



TROOP 29

LEADERSHIP JOB DESCRIPTIONS

1. Assistant Patrol Leader
2. Assistant Senior Patrol Leader
3. Bugler
4. Chaplain's Aide
5. Den Chief
6. Historian
7. Librarian
8. Patrol Leader
9. Quartermaster
10. Scribe
11. Senior Patrol Leader
12. Troop Guide
13. Troop Instructor
14. (Retired for time being) Assistant Scoutmaster



TROOP 29 – ASSISTANT PATROL LEADER

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	ASSISTANT PATROL LEADER
Position reports to:	Patrol Leader
His date of service starts on:	

PARENTS AND SCOUTS: IMPORTANT, PLEASE READ !

When a scout accepts the position of a junior leader, he has agreed to provide services and leadership to our troop. These responsibilities should be fun, rewarding, challenging and should add to his overall scouting experience.

Below, please find your responsibilities during the term of service:

PARENTAL GUIDANCE/RESPONSIBILITIES:

- Monitor your scout's performance and encourage him to be active and assertive in his responsibilities
- Ensure that you work with your scout, to ensure he arrives to meetings, events and functions in a timely manner
- Understand that any scout in a leadership position **must attend monthly outings to receive credit for that month**, so encourage your son's attendance.

ASSISTANT PATROL LEADER RESPONSIBILITIES:

1. Assist the Patrol Leader with: planning and leading patrol meetings and activities, keeping patrol members informed, preparing your patrol to take part in troop activities.
2. Take charge of the patrol in the absence of the Patrol Leader.
3. Represent the patrol at all PLC meetings.
4. Work with other troop leaders to make the troop runs well.
5. Assistant Patrol Leaders must support the Patrol Leader at all times and promote Scout Spirit.
6. Help instill a "No Harassment" culture with regards to how scouts treat each other.
7. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

YOUR EVALUATION FORM IS ATTACHED FOR YOUR USE

Assistant Patrol Leader – Continued

I have read, reviewed and agree with the information above:

	Signature	Date
Scoutmaster Signature:		
Patrol Advisor Signature:		
Parent Signature:		

I understand the information that is stated above and will perform my responsibilities to the best of my ability. If I have any problems in completing any of my assigned tasks, I will notify the individual I report to.

Scout	Signature:	Date:
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TROOP 29 – ASSISTANT SENIOR PATROL LEADER

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	ASSISTANT SENIOR PATROL LEADER
Position reports to:	Senior Patrol Leader
His date of service starts on:	

PARENTS AND SCOUTS: IMPORTANT, PLEASE READ !

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Below, please find your responsibilities during the term of service:

PARENTAL GUIDANCE/RESPONSIBILITIES:

- Monitor your scout's performance and encourage him to be active and assertive in his responsibilities
- Ensure that you work with your scout, to ensure he arrives to meetings, events and functions in a timely manner
- Understand that any scout in a leadership position **must attend monthly outings to receive credit for that month**, so encourage your son's attendance.

ASSISTANT SENIOR PATROL LEADER RESPONSIBILITIES:

1. Be responsible for training and giving direct leadership to the following appointed junior leaders: Scribe, Librarian, Historian, Instructor, Quartermaster, and Chaplain Aide (i.e. Troop Officers).
2. Help with leading meetings and activities as called upon by the Senior Patrol Leader.
3. Take over troop leadership in the absence of the Senior Patrol Leader.
4. Function as a member of the PLC.
5. Work out in detail (once weekly) troop meetings with the SPL.
6. Make sure that you are in constant communication with SPL and that the SPL is doing his job and keeping the Patrol Leaders informed.
7. Call and remind all Troop Officers of PLC meeting date, time and location.
8. Take over as Senior Patrol Leader within six months.
9. Help SPL preside over Court of Honor.
10. Attend JLTC training within the troop.
11. Work with Asst. Scoutmasters in charge of the Troop Officers in giving leadership and follow up to ensure the each Troop Officer is doing his job.
12. Help instill a "No Harassment" culture with regards to how scouts treat each other.
13. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

YOUR EVALUATION FORM IS ATTACHED FOR YOUR USE

Assistant Senior Patrol Leader – Continued

I have read, reviewed and agree with the information above:

	Signature	Date
Scoutmaster Signature:		
Patrol Advisor Signature:		
Parent Signature:		

I understand the information that is stated above and will perform my responsibilities to the best of my ability. If I have any problems in completing any of my assigned tasks, I will notify the individual I report to.

Scout	Signature:	Date:
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TROOP 29 - BUGLER

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	BUGLER
Position reports to:	Senior Patrol Leader (SPL)
His date of service starts on:	

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PARENTAL GUIDANCE/RESPONSIBILITIES:

- Monitor your scout's performance and encourage him to be active and assertive in his responsibilities
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- Understand that any scout in a leadership position **must attend monthly outings to receive credit for that month**, so encourage your son's attendance.

