

Patrol Leaders Creed

As the Leader of My Patrol

- **I WILL** lead my Patrol by my initiative and my personal example, in Scout craft knowledge as well as in Scout Spirit.
- **I WILL** plan, with my Scouts, the Patrol's activities--meetings, hikes, Good Turns, special projects--and will carry them out to the best of my ability.
- **I WILL** train my Assistant Patrol Leader to lead the Patrol in my absence, and give each of the other Scouts a chance to do some leading in the Patrol.
- **I WILL** keep well ahead of my Patrol in advancement, and will help my Scouts to advance by training them and examining them in Scout Requirements.
- **I WILL** set an example for my Patrol by wearing my Scout Uniform at all Scout activities, and will urge my Scouts to do the same.
- **I WILL** be responsible for the routine business of the Patrol attendance, dues, and the like--but will get some other Patrol member to keep the records.
- **I WILL** make a special effort to be a friend to each Scout of my Patrol, and to know his home, his parents, his school or work, so that I may truly be able to help him.

As a Leader in the Troop

- **I WILL** faithfully attend all sessions of the Patrol Leaders' Council to receive training for my job and to do my part in planning the program of the Troop.
- **I WILL** represent my Patrol at Patrol Leaders' Council, bringing before the Council the wishes of my Patrol, and taking back to my Patrol the decisions of the Council.
- **I WILL** promote the whole-hearted, punctual and well-disciplined participation of my Patrol in all Troop activities.

Patrol Leader Signature _____

Date _____



Senior Patrol Leader

General Information

Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the Troop. By accepting the position of Senior Patrol Leader, you agree to provide service and leadership to your troop. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role.

Comments: The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are **able**, not just his friends or other popular Scouts. Boy Scout troops following the patrol method are Boy-Led and the young man in charge is you !

Reports to	Scoutmaster
Appointed by	Elected by the members of the troop
Term	6 to 12 months
Qualifications	Preferably 15 years old or higher
Rank	1st Class or Higher
Experience	Previous service as SPL, PL, or APL, Troop Guide
Confirmation	Nomination Approved by Scoutmaster
Attendance	You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Scoutmaster (or an Assistant Scoutmaster if the Scoutmaster cannot be reached) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.
Training	
Effort	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
Uniform	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Duties	

Specific Leadership Responsibilities

- Runs all troop meetings, events, activities, and the program planning conference.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with Junior Leader Training.
- Resolve conflicts between troop members.
- Participate in a conference with your advisor midway through your tenure to discuss and evaluate your responsibilities and the performance of your duties.
- Note: You can still have a conference with your advisor at any time. If you feel like having a discussion, just ask.

Duties	What it means in Troop 2014
Preside at all Troop meetings, events, activities and the annual program planning conference.	<ul style="list-style-type: none"> • Have an agenda and backup plan for each meeting or event and share it with the ASPL one (1) week in advance of the 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.
Runs 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. • Discuss the 2-month additional look ahead. • During the meeting do the following as a minimum: <ul style="list-style-type: none"> ○ Review the detailed program for the next month. ○ Plan the following month's program in detail. ○ Assign responsibilities for each program item.
Appoint leadership positions with the advice	<ul style="list-style-type: none"> • Before making any assignments, find out which Scouts need leadership positions for advancement.

and consent of the Scoutmaster.	<ul style="list-style-type: none"> • Make selections based on above and Scouts experience, dependability and the requirements of the position to be held.
Assign duties and responsibilities to other leaders.	<ul style="list-style-type: none"> • Delegate responsibilities throughout the Junior Leader Staff.
Work with the Scoutmaster in training junior leaders.	<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, dependability and the requirements of the position to be held.
Keep others informed.	<ul style="list-style-type: none"> • Call the SM, ASM or JASM to confer on upcoming program items. • Call the ASPL 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. • Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other scouts. • REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none"> • Always conform to the Troop 2014 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline. • Actively participate in the activities of Troop 2014. • Set an example for the other Scouts to follow.



