

# Troop 48

## Scout Leader Position Contracts

### And Job Responsibilities



### Leading the way...



# Troop 48 Scout Leader Position Contracts and Job Responsibilities



Leading the way...

What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot of different and fun things. But who decided what to do and who planned the activities? The Den Leaders; right?

Sport teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach; right?

There is one thing that makes Scouting different from all other youth groups. Do you know what it is?

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform. It is not the fun activities. There are many other things that are fun. And it certainly isn't cleaning dirty pots and pans on a campout!

## What makes Scouting special is that YOU make the decisions!

That's right! YOU run the Troop. Baden-Powell made it very plain in [Aids to Scoutmastership](#) when he wrote,

"The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders."

This is real decision-making power. And it's not just Patrol Leaders. All of the Troop leadership positions have a hand in making the Troop run. As a Troop leader you will:

- Plan and run Troop meetings,
- Pick Troop outings, where to camp, what to do,
- Plan advancement opportunities for all Troop members
- Select High-Adventure programs
- Determine Troop policy
- Help other Scouts along the trail to Eagle.

Sound cool? It really is! The adults are there to provide support but YOU will be making the decisions.

Because being a leader is more than just sewing on a patch, we have put together job descriptions for the Troop leadership positions. They will give you a good idea of what each job is all about and what you will be required to do.

Here is how to be considered for a position. First, read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position. Finally, complete the Leadership Position Job Application form, fill it out, have your parent(s) read and sign it and turn it in. Note: not all positions are available at any one time.

So, are you ready to "Lead the way"? We sure hope so!

# Troop 48 Scout Leader Position Contracts and Job Responsibilities



## SENIOR PATROL LEADER

### GENERAL INFORMATION

- Type:** Elected by the members of the Troop  
**Term:** 6 months  
**Reports to:** Scoutmaster  
**Description:** The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the Troop.  
**Comments:** The Senior Patrol Leader is the focal point of the Troop. He needs to attend as close to all Troop functions as possible.

### QUALIFICATIONS

- Age:** At least 14 preferred  
**Rank:** 1<sup>st</sup> Class or higher  
**Experience:** Previous service as SPL, ASPL, or PL  
**Attendance:** 67%, across each activity / meeting type, over previous 6 months.

### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Introduction to Leadership Skills for Troops even if you have attended in the past.  
**Attendance:** You are expected to attend 83% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means wearing all of the parts of the uniform with all required and correct badges in their proper 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.  
**Attendance:** Set the example by being an active Scout. Be on time for the meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or suddenly have to miss an activity. You also need to make sure that the ASPL is ready to assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Runs all Troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leader's Council meeting.
- Assists the Scoutmaster with Junior Leader Training.

### OTHER

- Having an e-mail address, and checking it twice a week, is a plus.
- Having and wearing a watch is a plus.

# Troop 48 Scout Leader Position Contracts and Job Responsibilities



## ASSISTANT SENIOR PATROL LEADER

### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months  
**Reports to:** Senior Patrol Leader  
**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:** One of the major parts of the SPL's job is to appoint other Troop leaders. He must choose leaders who are capable, not just his friends or other popular Scouts. The ASPL should be familiar with the other positions and stay current with the work being done.

### QUALIFICATIONS

- Age:** At least 13  
**Rank:** 1<sup>st</sup> Class or higher  
**Experience:** APL, PL, SPL  
**Attendance:** 67%, across each activity / meeting type, over previous 6 months.

### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Introduction to Leadership Skills for Troops even if you have attended in the past.  
**Attendance:** You are expected to attend 83% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

### GENERAL LEADERSHIP RESPONSIBILITIES

- 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.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the Troop in the absence of the Senior Patrol Leader.
- Appoints other Troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplain Aide.
- Serves as a member of the Patrol Leader's Council.

# Troop 48 Scout Leader Position Contracts and Job Responsibilities



## PATROL LEADER

### GENERAL INFORMATION

- Type:** Elected by members of the patrol  
**Term:** 6 months  
**Reports to:** Senior Patrol Leader  
**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.

### QUALIFICATIONS

- Age:** At least 12  
**Rank:** 1<sup>st</sup> Class or higher preferred  
**Experience:** none  
**Attendance:** 67%, across each activity / meeting type, over previous 6 months.

### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Introduction to Leadership Skills for Troops even if you have attended in the past.  
**Attendance:** You are expected to attend 83% of all Troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means wearing all of the parts of the uniform with all required and correct badges in their proper 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.  
**Attendance:** Set the example by being an active Scout. Be on time for the meetings and activities. You must call the SPL if you are not going to be at a meeting or suddenly have to miss an activity. You also need to make sure that the APL is ready to assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Appoints the Assistant Patrol Leader.
- Represents the Patrol at the Patrol Leaders' 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.

# Troop 48 Scout Leader Position Contracts and Job Responsibilities



## ASSISTANT PATROL LEADER

### GENERAL INFORMATION

- Type:** Appointed by the Patrol Leader  
**Term:** 6 months  
**Reports to:** Patrol Leader  
**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.

### QUALIFICATIONS

- Age:** none  
**Rank:** Tenderfoot or higher  
**Experience:** none  
**Attendance:** 67%, across each activity / meeting type, over previous 6 months.

### PERFORMANCE REQUIREMENTS

- Training:** You may attend the Introduction to Leadership Skills for Troops even if you have attended in the past.  
**Attendance:** You are expected to attend 83% of all Troop meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

### GENERAL LEADERSHIP RESPONSIBILITIES

- 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.  
**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call your Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Patrol Leader plan and steer patrol meetings and activities.
- Helps the Patrol Leader keep patrol members informed.
- Helps the patrol get ready for all Troop activities.
- Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit

## **Troop 48 Scout Leader Position Contracts and Job Responsibilities Items for the Candidate's Speech**

1. My name
2. My rank
3. My current position
4. The years and months in Troop
5. Why I'll make a good leader
6. One or two things I'll do to make my patrol or Troop better

# Troop 48 Scout Leader Position Contracts and Job Responsibilities

## Position of Responsibility Application

Your Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Age: \_\_\_\_\_

Position Applying for: \_\_\_\_\_ **Term of Office: November 1, 2023, through April 30, 2024**

Current Position: \_\_\_\_\_ Previous Positions: \_\_\_\_\_

I will be able and available to attend the next Introduction to Leadership Skills for Troops as noted on the troop's calendar posted on our Web site. (**October 28, 2023**)

Your attendance over the past 6 months (# of trips, # of activities, # of troop meetings):

\_\_\_\_\_

Explain why you want this job, how you would do the job and why you are the best choice for this position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Scout's Agreement:

I have read the job description for this position. I understand my duties and responsibilities and if selected will carry them out to the best of my abilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Parent's Support Agreement:

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the troop.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

**Return only this page to the Scoutmaster.**