BUGLER RESPONSIBILITIES:

1. Provide bugling on outings and troop flag ceremonies to receive credit for that month.
2. Coordinate flag retirement ceremonies.
3. Help instill a "No Harassment" culture with regards to how scouts treat each other.
4. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

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	Signature	Date
Scoutmaster Signature:		
Patrol Advisor Signature:		
Parent Signature:		

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Scout	Signature:	Date:
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TROOP 29 – CHAPLAIN’S AIDE

Date:	
Scout’s Full Name:	
Your son has agreed to serve in the leadership position of :	CHAPLAIN’S AIDE
Position reports to:	Assistant Senior Patrol Leader (ASPL) and Chaplain
His date of service starts on:	

PARENTS AND SCOUTS: IMPORTANT, PLEASE READ !

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PARENTAL GUIDANCE/RESPONSIBILITIES:

- Monitor your scout’s performance and encourage him to be active and assertive in his responsibilities
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CHAPLAIN’S AIDE RESPONSIBILITIES:

1. Keep troop leaders apprised of religious holidays when planning activities.
2. Assist Chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
3. Encourage saying grace at meals while camping or on activities.
4. Tell troop members about religious emblem program of their faith.
5. Hold Devotional Service (“Scout’s Own”) on campouts.
6. Open Courts of Honor.
7. Close campfires.
8. Say a prayer prior to the troop’s departure on any outing.
9. If not available, you are responsible for finding a substitute and supplying the substitute with a written devotional service.
10. Volunteer troop for saying grace or flag ceremonies during Camporee, Summer & Winter Camps.
11. Coordinate Scout Sunday.
12. Help instill a “No Harassment” culture with regards to how scouts treat each other.
13. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities

YOUR EVALUATION FORM IS ATTACHED FOR YOUR USE

Chaplain's Aide – Continued

I have read, reviewed and agree with the information above:

	Signature	Date
Scoutmaster Signature:		
Patrol Advisor Signature:		
Parent Signature:		

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Scout	Signature:	Date:
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TROOP 29 – DEN CHIEF

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	DEN CHIEF
Position reports to:	Assistant Scoutmaster
His date of service starts on:	

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DEN CHIEF RESPONSIBILITIES:

1. Serve as the activities assistant at den meetings.
2. Meet regularly with the Den Leader to review the Den and Pack meeting plans.
3. If serving as a Webelos Den Chief, prepare boys to join Boy Scouting.
4. Project a positive image of Boy Scouting.
5. Set a good example.
6. Wear proper boy scout attire to all den meetings
7. Live by the Scout Oath and Law.
8. Inform Cub Scouts on how Troop 29 operates.
9. Volunteer for work details at Cuborees, Webelos Over Nighter, Webelos Summer Camp.
10. Wear Class A uniform to all Cub Scout functions, at all times.
11. Help instill a "No Harassment" culture with regards to how scouts treat each other.
12. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

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	Signature	Date
Scoutmaster Signature:		
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Parent Signature:		

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Scout	Signature:	Date:
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TROOP 29 - HISTORIAN

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	HISTORIAN
Position reports to:	Assistant Senior Patrol Leader (ASPL)
His date of service starts on:	

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HISTORIAN RESPONSIBILITIES:

1. Gather pictures and facts about past activities of the troop and keep them in scrapbooks and wall displays.
2. Take care of troop awards and keepsakes.
3. Take pictures at all events and place them in a photo album.
4. Collect and maintain a digital record of events or work with another scout or parent to do so.
5. Bring photo album to Courts of Honor and Webelos graduations.
6. If not available, you are responsible for finding an adequate substitute who will perform your duties and provide adequate documentation his performance of those duties
7. Show Historian progress with monthly reports given to the Scoutmaster.
8. All troop awards and keepsakes to be displayed at September Court of Honor.
9. Help instill a "No Harassment" culture with regards to how scouts treat each other.
10. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

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Parent Signature:		

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Scout	Signature:	Date:
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TROOP 29 - LIBRARIAN

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	LIBRARIAN
Position reports to:	Assistant Senior Patrol Leader (ASPL)
His date of service starts on:	

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LIBRARIAN RESPONSIBILITIES:

1. Establish and maintain a troop library.
2. Keep records on literature owned by the troop.
3. Increase library inventory by adding new items and ensuring replacement items are purchased or recommended .
4. Have literature available for borrowing at troop meetings.
5. Keep system to check literature in and out.
6. Follow up on late returns.
7. Do an inventory of merit badge books within the first month in office. Purge and replace outdated books.
8. Have library available at each troop meeting and summer and winter camps.
9. Act as substitute for the Scribe.
10. Help instill a "No Harassment" culture with regards to how scouts treat each other.
11. If not available, you are responsible for finding an adequate substitute who will perform your duties and provide adequate documentation his performance of those duties.
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Scout	Signature:	Date:
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TROOP 29 – PATROL LEADER

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	PATROL LEADER
Position reports to:	Senior Patrol Leader
His date of service starts on:	

PARENTS AND SCOUTS: IMPORTANT, PLEASE READ !