Assistant Senior Patrol Leader

General Information

Description: The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

Comments: The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

Reports to	Senior Patrol Leader
Appointed by	Appointed by the Senior Patrol Leader
Term	6 to 12 months
Qualifications	None
Rank	1st Class or Higher
Experience	None
Confirmation	Appointment Approved by Scoutmaster
Attendance	You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader (or Scoutmaster if the SPL cannot be reached) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure someone is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.
Training	
Effort	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
Uniform	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Duties	

Specific Leadership Responsibilities

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.
- Serves as a member of the Patrol Leader's Council.
- Note: You can still have a conference with your advisor at any time. If you feel like having a discussion, just ask.

Duties	What it means in Troop 2014
Be responsible for developing, planning, and implementing Troop 2014 activities.	<ul style="list-style-type: none"> • Working with the PLC, develop the detailed program plans for all Troop activities. • Type up a detailed programs plan for each month and distribute to the Troop. These are based on Adult Leader and Patrol Leader input during PLC meetings that concern troop activities (Not patrol activities). • Provide assistance and leadership to the Troop Instructors.
Help with leading the meetings and activities as called upon by the SPL	<ul style="list-style-type: none"> • Make sure the Instructors know what assignments they have been given by the staff. • Help the SPL conduct the meetings and activities • Help maintain discipline.
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 all of the upcoming program. • Take notes of program ideas presented at the PLC. • Make a list of the things you and the Instructors are assigned.
Keep others informed:	<ul style="list-style-type: none"> • Call the SPL at least once each week to pass along information and check on preparations for meetings and 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. • Exhibit good self-discipline.

	<ul style="list-style-type: none">• Have a good attendance record.• Meet your obligations on time and in full effort.• Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other scouts.• REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none">• Always conform to the Troop 2014 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none">• Use the Scout Oath and Law as an everyday guideline.• Actively participate in the activities of Troop 2014.• Set an example for the other Scouts to follow.



Patrol Leader

General Information

Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.

Comments: The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

Reports to	Senior Patrol Leader
Appointed by	Elected by members of the patrol
Term	6 to 12 months
Qualifications	None
Rank	None
Experience	None
Confirmation	Appointment Approved by Scoutmaster
Attendance	You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader (or Scoutmaster if the SPL cannot be reached) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that your Assistant Patrol Leader is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.
Training	
Effort	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
Uniform	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Duties	

Specific Leadership Responsibilities

- Appoints the Assistant Patrol Leader.
- Represents the patrol on the Patrol Leader's Council.
- Plans and steers patrol meetings.
- Helps Scouts advance.
- Acts as the chief recruiter of new Scouts.
- Keeps patrol members informed.
- Knows what his patrol members and other leaders can do.
- Follows the Patrol Method and understands the 10 things to be a better leader.
- Note: You can still have a conference with your advisor at any time. If you feel like having a discussion, just ask.

Duties	What it means in Troop 2014
Plan and lead patrol meetings and activities	<ul style="list-style-type: none"> • Have at least six patrol activities during your term. (Not Meetings) • Use patrol corners (rooms) during Troop meetings to make decisions and get informed. • Make sure Patrol Meetings are planned in detail one month in advance. You must use the Troop 2014 meeting plan template. Ensure your meeting plan is represented properly on the troop's web site calendar. • Check web site news
Assigns patrol members a job and help them succeed.	<ul style="list-style-type: none"> • Make sure your patrol has an APL, scribe, quartermaster, grub master and cheer master. • Make up duty rosters for camp outs and post them on your patrol gateway.
Represent the patrol at the PLC and annual program planning conference	<ul style="list-style-type: none"> • Attend all PLC meetings and the program planning conference. • Keep a list of what your patrol member's need for advancement. Get this from the Troop Committee Advancement Chair or use members' books. • Know what your patrol members would like to do.
Develop patrol spirit.	<ul style="list-style-type: none"> • Have your patrol flag at all troop and patrol activities. • Have a patrol yell. • Have skits ready for outing campfires. • Have cheers ready for outing campfires. • Have songs ready for outing campfires. • Assist troop chaplain in Scout Own Service during outings when necessary.

