

## Leadership Position Responsibilities

### Duties of the Senior Patrol Leader

Duties	What it means in Troop 37
Preside at all Troop meetings, events, Court of Honor, activities and the annual Troop Planning Workshop.	<ol style="list-style-type: none"> <li>1 Have an agenda and detailed meeting plan for each meeting or event. Have a backup plan also.</li> <li>2 Call people responsible for program items and remind them of their responsibility.</li> <li>3 Conduct the meeting or event and direct the activities of other Junior Leaders and Scouts.</li> <li>4 Notify the ASPL if you are going to be absent from a meeting or event. Ensure plan gets executed.</li> </ol>
Chair the Patrol Leaders Council (PLC).	<ol style="list-style-type: none"> <li>5 Issue an agenda before the PLC so all can properly prepare for the meeting.</li> <li>6 Conduct the PLC in an orderly fashion and stick to the agenda. During the meeting do the following:</li> <li>7 Review the detailed program for the next month.</li> <li>8 Plan the following month's program in detail.</li> <li>9 Assign responsibilities for each program item.</li> <li>10 Discuss the 2-month additional look ahead.</li> </ol>
Appoint leadership positions with the advice and consent of the Scoutmaster.	<ol style="list-style-type: none"> <li>11 Before making any assignments, find out which Scouts need leadership positions for advancement. Review Position Applications.</li> <li>12 Make selections based on above and Scouts experience and dependability.</li> </ol>
Assign duties and responsibilities to other leaders	<ol style="list-style-type: none"> <li>13 Delegate responsibilities throughout the Junior Leader Staff and constantly Follow-up</li> </ol>
Work with the Scoutmaster in training junior leaders.	<ol style="list-style-type: none"> <li>14 Participate in the Troop Junior Leader Training sessions.</li> <li>15 Give the Patrol Leaders and their Assistants helpful hints and encouragement in carrying out their duties. Evaluate progress.</li> </ol>
Keep others informed.	<ol style="list-style-type: none"> <li>16 Call the JASM to confer on upcoming program items.</li> <li>17 Call the ASPL each week to check they are following up on their assignments and communicate program information.</li> </ol>
Set a good example.	<ol style="list-style-type: none"> <li>18 Be the first to reflect the scout sign.</li> <li>19 Maintain a positive and enthusiastic attitude.</li> <li>20 Exhibit good self-discipline.</li> <li>21 Have a good attendance record.</li> <li>22 Meet your obligations on time and in full effort.</li> </ol>
Wear the uniform correctly.	<ol style="list-style-type: none"> <li>23 Always conform to the Troop 37 uniform policy as outlined in Policy and Procedures.</li> </ol>
Show Scout Spirit	<ol style="list-style-type: none"> <li>24 Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same.</li> <li>25 Actively participate in the activities of Troop 37 and set an example for the other Scouts to follow.</li> </ol>

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**Duties of the Assistant Senior Patrol Leader**

<b>Duties</b>	<b>What it means in Troop 37</b>
Be responsible for developing, planning, and implementing Troop 37 activities.	<ol style="list-style-type: none"> <li>1 Working with the PLC, develop the detailed program plans for all Troop activities.</li> <li>2 Type up detailed programs plan for each month and distribute to the Troop.</li> <li>3 Provide assistance and leadership to the Troop Instructors.</li> </ol>
Help with leading the meetings and activities as called upon by the SPL.	<ol style="list-style-type: none"> <li>4 Make sure the Instructors know what assignments they have been given by the staff.</li> <li>5 Help the SPL conduct the meetings and activities and help maintain discipline.</li> </ol>
Take over troop leadership in the absence of the SPL.	<ol style="list-style-type: none"> <li>6 Take over the responsibilities of the SPL in his absence.</li> </ol>
Function as a member of the PLC.	<ol style="list-style-type: none"> <li>7 Attend all PLC meetings so that you can inform all of the upcoming program.</li> <li>8 Take notes of program ideas presented at the PLC.</li> <li>9 Make a list of the things you and the Instructors are assigned.</li> </ol>
Keep others informed.	<ol style="list-style-type: none"> <li>10 Call the SPL to confer on upcoming program items.</li> <li>11 Call the Instructors each week to check they are following up on their assignments and communicate program information.</li> <li>12 Utilize phone, e-mail and Troop Web Site as part of the notification and communication process.</li> </ol>
Set a good example.	<ol style="list-style-type: none"> <li>13 Be the first to reflect the scout sign.</li> <li>14 Maintain a positive and enthusiastic attitude.</li> <li>15 Exhibit good self-discipline.</li> <li>16 Have a good attendance record.</li> <li>17 Meet your obligations on time and in full effort.</li> </ol>
Wear the uniform correctly.	<ol style="list-style-type: none"> <li>18 Always conform to the Troop 37 uniform policy as outlined in Policy and Procedures.</li> </ol>
Show Scout Spirit	<ol style="list-style-type: none"> <li>19 Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same.</li> <li>20 Actively participate in the activities of Troop 37 and set an example for the other Scouts to follow.</li> </ol>

