustworthy.
- You have a job and a duty to do your job.
- The Troop and your fellow Scouts count on you. Don't let them down.
- A true leader gets the job done.
- If you can't get the job done, let someone know, like the Senior Patrol Leader, your Patrol Leader, an Assistant Scoutmaster, or the Scoutmaster.
- Each position has an adult mentor to turn to for advice and help. Use them.
- Be knowledgeable about your position.
- Be an example to other Scouts.



Position – Scribe

Troop Scribe

The Troop Scribe is the Troop's secretary.

He is responsible for:

1. Preparing and maintaining the minutes of the Patrol Leaders' Council, although he is not a voting member of the Council;
 2. Assigning and overseeing an Assistant Scribe-Attendance to maintain accurate attendance records of troop meetings and activities, such as campouts. The Assistant Scribe-Attendance works with Patrol Scribes to ensure accurate attendance is taken. The Assistant Scribe-Attendance works with Troop Secretary (an adult leader) to maintain accurate attendance records.
 3. Assigning and overseeing an Assistant Scribe-Dues to collect dues and maintain accurate dues records. The Assistant Scribe-Dues works with Patrol Scribes to ensure dues are collected and accurate payment records are maintained. The Assistant Scribe-Dues turns in dues and records to the Troop Treasurer (an adult leader).
 4. Assigning and overseeing an Assistant Scribe-Administration to be in charge of administration, specifically, to maintain and update troop mail file and troop forms.
 5. Providing Troop Webmaster with information that is current and correct;
 6. Other responsibilities as may be assigned by the Senior Patrol Leader.
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Patrol Scribe

The Patrol Scribe is the Patrol's secretary.

He is responsible for:

1. Preparing and maintaining the minutes of the patrol meetings, as needed;
 2. Maintaining accurate attendance records of patrol and troop meetings and activities, such as campouts. (Maintain the Patrol Record Book and Patrol File);
 3. Providing the Assistant Troop Scribe in Charge of Attendance with accurate attendance records of troop meetings and activities;
 4. Collecting dues and turning in dues money, with accurate records, to the Assistant Scribe in Charge of Dues;
 5. Providing Troop Historian and/or Webmaster with stories, photographs, and information about patrol activities that is current and correct;
 6. Other responsibilities as may be assigned by the Troop Scribes, Troop Secretary, or Troop Treasurer.
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Position – Historian

Troop Historian

He is responsible for:

1. Taking, collecting, and preserving the Troop's photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia;
 2. Writing summaries of all events;
 3. Providing timely copies of stories, photographs and other materials to the Troop Webmaster.
 4. Gathering and organizing, as available, information about the Troop's former members and leaders, and make such materials available for Scouting activities, media contacts, and troop history projects;
 5. Maintaining and updating annual scrapbook;
 6. Making displays of troop activities for Courts of Honor and other events;
 7. Teaching and mentoring the Assistant Troop Historians how to perform their responsibilities (see items 1 and 2 above);
 8. Assigning responsibilities and tasks to Assistant Troop Historians;
 9. Coordinating with Assistant Scoutmaster or other adult assigned to assist with this function.
 10. Other responsibilities as may be assigned by the Senior Patrol Leader.
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Assistant Troop Historian

He is responsible for:

1. Collecting and preserving the Troop's photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia in coordination with Troop Historian;
 2. Writing stories of troop events in coordination with Troop Historian;
 3. Gathering and organizing, as available, information about the Troop's former members and leaders, and make such materials available for Scouting activities, media contacts, and troop history projects in coordination with Troop Historian;
 4. Other responsibilities as may be assigned by the Troop Historian.
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Position – Librarian

Troop Librarian

He is responsible for:

1. Overseeing the care and use of troop books, merit badge pamphlets, magazines, audiovisuals, diskettes, and lists of merit badge counselors;
 2. Ensuring library materials are the most current available;
 3. Conducting “donation” drives to build the troop library of used merit badge pamphlets, etc;
 4. Checking out library materials to Scouts, maintaining records to ensure that all items are returned, and following up with Scouts who do not return items in a timely manner;
 5. Repairing or replacing library materials;
 6. Bringing relevant library materials to troop meetings and activities as appropriate;
 7. Suggesting to the Senior Patrol Leader or his designee the purchase of new literature that is needed;
 8. Other responsibilities as may be assigned by the Senior Patrol Leader.
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Assistant Troop Librarian

He is responsible for:

1. Overseeing the care and use of troop book, merit badge pamphlets, magazines, audiovisuals, diskettes, and lists of merit badge counselors, in coordination with the Troop Librarian;
 2. Ensuring library materials are the most accurate available, in coordination with Troop Librarian;
 3. Conducting “donation” drives to build the troop library of used merit badge pamphlets, etc., in coordination with the Troop Librarian;
 4. Checking out library materials to Scouts, maintaining records to ensure that all items are returned, and following up with Scouts who do not return items in a timely manner, in coordination with Troop Librarian;
 5. Repairing or replacing library materials, in coordination with the Troop Librarian;
 6. Suggesting to the Troop Librarian the purchase of new literature that is needed;
 7. Other responsibilities as may be assigned by the Troop Librarian.
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Position – Chaplain Aide