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.• Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other scouts.• REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none">• Always conform to the Troop 2014 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none">• Use the Scout Oath and Law as an everyday guideline.• Actively participate in the activities of Troop 2014.• Set an example for the other Scouts to follow.



Assistant Patrol Leader

General Information

Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence

Comments: Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

Reports to	Patrol Leader
Appointed by	Elected by members of the patrol
Term	6 to 12 months
Qualifications	None
Rank	None
Experience	None
Confirmation	Appointment Approved by Scoutmaster
Attendance	You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Patrol Leader (or SPL if the Patrol Leader cannot be reached) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.
Training	
Effort	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
Uniform	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Duties	

Specific Leadership Responsibilities

- Helps the patrol get ready for all troop activities.
- Lends a hand controlling the patrol and building patrol spirit.
- Must be well informed in case Patrol Leader is absent.
- Follows the Patrol Method and understands the 10 things to be a better leader.
- Note: You can still have a conference with your advisor at any time. If you feel like having a discussion, just ask.

Duties	What it means in Troop 2014
Assist the Patrol Leader in planning and leading patrol meetings and activities, keeping the patrol members informed, and preparing your patrol to take part in Troop activities.	<ul style="list-style-type: none"> • Assist your patrol leader by following through on assigned duties. • Keep informed. • Make sure you know what is going on so you can help out.
Assume responsibilities of the patrol leader in his absence	<ul style="list-style-type: none"> • Make sure he knows what is supposed to happen and what responsibilities the patrol has. • Know what the Patrol Leader is suppose to do and fill in for him when he is absent.
Represent the patrol at the PLC in the absence of the Patrol Leader.	<ul style="list-style-type: none"> • In the absence of your Patrol Leader, represent and vote for your patrol at the PLC. • Attend at LEAST two PLC meetings with the patrol leader present to learn the process and procedures. • Learn to create and use Troop 2014 meeting plan template.
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.
Develop patrol spirit.	<ul style="list-style-type: none"> • Have your patrol flag at all troop and patrol activities. • Have a patrol yell. • Have skits ready for outing campfires. • Have cheers ready for outing campfires. • Have songs ready for outing campfires. • Assist troop chaplain in Scout Own Service during outings when necessary.

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 PL know if you are going to be absent so he can fill in for you.
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.• Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other scouts.• REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none">• Always conform to the Troop 2014 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none">• Use the Scout Oath and Law as an everyday guideline.• Actively participate in the activities of Troop 2014.• Set an example for the other Scouts to follow.



Quartermaster

General Information

Description: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order

Comments: The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

Reports to	Senior Patrol Leader
Appointed by	Appointed by Senior Patrol Leader
Term	6 to 12 months
Qualifications	None
Rank	None
Experience	None
Confirmation	Appointment Approved by Scoutmaster
Attendance	You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader (or Scoutmaster if the SPL cannot be reached) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.
Training	
Effort	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
Uniform	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Duties	

Specific Leadership Responsibilities

- Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.
- Issue equipment to the Patrols and make sure it is returned in good condition.
- Receive damage reports and new equipment requests and convey it to Committee Quartermaster.
- Make reports to the PLC on equipment condition once every three months.
- Maintain the Troop trailer in neat order. Label all storages boxes with contents.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- Perform any additional duties as assigned by your Advisor.

Duties	What this means in Troop 2014
Keep and maintain troop equipment records	<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 and the Assistant Scoutmaster in charge of equipment.
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 or replacement.
Keep others informed:	<ul style="list-style-type: none"> • Talk with the SPL and the Assistant Scoutmaster 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 Assistant Scoutmaster. • Suggest new or replacement items.

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.• Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other scouts.• REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none">• Always conform to the Troop 2014 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none">• Use the Scout Oath and Law as an everyday guideline.• Actively participate in the activities of Troop 2014.• Set an example for the other Scouts to follow.