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## Leadership Position Responsibilities

### Duties of the Patrol Leader

Duties	What it means in Troop 37
Plan and lead patrol meetings and activities.	<ol style="list-style-type: none"> <li>1 Have at least six patrol activities each year</li> <li>2 Use patrol corners during Troop meetings to make decisions and get informed.</li> <li>3 Obtain accurate headcounts when requested.</li> </ol>
Assigns patrol members a job and help them succeed.	<ol style="list-style-type: none"> <li>4 Make sure your patrol has an APL, scribe, quartermaster, grub master, instructor, and cheer master.</li> <li>5 Make up Menus with Patrol input and duty rosters for campouts and post them on your patrol box.</li> </ol>
Represent the patrol at the PLC and Troop Planning Workshop. Assist in Planning Troop meetings.	<ol style="list-style-type: none"> <li>6 Attend all PLC meetings and the Troop Planning Workshop.</li> <li>7 Keep a list of what your patrol member's need for advancement.</li> <li>8 Know what your patrol members would like to do.</li> </ol>
Develop patrol spirit.	<ol style="list-style-type: none"> <li>9 Design, make and have your patrol flag at all troop and patrol activities.</li> <li>10 Have a patrol yell or call</li> </ol>
Keep others informed.	<ol style="list-style-type: none"> <li>11 Call the patrol members each week (especially those absent from a Meeting) to check they are following up on their assignments or attending a trip and communicate program information. Utilize phone, e-mail and Troop Web Site as part of the notification and communication process.</li> <li>12 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.</li> </ol>
Set a good example.	<ol style="list-style-type: none"> <li>13 Be the first to reflect the scout sign.</li> <li>14 Maintain a positive and enthusiastic attitude.</li> <li>15 Exhibit good self-discipline.</li> <li>16 Have a good attendance record.</li> <li>17 Meet your obligations on time and in full effort.</li> <li>18 Follow-Up</li> </ol>
Wear the uniform correctly.	<ol style="list-style-type: none"> <li>19 Always conform to the Troop 37 uniform policy as outlined in Policy and Procedures.</li> </ol>
Show Scout Spirit	<ol style="list-style-type: none"> <li>20 Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same.</li> <li>21 Actively participate in the activities of Troop 37 and set an example for the other Scouts to follow.</li> <li>22 Perform duties of the Program or Service Patrol when assigned to do so.</li> </ol>

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# Leadership Position Responsibilities

## Duties of the Troop Guide

<b>Duties</b>	<b>What it means in Troop 37</b>
Help Scouts meet advancement requirements through First Class.	1 Work with the ASPL (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.	2 Help new Scouts become familiar with the way things are done in Troop 37.
Advise new Patrol Leaders of his duties and responsibilities regarding new Scouts.	3 Help the new Patrol Leaders train their patrols so they can effectively operate.
Attend the PLC meetings with new Patrol Leaders. Assist in Planning Troop meetings	4 Help to prepare and provide input for Troop meetings and Troop meeting plans 5 Help new Patrol Leaders to prepare for the PLC.
Work with other troop leaders to make the troop run well.	6 Make sure you know what you are supposed to do and do it well. 7 Help whenever you can to maintain discipline. 8 Follow-Up as Necessary
Prevent harassment of new Scouts by older	9 Make sure older Scouts don't take advantage of the new scouts.
Keep others informed.	10 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. 11 Utilize phone, e-mail, and Troop Web Site as part of the notification and communication process. 12 See if there is anything you can do to help him out.
Set a good example.	13 Be the first to reflect the scout sign. 14 Maintain a positive and enthusiastic attitude. 15 Exhibit good self-discipline. 16 Have a good attendance record. 17 Meet your obligations on time and in full effort.
Wear the uniform correctly.	18 Always conform to the Troop 37 uniform policy as outlined in Policy and Procedures.
Show Scout Spirit	19 Use the Scout Oath and Law as an everyday guideline and expect that other Scouts will do the same. 20 Actively participate in the activities of Troop 37 and set an example for the other Scouts to follow.