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PATROL LEADER RESPONSIBILITIES:

1. Plan and lead patrol meetings and activities.
2. Keep patrol members informed.
3. Assign each patrol member a responsibility and help him succeed. (i.e. Patrol Scribe, Quartermaster)
4. Represent the patrol at all PLC meetings and at the annual program planning conference.
5. Prepare the patrol to take part in all troop activities.
6. Develop patrol spirit.
7. Work with other troop leaders to ensure the troop runs well.
8. Know the strengths of your patrol members and the other troop leaders.
9. Understand that Patrol Leaders are at all times responsible for their patrols even when the Patrol Leader is not able to attend an activity.
10. Know when, what & where a planned event is to happen and ensure patrol members are informed
11. **Patrol Leaders must know** how many scouts from his patrol are attending an event.
12. **Patrol Leaders must know** who from his patrol is helping to load the troop trailer.
13. Patrol Leaders must approve the menu and coordinate buying food with all attending patrol members for each outing.
14. Patrol Leaders are expected to attend PLC meetings and to be knowledgeable of all Troop events, without needing constant reminders from the SPL.
15. Patrol Leaders must select their own Assistant Patrol Leader.
16. Patrol Leaders have the responsibility of communicating performance expectations to the Assistant Patrol Leader and providing feedback when performance is not meeting expectations. Patrol Leaders have the right and responsibility to dismiss and replace their APL, if the APL can't or won't do the job when the Patrol Leader is absent.

17. Patrol Leaders will initial the Assistant Patrol Leaders' evaluation form that he concurs that the Scout has met his responsibilities.
18. Patrol Leaders are responsible for making sure that the patrol has a patrol flag and a patrol yell within the 1st month of taking office.
19. Help instill a "No Harassment" culture with regards to how scouts treat each other.
20. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

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I have read, reviewed and agree with the information above:

	Signature	Date
Scoutmaster Signature:		
Patrol Advisor Signature:		
Parent Signature:		

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Scout	Signature:	Date:
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TROOP 29 - QUARTERMASTER

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	QUARTERMASTER
Position reports to:	Assistant Senior Patrol Leader (ASPL) and Adult Equipment Chair
His date of service starts on:	

PARENTS AND SCOUTS: IMPORTANT, PLEASE READ !

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QUARTERMASTER RESPONSIBILITIES:

1. Keep records of patrol and troop equipment.
2. Ensure equipment is in good repair.
3. Issue equipment using a checkout list and see that it is returned in good order.
4. Suggest new or replacement items.
5. Work with troop Committee Member responsible for equipment.
6. Perform inventory of all troop equipment upon entering office and leaving office.
7. Schedule repairs of equipment.
8. Responsible for loading and unloading the troop trailer.
9. Attend PLC meetings.
10. If not available, you are responsible for finding a substitute.
11. Help instill a "No Harassment" culture with regards to how scouts treat each other.
12. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

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	Signature	Date
Scoutmaster Signature:		
Patrol Advisor Signature:		
Parent Signature:		

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Scout	Signature:	Date:
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TROOP 29 – SCRIBE

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	SCRIBE
Position reports to:	Assistant Senior Patrol Leader (ASPL)
His date of service starts on:	

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PARENTAL GUIDANCE/RESPONSIBILITIES:

- Monitor your scout's performance and encourage him to be active and assertive in his responsibilities
- Ensure that you work with your scout, to ensure he arrives to meetings, events and functions in a timely manner
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SCRIBE RESPONSIBILITIES:

1. Attend and keep a log of PLC meetings.
2. Publish monthly newsletter. (Work with Webmaster).
3. Publish the PLC minutes by next Troop meeting.
4. Be responsible for finding a substitute if you are not available. Ask Librarian first.
5. Take troop attendance at troop meetings, service projects and campouts and input information into troop computer.
6. Help instill a "No Harassment" culture with regards to how scouts treat each other.
7. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

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	Signature	Date
Scoutmaster Signature:		
Patrol Advisor Signature:		
Parent Signature:		

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Scout	Signature:	Date:
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TROOP 29 – SENIOR PATROL LEADER

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	SENIOR PATROL LEADER
Position reports to:	Scoutmaster
His date of service starts on:	