Scribe

General Information

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.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

Reports to	Senior Patrol Leader
Appointed by	Appointed by Senior Patrol Leader
Term	6 to 12 months
Qualifications	None
Rank	None
Experience	None
Confirmation	Appointment Approved by Scoutmaster
Attendance	You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader (or Scoutmaster if the SPL cannot be reached) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.
Training	
Effort	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
Uniform	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Duties	

Specific Leadership Responsibilities

- Record the minutes of the PLC meetings.
- Maintain troop attendance records for Troop Meetings.
- Collect Dues and turn them in to the Assistant Scout Master.
- Record Scout attendance at all troop events and give a report to the Troop Historian, Scoutmaster, and Troop Scribe Advisor.
- Write articles for Troop Newsletter and Website regarding upcoming events.
- Maintain updated list of Troop members, including address, phone numbers and email address.
- Perform any additional duties as assigned by your Advisor.

Participate in a conference with your advisor midway through your tenure to discuss and evaluate your responsibilities and the performance of your duties. (Note: You can still have a conference with your advisor at any time. If you feel like having a discussion, just ask.)

Duties	What this means in Troop 2014
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. (Within One Day)
Record advancement in Troop records.	<ul style="list-style-type: none"> • In Troop 2014, 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.
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 Outing Chairman 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.• Meet with Outing Chairman in charge of the months' event and assist when called upon.
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.• Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other scouts.• REMEMBER: The troop will follow your example.
Wear the uniform correctly:	Always conform to the Troop 2014 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none">• Use the Scout Oath and Law as an everyday guideline.• Actively participate in the activities of Troop 2014. Set an example for the other Scouts to follow.



Troop Guide

General Information

Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Comments: The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.

Reports to	Senior Patrol Leader
Appointed by	Appointed by Senior Patrol Leader
Term	6 to 12 months
Qualifications	At least 15 years old
Rank	Star or higher
Experience	None
Confirmation	Appointment Approved by Scoutmaster
Attendance	You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader (or Scoutmaster if the SPL cannot be reached) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.
Training	
Effort	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
Uniform	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Duties	

Specific Leadership Responsibilities

- Introduces new Scouts to Troop operations.
- Guides new Scouts through early Scouting activities.
- Shields new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class rank in their first year.
- Teaches basic Scout skills.
- Attends campout and works with new Scout Patrol when needed.
- Coaches the Patrol Leader of the new Scout Patrol on his duties.
- Works with the Patrol Leader at Patrol Leaders' Council meetings.
- Attends Patrol Leaders' Council meetings with the Patrol Leader of the new Scout Patrol.
- Assists the Assistant Scoutmaster with training.
- Counsels individual Scouts on Scouting challenges.

Duties	What it means in Troop 2014
Help Scouts meet advancement requirements through First Class in their first year.	<ul style="list-style-type: none"> • Work with the AS PL (Programs) 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"> • Make sure the Instructors know what assignments they have been given by the staff. • Help new Scouts become familiar with the way things are done by the patrol method in Scouting. • Help maintain discipline
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.
Attend the PLC meetings with new Patrol Leaders if needed.	<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.

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.• Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other scouts.• REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none">• Always conform to the Troop 2014 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none">• Use the Scout Oath and Law as an everyday guideline.• Actively participate in the activities of Troop 2014. Set an example for the other Scouts to follow.



Instructor

General Information

Description: The Instructor teaches Scouting skills.

Comments: The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

Reports to	Scoutmaster
Appointed by	Appointed by Scoutmaster
Term	6 to 12 months
Qualifications	At least 14 years old
Rank	First Class or higher
Experience	None
Confirmation	Appointment by Scoutmaster
Attendance	You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader (or Scoutmaster if the SPL cannot be reached) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.
Training	
Effort	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
Uniform	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Duties	

Specific Leadership Responsibilities

- Teaches basic Scouting skills in Troop and Patrols.

Duties	What it means in Troop 2014
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.
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 AS PL (Programs) 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. • Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other scouts. • REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none"> • Always conform to the Troop 2014 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline. • Actively participate in the activities of Troop 2014. Set an example for the other Scouts to follow.



Librarian

General Information

Description: The Troop Librarian takes care of troop literature.

