

POSITIONS OF LEADERSHIP TROOP 370 GUIDELINES

Note: Although not included in the description below, all Scouts in a position of leadership should (i) set a good example, (ii) wear the Scout uniform correctly, (iii) live by the Scout Oath and Scout Law, and (iv) show and help develop Scout spirit.

Senior Patrol Leader

The senior patrol leader is the top leader of the troop. He is responsible for the troop's overall operation. With guidance from the Scoutmaster, he takes charge of troop meetings, of the patrol leaders' council, and of all troop activities, and he does everything he can to help each patrol be successful. He is responsible for annual program planning conferences and assists the Scoutmaster in conducting troop leadership training. The senior patrol leader presides over the patrol leaders' council and works closely with each patrol leader to plan troop meetings and make arrangements for troop activities. He appoints other troop youth leaders with the advice and counsel of the Scoutmaster. He assigns duties and responsibilities to other Scout leaders, and he sets and enforces the tone for good Scout behavior within the troop.

The senior patrol leader should attend nearly all patrol leader council meetings and regular troop meetings. He should also attend most campouts and special troop events, including Eagle Courts of Honor. If the senior patrol leader must be absent for meetings or troop activity, he is responsible for appointing and confirming the assistant senior patrol leader that will act as senior patrol leader in his absence.

Assistant Senior Patrol Leader

The assistant senior patrol leaders work closely with the senior patrol leader to help the troop move forward and an assistant senior patrol leader serves as acting senior patrol leader when the senior patrol leader is absent. An assistant senior patrol leader trains and provides direction to the troop quartermaster, scribe, historian, librarian, instructors, and Order of the Arrow representative. Another assistant senior patrol leader will work directly with the patrol leaders to pursue troop and patrol goals. An assistant senior patrol leader performs tasks assigned by the senior patrol leader and functions as a member of the patrol leaders' council. The assistant senior patrol leaders also help set and enforce the tone for good Scout behavior within the troop.

The assistant senior patrol leader should attend nearly all patrol leader council meetings and regular troop meetings so that he is available to assist the senior patrol leader in troop operations and to supervise the patrol leaders and other troop leaders for whom he is responsible.

Patrol Leader

The patrol leader is the elected leader of his patrol. He represents the patrol at all patrol leaders' council meetings and the annual program planning conference and keeps patrol members informed of decisions made. He plays a key role in planning, leading, and evaluating patrol meetings and activities and prepares the patrol to participate in all troop activities. The patrol leader learns about the abilities of other patrol members and fully involves them in patrol and troop activities by assigning them specific tasks and responsibilities. He encourages patrol members to complete advancement requirements and sets a good

example by continuing to pursue his own advancement. He shows and helps develop patrol spirit, works with other troop leaders to make the troop run well and knows what patrol members and other leaders can do.

The patrol leader should attend nearly all patrol leader council meetings and regular troop meetings. If a patrol leader must be absent for meetings or troop activities, he is responsible for assuring that the assistant patrol leader attends in his place and represents the patrol.

Troop Guide

A troop guide works with new Scouts. He helps them feel comfortable and earn their First Class in their first year. He teaches basic Scout skills, coaches the patrol leader on his duties and works with the patrol leader at patrol leaders' council meetings. He introduces new Scouts to troop operations and guides new Scouts through early Scouting activities. The troop guide helps set and enforce the tone for good Scout behavior within the troop, and ensures older Scouts never harass or bully new Scouts. He coaches the patrol leader of the new-Scout patrol on his duties. He will also coach individual Scouts on Scouting challenges.

A troop guide should attend nearly all patrol leader council meetings and regular troop meetings so that he can be a regular and available resource for the new Scouts in his new Scout patrol. It is particularly important for him to help at campout planning nights.

Quartermaster

The quartermaster is the troop's supply boss. The quartermaster keeps track of troop equipment and sees that it is in good working order. He keeps records on troop equipment, makes sure equipment is in good working condition, and issues equipment and makes sure it is returned in good condition. He works with patrol representatives as they check out equipment and return it, and at meetings of the patrol leaders' council he reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he may have the guidance of an assistant patrol leader or a member of the troop committee. The Troop will usually have several quartermasters, and the quartermasters keep the equipment storage area neat and clean.

The chief quartermaster should attend nearly all patrol leader council meetings and most regular troop meetings so that he can be sure the troop equipment is in good order. The chief quartermaster (and one of the other quartermasters) should always plan to be at the campout planning meetings to distribute Troop equipment. One of the quartermasters should also attend every campout to be sure the troop equipment is properly checked out and returned. A quartermaster who is not the chief quartermaster should attend most regular troop meetings, including campout planning nights.