Chaplain Aide

He is responsible for:

1. Assisting the Troop Chaplain (an adult from the Troop Committee) in conducting the Troop's religious observances, specifically, invocations at activities, prayer before travel; Scouts Own on outings, etc.
 2. Ensures that religious holidays are considered during program planning;
 3. Promoting the religious emblems program;
 4. Other responsibilities as may be assigned by the Senior Patrol Leader.
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Position – Den Chief

Den Chief

A Den Chief works with a den of Cub Scouts and with their adult leader.

He is responsible for:

1. Reading, understanding, and applying the principles contained in *The Den Chief Handbook*;
 2. Serving as a role model for Cub Scouts;
 3. Assisting with den meetings in consultation with the adult Den Leader;
 4. Encouraging Cub Scout advancement;
 5. Teaching Scouting skills appropriate for the age and rank of the Cub Scouts;
 6. Encouraging transition to Boy Scouts, when appropriate;
 7. Other responsibilities as may be assigned by the Den Leader or Senior Patrol Leader.
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Position – Instructor

Instructor

A Troop Instructor is an older Scout who is proficient in Scouting skills and has the ability to teach those skills to others. The subjects instructors may wish to teach include any of the areas that Scouts want to master, especially those such as first aid, cooking, camping, backpacking, orienteering, knots/lashings, plants, and others required for outdoor activities and rank advancement.

He is responsible for:

1. Working with the Senior Patrol Leader and Patrol Leaders to plan instructional opportunities for Scouts, especially newer Scouts.
 2. Other responsibilities as may be assigned by the Senior Patrol Leader.
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Position – Troop Guide

Troop Guide

A Troop Guide is an older Scout who holds the rank of First Class or higher, has strong teaching skills, and possesses the patience to work with new Scouts.

He is responsible for:

1. Mentoring the Patrol Leader and members of new-Scout patrols;
 2. Accompanying the new-Scout patrol on troop campouts;
 3. Teaching the boys in the new-Scout patrol fundamental Scouting skills and the basics of troop organization and operations (in other words, explain to them what's going on and what's expected of them on a week to week basis). Ensuring that the new Scouts learn and understand:
 - a. Patrol Leader and other position responsibilities;
 - b. Meeting procedures;
 - c. Campout planning;
 - d. Campout packing;
 - e. Advancement;
 - f. Merit badges.
 4. Encouraging and assisting new Scouts achieve rank advancements;
 5. Coordinating activities and planning with the Patrol Leader and Assistant Scoutmaster assigned to the new-Scout patrol;
 6. Participate as a member of that patrol for approximately six to eight months;
 7. Other responsibilities as may be assigned by the Senior Patrol Leader.
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Position – Patrol Leader

Patrol Leader

He is responsible for:

1. Reading, understanding, and applying the principles contained in *The Patrol Leader Handbook*.
2. Representing the patrol at all Patrol Leaders' Council meetings and any other planning conferences.
3. Keeping patrol members informed of decisions made by the PLC.
4. Playing a key role in planning, leading, and evaluating patrol meetings and activities;
5. Helping the patrol prepare to participate in all troop activities;
6. Learning about the abilities of other patrol members and fully involve them in patrol and troop activities by assigning them specific tasks and responsibilities;
7. Ensuring that no patrol member is "left out" or isolated;
8. Encouraging patrol members to complete their own advancement requirements;
9. Setting a good example by having a positive attitude, wearing the Scout uniform properly, showing patrol spirit, and expecting the best from yourself and others;
10. Attending troop and patrol meetings and activities;
11. Attending leadership training opportunities;
12. Devoting the time necessary to be an effective leader;
13. Working with others in the troop to make the troop fun and effective;
14. Living by the Scout Oath and Law;
15. Soliciting ideas and concerns from patrol members so they have input to the planning and operation of the patrol and troop.
16. Other responsibilities as may be assigned by the Senior Patrol Leader.



Assistant Patrol Leader

He is responsible for:

1. Assisting the patrol leader in planning and chairing patrol meetings;
2. Lending a hand in leading patrol activities and building patrol spirit;
3. Helping the patrol prepare for troop activities;
4. Assisting the scribe in keeping current records of attendance, dues, and advancement;
 5. Monitoring the advancement progress of patrol members;
 6. Representing the patrol at the Patrol Leaders' Council meetings when the patrol leader cannot attend;
 7. Setting a good example;
 8. Ensuring that no patrol member is "left out" or isolated;
 9. Wearing the uniform correctly;
 10. Living the Scout Oath and Law;
 11. Showing Scout spirit;
 12. Other responsibilities as may be assigned by the Patrol Leader.



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