Comments: The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

Reports to	Assistant Senior Patrol Leader
Appointed by	Appointed by Senior Patrol Leader
Term	6 to 12 months
Qualifications	None
Rank	None
Experience	None
Confirmation	Appointment Approved by Scoutmaster
Attendance	You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Asst. Senior Patrol Leader (or the SPL if the ASPL cannot be reached) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.
Training	
Effort	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
Uniform	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Duties	

Specific Leadership Responsibilities

- Maintain a check-out/check-in system for all troop literature.
- Follow up on late returns.
- Add new or replacement items as needed.
- Collect programs and scripts from Troop and Eagle Courts of Honor for reference material.
- Keep the inventory of the Troop Library contents up to date.

Duties	What it means in Troop 2014
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. • Make the Troop 2014 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 all 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.
Keep others informed:	<ul style="list-style-type: none"> • Keep a list of books and pamphlets available for review by the Scouts.
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. • Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other scouts. • REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none"> • Always conform to the Troop 2014 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline. • Actively participate in the activities of Troop 2014. Set an example for the other Scouts to follow.



Historian

General Information

Description: The Troop Historian keeps a historical record or scrapbook of troop activities.

Comments: The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

Reports to	Assistant Senior Patrol Leader
Appointed by	Appointed by Senior Patrol Leader
Term	6 to 12 months
Qualifications	None
Rank	None
Experience	None, but interest in photography is helpful
Confirmation	Appointment Approved by Scoutmaster
Attendance	You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Asst. Senior Patrol Leader (or the SPL if the ASPL cannot be reached) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.
Training	
Effort	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
Uniform	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Duties	

Specific Leadership Responsibilities

- Gather pictures, facts and memorabilia about troop activities and keep them in an historical file or scrapbook.
- 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 Rank Board at Courts of Honor.
- Make sure the Troop website is updated at least monthly.
- Perform any additional duties as assigned by your Advisor.

Duties	What it means in Troop 2014
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 some takes pictures at every Troop event. • Maintain the Troop record archive with things such as Quality Unit awards and Troop recharter certificates.
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"> • Call the SPL at least once each week to pass along information and check on preparations for meetings and 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. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort. • Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other scouts. • REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none"> • Always conform to the Troop 2014 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline. • Actively participate in the activities of Troop 2014. Set an example for the other Scouts to follow.



Order of the Arrow Representative

General Information

Description: An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop. By accepting the position of Order of the Arrow Troop Representative, you agree to provide service and leadership to your troop. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role.

Reports to	Scoutmaster and Chapter Chief
Appointed by	Scoutmaster
Term	One year
Qualifications	None
Rank	Brotherhood Member
Experience	None
Confirmation	Appointment by Scoutmaster
Attendance	You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader (or the Scoutmaster if the SPL cannot be reached) if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.
Training	
Effort	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed.
Uniform	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Duties	

Specific Leadership Responsibilities

- Serves as a communication link between the Lodge or Chapter and the Troop.
- 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 to assume leadership positions in the Troop.
- Encourages Arrowmen in the Troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.

Must be an active and participating member of _____ Chapter, Lodge ____.

Duties	What it means in Troop 2014
Cheerful Service	<ul style="list-style-type: none"> • Live it!
Keep others informed:	<ul style="list-style-type: none"> • Keep other informed of all Lodge Level and Chapter level OA events. • Encourage participation • Prep potential new members and troop on expectations
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. • Have fun but not at the expense of everyone. Goofing off without purpose wastes time and loses the interest and respect of the other scouts. • REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none"> • Always conform to the Troop 2014 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline. • Actively participate in the activities of Troop 2014. Set an example for the other Scouts to follow.

Formal PLC Meeting Rules

Pre-Requisites

1. Senior Patrol Leader (SPL) Responsibilities

a. Introduction

- A. These pre-requisites will be accomplished a minimum one (1) week prior to any normally scheduled PLC.
- B. PLC meetings should not negatively affect the normal troop meeting.
- C. Emergency council meetings may be scheduled at any time upon approval of the Scoutmaster.