## Duties of the Troop Scribe

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Duties	What it means in Troop 37
Record attendance.	<ol style="list-style-type: none"> <li>1 Make a written record of attendance of each Troop meeting and Troop event and make sure the Scoutmaster gets a copy for the Troop records.</li> <li>2 If you are going to miss a meeting or event, make sure that you have someone else record attendance for you utilizing attendance sheets.</li> <li>3 Always Bring attendance sheets and a Pen to each Troop meeting and Troop event</li> </ol>
Attend and keep a log of PLC meetings.	<ol style="list-style-type: none"> <li>4 Keep a written record of each PLC meeting.</li> <li>5 Distribute copies of the PLC log at the Troop meeting immediately following the PLC.</li> </ol>
Record advancement in Troop records.	<ol style="list-style-type: none"> <li>6 In Troop 37, the Patrol Leaders and the individual Scouts are responsible for getting Merit badge advancement information to the Advancement Chairman.</li> <li>7 Provide the Advancement Chairman with the names of Scouts who earn things like Totin' Chip and Firm'n Chip.</li> </ol>
Work with appropriate Troop Committee members responsible for finance, records, and advancement.	<ol style="list-style-type: none"> <li>8 Help the Advance Chairman to keep the Troop records orderly and complete.</li> <li>9 Help the Camping committee with attendance and collection of camping fees prior to a Troop event.</li> </ol>
Keep others informed.	<ol style="list-style-type: none"> <li>10 Meet with the Advancement Chairman at every meeting to assist in keeping the records complete and orderly.</li> <li>11 Meet with Camping committee member in charge of the months' event and assist when called upon.</li> </ol>
Set a good example.	<ol style="list-style-type: none"> <li>12 Be the first to reflect the scout sign.</li> <li>13 Maintain a positive and enthusiastic attitude.</li> <li>14 Exhibit good self-discipline.</li> <li>15 Have a good attendance record.</li> <li>16 Meet your obligations on time and in full effort.</li> </ol>
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### Duties of the Troop Historian

<b>Duties</b>	<b>What it means in Troop 37</b>
Gather pictures and facts about past activities of the Troop and keep them in scrapbooks, wall displays or information files.	<ol style="list-style-type: none"> <li>1 Make a scrapbook of Troop activities and keep it up to date.</li> <li>2 Make sure that someone takes pictures at every Troop event .</li> <li>3 <b>Prepare and distribute Troop newsletters.</b></li> <li>4 Display Troop memorabilia at all Courts of Honor.</li> <li>5 Provide pictures to Troop web master for the Troop 37 Web site</li> </ol>
Take care of Troop trophies and keepsakes.	<ol style="list-style-type: none"> <li>6 Collect all troop awards and keep them in a safe place.</li> <li>7 Collect Troop flag banners and secure on Troop Flag.</li> </ol>
Keep information about Troop alumni.	<ol style="list-style-type: none"> <li>8 Make a scrapbook about Troop alumni, especially Eagle Scouts.</li> </ol>
Keep others informed.	<ol style="list-style-type: none"> <li>9 Talk with the SPL and ASPL each week to update them on your progress.</li> </ol>
Set a good example.	<ol style="list-style-type: none"> <li>10 Be the first to reflect the scout sign.</li> <li>11 Maintain a positive and enthusiastic attitude.</li> <li>12 Exhibit good self-discipline.</li> <li>13 Have a good attendance record.</li> <li>14 Meet your obligations on time and in full effort.</li> </ol>
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### Duties of the Troop Instructors

<b>Duties</b>	<b>What it means in Troop 37</b>
Instruct Scouting skills as needed within the Troop or patrols.	<ol style="list-style-type: none"> <li>1 Take on assignments from the staff to provide skills instruction at Troop meetings and on campouts.</li> <li>2 Assist scouts in completing their 1st Class scouting skills requirements.</li> </ol>
<p>Prepare well in advance for each teaching assignment.</p> <p>Assist in Planning Troop meetings and executing the plan.</p>	<ol style="list-style-type: none"> <li>3 Study carefully the skill to be taught.</li> <li>4 Use resources that are available, for example:</li> <li>5 Boy Scout Handbook</li> <li>6 Boy Scout Field book</li> <li>7 Merit Badge books</li> <li>8 Troop Program Features Volumes I, II, &amp; III</li> <li>9 Internet and WWW</li> <li>10 Other library resources</li> <li>11 Write down your instructional plan.</li> <li>12 Make sure you have all the necessary equipment.</li> <li>13 Be Prepared. Prepare and practice presentations well in advance to ensure success</li> </ol>
Keep others informed.	<ol style="list-style-type: none"> <li>14 Talk with the ASPL (Programs) each week to be sure of your assignments. Tell him if you are having trouble preparing for your instructional assignments.</li> </ol>
Set a good example.	<ol style="list-style-type: none"> <li>15 Be the first to reflect the scout sign.</li> <li>16 Maintain a positive and enthusiastic attitude.</li> <li>17 Exhibit good self-discipline.</li> <li>18 Have a good attendance record.</li> <li>19 Meet your obligations on time and in full effort.</li> </ol>
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# Leadership Position Responsibilities