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PARENTAL GUIDANCE/RESPONSIBILITIES:

- Monitor your scout's performance and encourage him to be active and assertive in his responsibilities
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SENIOR PATROL LEADER RESPONSIBILITIES:

1. The first responsibility is to the troop, and to educate future leaders.
2. Preside at all troop meetings, events, activities and annual program planning conference.
3. Chairs the Patrol Leaders Council (PLC).
4. Assign duties and responsibilities to other leaders, ensure expectations are clear, provide additional guidance where necessary.
5. Work with Scoutmaster in training other leaders.
6. Call Scoutmaster on Thursday to go over the current weeks upcoming activities and then call Patrol Leaders.
7. Work out the details of upcoming activities & troop meetings with ASPL at least once weekly.
8. Work closely with the Scoutmaster in organizing an exciting monthly program as decided by the PLC.
9. Ensure constant communication with Patrol Leaders and ensure they are performing their responsibilities.
10. Contact (phone, email, text, etc.) and remind all Patrol Leaders of PLC meeting date, time and location.
11. Make sure that the patrol in charge of the game does not repeat a game or activity
12. Make the agenda for the PLC.
13. Responsible for all troop activities, general attitude of the troop and overall Scout Spirit.
14. You must attend JLTC Training.
15. During your tenure: help organize, and run the Courts of Honor.
16. Help instill a "No Harassment" culture with regards to how scouts treat each other.
17. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

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	Signature	Date
Scoutmaster Signature:		
Patrol Advisor Signature:		
Parent Signature:		

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Scout	Signature:	Date:
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TROOP 29 – TROOP GUIDE

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	TROOP GUIDE
Position reports to:	Assistant Scoutmaster
His date of service starts on:	

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TROOP GUIDE RESPONSIBILITIES:

1. Help Scouts meet advancement requirements through 1st Class.
2. Coordinate advancement skill instruction sessions.
3. Attend PLC meetings.
4. Help instill a "No Harassment" culture with regards to how scouts treat each other.
5. Help train new Patrol Leaders as needed.
6. Provide orientation to new Scouts on how the troop operates.
7. Work with adult leaders in the physical fitness Tenderfoot requirements.
8. Aid Troop Instructor in teaching proper ways to pitch a tent, fire building, knots and lashing and how to use wood tools.
9. Obtain maps for outings and ensure there are sufficient copies for all drivers.
10. Assist Scoutmaster in finding solutions for making the troop a fun troop.
11. Help maintain troop membership by presenting a positive attitude.
12. Prepare a written report at the midpoint and at the end of your service that documents how you fulfilled these responsibilities.

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	Signature	Date
Scoutmaster Signature:		
Patrol Advisor Signature:		
Parent Signature:		

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Scout	Signature:	Date:
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TROOP 29 – TROOP INSTRUCTOR

Date:	
Scout's Full Name:	
Your son has agreed to serve in the leadership position of :	TROOP INSTRUCTOR
Position reports to:	Assistant Senior Patrol Leader (ASPL)
His date of service starts on:	

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TROOP INSTRUCTOR RESPONSIBILITIES:

1. Instruct peers on scouting skills, as needed within the troop or patrols.
2. Prepare well in advance for each teaching assignment.
3. Help new Scouts advance to 1st Class.
4. Work with adult leaders in the physical fitness Tenderfoot requirements.
5. Instruct scouts on proper ways to pitch a tent, fire building, knots and lashings and how to use wood tools.
6. Assist Scoutmaster and Assistant Scoutmaster in running an effective troop.
7. Within the first month in office, prepare a written plan for what you will accomplish for the troop in the area of instruction and training. This plan should include what instruction/training, when, estimated number of scouts involved, who will provide the instruction (you, adult support needed), your troop service project, etc.
8. Volunteer for work details at Camporees, Summer and Winter Camps.
9. Help teach or run (at least once) JLTC for the troop.
10. Take over troop leadership in the absence of the Senior Patrol Leader and Asst. Senior Patrol Leader.
11. Function as a member of the PLC.
12. Plan and execute one troop service project.
13. Help instill a "No Harassment" culture with regards to how scouts treat each other.
14. Submit a written monthly report to the Scoutmaster (for the 6 months in which you serve in this leadership capacity). This report will summarize the specific instruction/training/service provided, timing, boys involved, and results. The reports in total should document your successful fulfillment of all Troop Instructor responsibilities listed in this document.

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	Signature	Date
Scoutmaster Signature:		
Patrol Advisor Signature:		
Parent Signature:		

I understand the information that is stated above and will perform my responsibilities to the best of my ability. If I have any problems in completing any of my assigned tasks, I will notify the individual I report to.

Scout	Signature:	Date:
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