b. Ensure a Quorum

- A. One week before a PLC, SPL will contact Scoutmaster, Patrol Leaders and get a head count to determine the feasibility of meeting quorum requirements.
- B. Quorum Requirements:
 - Two registered adult troop leaders. (Committee members are invited, but do not satisfy the requirement).
 - SPL and/or Assistant Senior Patrol Leader (ASPL)
 - Scribe (Someone may act as scribe if he is prepared and has previous meetings minutes)
 - 50% representation of the patrols by Patrol Leaders (PL) or Assistant Patrol Leaders (APL)

c. Agenda

- A minimum of one (1) week prior to a PLC meeting the SPL will distribute his agenda to the ASPL, PLs and APLs.
- The SPL will ensure that patrols are including a scheduled session for PLC planning during a weekly troop meeting.

d. Enforce a Time Limit

- Time Limits will be 3 minutes to explain all motions
- Only Adults or the SPL can authorize over-riding time limits

Parliamentary Procedure

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

Importance of Parliamentary Procedure

1. **Introduction** - Because it's a time tested method of conducting any business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone in the troop know these basic rules!
2. **Fixed Order Of Business** - Troop 2014 will use parliamentary procedure following a fixed order of business. Below is the agenda template that will be followed by Troop 2014:
 - a. Call to order.
 - b. Roll call of members present.
 - c. Reading of minutes of last meeting.
 - d. Officer (SPL) reports.
 - e. Patrol reports
 - f. Special orders --- Important business previously designated for consideration at this meeting.
 - g. Unfinished business.
 - h. New business.
 - i. Announcements.
 - j. Adjournment.
3. **Method of Business** - The method used by members of the PLC to express themselves, is in the form of moving motions. A motion is a proposal that the entire PLC membership take action or a stand on an issue. Individual members can:
 - a. Call to order.
 - b. Call to order.
 - c. Debate motions.
 - d. Vote on motions.

Four Basic Types of Motions

1. **Main Motions** - The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions** - Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions** - Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions** - Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

Motion Presentation

1. **Obtaining the floor**
 - a. Wait until the last speaker has finished.
 - b. Rise and address the SPL by saying, "Mr. SPL NAME"
 - c. Wait until the SPL recognizes you.
2. **Make Your Motion**
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. **Wait for someone to "Second Your Motion"**
4. **Another member will second your motion or the SPL will call for a second.**
5. **If there is no second to your motion it is lost.**
6. **The SPL States Your Motion**
 - a. The SPL will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the SPL it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the SPL.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the SPL.
8. **Putting the Question to the Membership**
 - a. The SPL asks, "Are you ready to vote on the question?".
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.
 - d. The Scribe records all motions regardless of outcome

Voting on a Motion

1. **Introduction** - The method of vote on any motion depends on the situation and is determined by the SPL. An adult may over-ride the voting method if he feels it's not appropriate to the situation.
2. **Who can vote?** - Only the following positions are allowed to vote on any motions presented at the PLC.
 - a. **Legal Voters**
 - A. Senior Patrol Leader
 - B. Assistant Senior Patrol Leader (only if SPL is not present

C. Patrol Leaders

D. Assistant Patrol Leaders (only if PL is not present)

3. **Exceptions**

- a. The ranking Scoutmaster can break any "tie" votes if he deems it necessary to come to a conclusion.
- b. The Scoutmaster may postpone the vote to the next meeting if he feels a better representation of leadership is needed.
- c. The Scoutmaster will approve all voting results and decisions before they take affect.

4. **Voting Methods** - There are five acceptable methods used to vote by the members of Troop 2014's PLC, they are:

- a. **By Voice** - The SPL asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
- b. **Roll Call** - Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- c. **By General Consent** - When a motion is not likely to be opposed, the SPL says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- d. **By Division** - This is a slight verification of a voice vote. It does not require a count unless the SPL so desires. Members raise their hands or stand.
- e. **By Ballot** - Members write their vote on a slip of paper; this method is used when secrecy is desired.

5. **Other Motions relating to voting**

- a. There are two other motions that are commonly used that relate to voting.
- b. **Motion to Table** - This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
- c. **Motion to Postpone Indefinitely** - This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Summary

1. Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.
 - a. Allow motions that are in order.
 - b. Have members obtain the floor properly.
 - c. Speak clearly and concisely.
 - d. Obey the rules of debate.
 - e. Most importantly, BE COURTEOUS.