## Duties of the Troop Quartermaster

<b>Duties</b>	<b>What it means in Troop 37</b>
Keep records of patrol and Troop equipment.	<ol style="list-style-type: none"> <li>1 Keep an inventory of Troop equipment.</li> <li>2 Keep a record of equipment checked out.</li> <li>3 Use a "Shed Checklist" to make sure that all the necessary equipment is taken on a campout.</li> <li>4 Contact members prior to meetings to remind them to return outstanding equipment</li> <li>5 Conduct a physical inventory at the beginning and end of your tenure.</li> <li>6 Utilize phone, e-mail, and Troop Web Site as part of the notification and communication process.</li> </ol>
Keep equipment in good repair.	<ol style="list-style-type: none"> <li>7 Make sure the Troop equipment is clean, dry and properly stored when returned.</li> <li>8 Identify all items that need repair and inform the SPL and the Assistant Scoutmaster in charge of equipment.</li> </ol>
Issue equipment and see that it is returned in good order.	<ol style="list-style-type: none"> <li>9 Check out patrol and Troop equipment from the Troop inventory.</li> <li>10 Inspect all equipment to be sure it is in good repair before returning it to the Troop inventory.</li> <li>11 If Troop equipment is mistreated or damaged, make sure the responsible person provides for repair.</li> <li>12 At conclusion of each Meeting/Trip ensure that all equipment is neatly put away in shed.</li> </ol>
Keep others informed.	<ol style="list-style-type: none"> <li>13 Talk with the SPL and the Assistant Scoutmaster in charge of equipment each week to discuss equipment items of importance.</li> <li>14 Make a list of any needed equipment repairs and give the information to the Assistant Scoutmaster.</li> <li>15 Suggest new or replacement items.</li> </ol>
Set a good example.	<ol style="list-style-type: none"> <li>16 Be the first to reflect the scout sign.</li> <li>17 Maintain a positive and enthusiastic attitude.</li> <li>18 Exhibit good self-discipline.</li> <li>19 Have a good attendance record.</li> <li>20 Meet your obligations on time and in full effort.</li> </ol>
Wear the uniform correctly.	<ol style="list-style-type: none"> <li>21 Always conform to the Troop 37 uniform policy as outlined in Policy and Procedures.</li> </ol>
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### Duties of the Chaplain Aide

<b>Duties</b>	<b>What it means in Troop 37</b>
Keep Troop leaders apprised of religious holidays when planning activities.	1 Participate in the annual Troop Planning Workshop meeting.
Assist chaplain or religious coordinator in meeting religious needs of Troop members while on activities.	2 Provide a religious service on campouts.
<b>Encourage saying grace at meals while camping or on activities.</b>	3 Prepare a grace and lead troop before every meal. 4 Lead invocation at Courts of Honor when religious leader is unavailable.
Tell Troop members about religious emblem program of their faith.	5 Work with Troop 37 Religious Awards Coordinator 6 Give an instructional presentation about the religious awards once per year at a Troop meeting.
Keep others informed.	7 Meet with the ASPL (Programs) regularly to find out which upcoming activities are going to need your participation. 8 Maintain the Chaplain's area of the web site with graces, prayers, and resources
Set a good example.	9 Be the first to reflect the scout sign. 10 Maintain a positive and enthusiastic attitude. 11 Exhibit good self-discipline. 12 Have a good attendance record. 13 Meet your obligations on time and in full effort.
Wear the uniform correctly.	14 Always conform to the Troop 37 uniform policy as outlined in Policy and Procedures.
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### Duties of Troop Librarian

<b>Duties</b>	<b>What it means in Troop 37</b>
Set up and take care of the Troop library. 1 Keep records of books and pamphlets owned by the Troop 2 Add new or replacement items as needed. 3 Keep books and pamphlets available for borrowing. 4 Keep a system of checking books and pamphlets in and out. Follow up on late returns.	1 Make the Troop 37 library available to Scouts at all Troop meetings and PLC meetings. 2 Check books in and out and keeps records of who has checked out a book. 3 Make sure the library includes all merit badge pamphlets for the Eagle required merit badges. 4 With the ASPL, make a list of books and pamphlets that need to be added to the library and give it to the Scoutmaster. 5 Make sure all Merit Badge books in Library are current. 6 Make recommendations to purchase new merit badge books (by list) when necessary.
Keep others informed.	7 Keep a list of books and pamphlets available for review by the Scouts. 8 Advise the ASPL of any books that are overdue and who they are checked out to.
Set a good example.	9 Be the first to reflect the scout sign. 10 Maintain a positive and enthusiastic attitude. 11 Exhibit good self-discipline. 12 Have a good attendance record. 13 Meet your obligations on time and in full effort.
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### Duties of Troop Webmaster

