

Troop Leadership Positions -- Responsibilities Sign-off Sheet

Revision 2009-03-08

Quartermaster – Troop Outing Equipment (Assigned position by the SPL)

As quartermaster, I will manage my troop's equipment:

- Keep the troop equipment inventory list up to date on the web site
- keep troop equipment in good condition
- participate in at least 3 PLC meetings to report any equipment needs and status
- receive and record a patrol equipment inventory from each patrol's QM at least once
- supply patrol quartermasters with needed equipment
- wear my uniform correctly, set a good example, practice the Scout Oath and Law
- fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____

Quartermaster – Troop Meetings Equipment (Assigned position by the SPL)

As quartermaster, I will manage my troop's flags and first aid kit:

- keep the inventory list up to date for troop first aid kit, flags, and any other material needed for games and training (on the web site)
- keep troop first aid kit and flags in good condition
- participate in at least 2 PLC meetings to report any first aid kit and flags needs and status
- wear my uniform correctly, set a good example, practice the Scout Oath and Law
- fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____

Scribe – Troop Meeting (Assigned position by the SPL)

As scribe, I will keep my troop informed about activities:

- Assist the Membership Coordinator by collecting attendance at every Troop meeting
- Arrange a replacement scribe when unable to attend a Troop meeting
- Attend 2 PLC meetings during my term and report on the progress of my assigned position.
- Record an account of every troop meeting
- Work with the Newsletter Editor and publish 2 newsletter articles about the troop's activities
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____

Scribe -- PLC (Assigned position by the SPL)

As scribe, I will keep my troop informed about activities:

- Record an account of every PLC
- Assist the SPL by developing the monthly calendar from the PLC and posting it on the web site.
- Arrange a replacement scribe for activities as needed
- Work with the Newsletter Editor and Publish 2 newsletter articles about the troop's activities
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

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Historian (Assigned position by the SPL)

As historian, I will document the activities of my troop:

- Publish photographs from troop activities on the web site
- Present photographs from troop activities for slide show at Courts of Honor.
- Submit at least one article about a troop event to local newspapers
- Work with the Newsletter Editor and publish an article about troop awards and recognitions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____

Librarian (Assigned position by the SPL)

As librarian, I will keep troop library and materials organized and accessible:

- Maintain and organize all troop books, pamphlets, and related materials available for use by troop members
- Make troop resources available for scouts to check out at troop meetings and on the web site
- Maintain a record of which scouts have checked out materials
- Report at least 1 times to the PLC on materials needing replacement or updating
- Retrieve all checked out materials before the end of my term
- Purchase merit badge pamphlets and other materials as needed
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____

Bugler (Assigned position by the SPL)

As bugler, I will support the Senior Patrol Leader:

- Practice bugling so I am prepared when called on
- Sound Taps, Revelry, and Assembly at troop campouts
- Sound appropriate calls at Courts of Honor and other assemblies as directed by SPL
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____

Chaplain Aide (Assigned position by the SPL)

As chaplain aide, I will promote the concept of Reverence in the troop as follows:

- Attend every troop campout or arrange a replacement beforehand
- Lead a religious service at every campout which I attend that includes a Sunday morning
- Prepare a grace and lead the troop before every meal
- Maintain the Chaplain's area of the web site with graces, prayers, and resources
- Promotes religious emblems program.
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

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Order of the Arrow Representative (Assigned position by the SPL)

As troop OA Rep, I will promote OA, service, and camping in the troop:

- Attend 75% of OA meetings
- Ensure troop is informed of OA events and news
- Assist OA members in gaining their Brotherhood membership
- Promote and teach Leave No Trace in the troop
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____

Webmaster (Assigned position by the SPL)

As troop webmaster, I will improve communication in the troop:

- Maintain a usable information site for use by scouts, parents, and interested boys
- Publish calendar, permission forms, news, and other information
- Publish documents, forms, and information requested by troop leaders
- Keep troop information up to date and published in a timely manner
- Train and assist other scouts in troop positions with maintaining their areas
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____

Den Chief (Assigned position by the SM or attained by the Scout)

As den chief, I will promote Boy Scouting to Cub Scouts:

- Attend 75% of den meetings of the assigned den
- Help the den leader in teaching skills and managing the den
- Assist Cub Scouts in earning their Webelos badge and Arrow of Light
- Encourage Cub Scouts to continue on to Boy Scouts
- Submit a report to Scoutmaster from the den leader about my accomplishments
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____

Instructor – Scouting Skills (Assigned position by the SPL)

As instructor, I will increase the skill level of my troop:

- Instruct at least 6 different Scouting skills to the troop; track my accomplishments
- Prepare my presentations well in advance to ensure success
- Assist scouts in completing their 1st Class scouting skills requirements
- Be available for assignments from the SPL/ASPL as needed
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____

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Instructor – New Scout Mentor (Assigned position by the SPL)

As Instructor, I will coordinate keeping new Scouts and Families informed about the troop:

- Make sure that the new Scouts are assigned a mentor Scout.
- Send out a welcome letter that includes the mentor Scout's name that is assigned to the new boy
- Send out a letter to the Mentor Scout appointed as the "sponsor," requiring them to make at least one contact to the new individual, welcoming him to the troop; and letting them know that if they have any questions that they could call him.
- Follow up at least 2 times on how things are going for the new Scout and making sure that the mentor Scout has made contact with the new Scout.
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____

Troop Guide (Assigned position by the SPL)

As troop guide, I will support the new scouts in my troop:

- Lead new scout patrol and provide direction, coaching, and support to new scouts to strengthen their patrol and my troop
- Help all scouts in my charge advance at least one rank
- Plan and lead at least 3 patrol meetings or activities outside of the Troop
- Participate in all PLC meetings
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months

Date: _____ Signed: _____

Junior Assistant Scoutmaster - a Scout 16 or older (Assigned position by the SM)

- Functions as an Assistant Scoutmaster
- Performs duties as assigned by the Scoutmaster

Date: _____ Signed: _____

Mentor (Assigned position by the SPL)

As mentor, I will coordinate keeping new Scouts and Families informed about the troop:

- Send a welcome letter to new Scouts to provide my name and contact information inviting them to contact me with questions on how the troop operates.
- Follow up at least 2 times on how things are going for the new Scout.
- Work with the Newsletter Editor and publish newsletter articles identifying new scouts I am mentoring since the previous newsletter.
- Attend 2 Patrol Leader Conferences [PLC] during my term and report on the progress of my assigned position.
- Wear my uniform correctly, set a good example, and practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months.

Date: _____ Signed: _____