Outdoor Ethics Guide

The Outdoor Ethics Guide has a thorough understanding of and commitment to the Outdoor Code, the Leave No Trace principles, and the Tread Lightly! principles. He helps the troop plan and conduct an outdoor program that emphasizes effectively practicing the Outdoor Code, the Leave No Trace principles, and the Tread Lightly! principles. He works to help Scouts improve their outdoor ethics decision-making skills to help minimize impacts as they hike, camp, and participate in other outdoor activities. He

supports Scouts who are working to complete the relevant requirements for the Tenderfoot, Second Class, and First Class ranks

The Outdoor Ethics Guide should attend patrol leader council meetings and should attend at least 2 regular troop meetings each month.

Order of the Arrow Troop Representative

The Order of the Arrow (OA) Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his unit, he helps meet the needs of the unit and will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. By enhancing the image of the Order as a service arm to the troop, he promotes the Order, encourages Scouts to take part in all sorts of camping opportunities, and helps pave the way for older Scouts to become involved in high-adventure programs. The OA troop representative assists with leadership skills training.

The OA Troop Representative should attend most of the Echota Chapter meetings so that he can report back to the troop. He should also attend at least 2 regular troop meetings each month.

Instructor

An Instructor will instruct Scouting skills as needed within the troop or patrols and will prepare well in advance for each teaching assignment. The Troop will have many instructors. An instructor is an older troop member proficient in a Scouting skill. He must also have the ability to teach that skill to others and be certified to teach such skills. An instructor typically teaches subjects that Scouts are eager to learn—especially those such as first aid and camping and those that are required for outdoor activities and rank advancement.

The instructor should attend at least 2 regular troop meetings each month and should instruct and sign off on at least one skill to one or more Scouts each month. The Chief Instructor should also attend most patrol leader council meetings.

Chaplain Aide

The Chaplain Aide keeps troop leaders apprised of religious holidays when planning activities. The Chaplain Aide assists the troop chaplain or religious coordinator in meeting the religious needs of troop members while on activities, and encourages saying grace at meals while camping or on activities, and will lead “Scout’s Own” worship services on campouts or assist others in leading those services. He also tells troop members about the religious emblems program for their faith.

The Chaplain Aide should attend at least one regular troop meeting each month, including the campout planning meeting to work on planning the Scout’s Own service for the monthly campout.

Historian

The historian coordinates the collection and preservation of troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes materials available for Scouting activities,

the media, and troop history projects. The historian should also report on troop activities, and organize them electronically, as appropriate.

The historian should attend at least one regular troop meeting each month and should regularly (monthly or once every two months) complete a summary or report of troop activities (for example, a bi-monthly one-page newsletter of troop events and rank advancement or similar distribution).

Librarian

The troop librarian oversees the care and use of troop books, pamphlets, magazines, and audio-visual materials. He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned. He may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.

The troop librarian should attend at least one regular troop meeting each month.

Scribe

The scribe keeps the troop records. He attends the patrol leaders' council meeting and keeps a record of discussions and attendance. He also is responsible for collecting attendance and uniform inspection records and calculating the scores at the end of every month. The scribe is the troop's secretary. The Scribe is also responsible for corresponding on behalf of the Troop, including writing letters of thanks or appreciation to troop visitors and hosts.

The scribe should attend nearly all patrol leaders council meetings and most regular troop meetings.

Webmaster

The troop webmaster is responsible for assisting the adult webmaster on the Troop Committee with maintaining the troop's website. He should make sure that information posted on the website is correct and up to date and that members' and solicit input from the Scouts on how to make the website more useful. He will ensure the troop website is a positive reflection of Scouting for the public. He also works with the Troop Committee to manage the troop's electronic communication tools.

The troop webmaster should attend at least one regular troop meeting each month and should meet or connect with the adult webmaster regularly with information and suggestions (at least once every two months).

Den Chief

The den chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout Pack. Helps Cub Scouts advance through Cub Scout ranks and encourages Cub Scouts to join a Boy Scout troop upon graduation. He takes part in den meetings, encourages Cub Scout advancement, and is a role model for younger boys. Serving as den chief can be a great first leadership experience for a Scout. The den chief projects a positive image of Boy Scouting.

A Den Chief should attend most of the Den events with his Cub Scouts and should attend at least one regular troop meeting each month.

Junior Assistant Scoutmaster

A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the Scoutmaster, to serve as a junior assistant Scoutmaster. Junior assistant scoutmasters follow the guidance of the Scoutmaster in providing support and supervision to other boy leaders in the Troop.

A junior assistant scoutmaster should attend at least one regular troop meeting each month and must be available to assist the Scoutmaster on special projects.

Bugler

The bugler plays the bugle (or a similar instrument) to mark key moments during the day on troop outings, such as reveille and lights out. He must know the required bugle calls and should ideally have earned the Bugling merit badge.

The bugler should attend at least one regular troop meeting per month and should attend (and bugle) at most of the troop events where a bugler would be appropriate.