<b>Duties</b>	<b>What it means in Troop 37</b>
The Troop Webmaster is responsible for communicating all troop information through weekly maintenance of Troop Website	<ol style="list-style-type: none"> <li>1. Be responsible for updating and maintaining the Troop Website, ensure information and content posted is accurate, timely, and appropriate.</li> <li>2. Obtain all meeting notes and properly transfer information to the Troop Website</li> <li>3. Periodically encourage Troop to understand and effectively use Troop Website.</li> <li>4. Coordinate efforts with Troop Scribe to obtain information to update Troop Website.</li> </ol>
Keep others informed.	<ol style="list-style-type: none"> <li>5. Manage digital (PDF) Patrol, outing and other documents and upload to website when necessary.</li> <li>6. Update the Troop Calendar and outing pages.</li> <li>7. Obtain photos from Historian, Photographer, Leaders and Parents and upload to website monthly.</li> <li>8. Obtain website improvement ideas at PLC's and work on implementation with approval of Scoutmaster and ASM-Webmaster</li> </ol>
Set a good example.	<ol style="list-style-type: none"> <li>9. Be the first to reflect the scout sign.</li> <li>10. Maintain a positive and enthusiastic attitude.</li> <li>11. Exhibit good self-discipline.</li> <li>12. Have a good attendance record.</li> <li>13. Meet your obligations on time and in full effort.</li> </ol>
Wear the uniform correctly.	<ol style="list-style-type: none"> <li>14. Always conform to the Troop 37 uniform policy as outlined in Policy and Procedures.</li> </ol>
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## Leadership Position Responsibilities

### Duties of the Leave No Trace Trainer (Ghia)

<b>Duties</b>	<b>What it means in Troop 37</b>
Keep Troop leaders apprised of Leave No Trace (LNT) Principles when planning activities.	1 Participate in the annual Troop Planning Workshop meeting.
Assist SM/ ASM's SPL's / PL's in meeting LNT needs of Troop members while on activities.	2 Provide Leave No Trace (LNT) guidance on all campouts, hikes or other Troop outdoor activities.
LNT Ghia should have a thorough understanding of and commitment to Leave No Trace.	3 Ideally should have completed LNT Training and earned the Camping and Environmental Science merit badges
Tell Troop members about Leave No Trace Award,	4 Work with Troop 37 Coordinator 5 Give an instructional presentation about the Leave No Trace and LNT award once per year at a Troop meeting.
Keep others informed.	6 Meet with the ASPL (Programs) regularly to find out which upcoming activities are going to need your participation.
Set a good example.	7 Be the first to reflect the scout sign. 8 Maintain a positive and enthusiastic attitude. 9 Exhibit good self-discipline. 10 Always Practice Good LNT Principles 11 Have a good attendance record. 12 Meet your obligations on time and in full effort.
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### Duties of the Den Chief

<b>Duties</b>	<b>What it means in Troop 37</b>
<b>Prerequisite</b>	1 The Scout must at least be first-class rank and completed on-line BSA "Den Chief" training.
The Den Chief works with the Cub Scouts, Webelos and Den Leaders in the Cub Pack.	2 Help the Den Leader in teaching Skills and managing the Den. 3 Know the purposes of Cub Scouting and help Cub Scouts advance through the ranks. 4 Assist Cub Scouts in earning their Webelos badge and Arrow of Light. 5 If Serving as a Webelos Den Chief , prepare the boys to join Boy Scouts
Serve as the activities assistant at den meetings	6 Assists with activities in the weekly pack meetings and monthly pack meetings. 7 At the end of his term passes all relevant information and advice to newly appointed Den Chief
Is a Friend to the boys in the den.	8 Projects a positive image of Boy Scouting 9 Encourages Cub Scouts to join Boy Scouts
Keep others informed.	10 Meet regularly with den leader to review den and pack meetings as necessary
Set a good example.	11 Be the first to reflect the scout sign. 12 Maintain a positive and enthusiastic attitude. 13 Exhibit good self-discipline. 14 Have a good attendance record. 15 Meet your obligations on time and in full effort.
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