

INTRODUCTION TO LEADERSHIP SKILLS FOR TROOPS

Individual Roles and Responsibilities

Note: Introduce and distribute position description.

Scout Positions. Scout troops are run by Scout leaders who are elected or appointed from and by the troop's Scout membership. These Scout leaders are responsible for seeing that the troop runs well, grows, and meets the needs of the members. The number of Scout leaders can change over time, depending on the size and needs of the troop. Following is a summary of the responsibilities of each position in a typical troop. A position description card, the *Boy Scout Handbook*, the *Scoutmaster Handbook*, and your Scoutmaster will provide additional details for each position.

Senior Patrol Leader

- Preside at all troop meetings, events, activities, and annual program planning conference.
- Chair the patrol leaders' council.
- Appoint Scout leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other Scout leaders.
- Work with the Scoutmaster in training Scout leaders.
- Set and enforce the tone for good Scout behavior within the troop.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Assistant Senior Patrol Leader

- Be responsible for training and giving direct leadership to the following appointed Scout leaders: historian, Order of the Arrow troop representative, scribe, librarian, instructor, quartermaster, and chaplain aide.
- Help lead meetings and activities as called upon by the senior patrol leader.
- Guide the troop in the senior patrol leader's absence.
- Perform tasks assigned by the senior patrol leader.
- Function as a member of the patrol leaders' council.
- Help set and enforce the tone for good Scout behavior within the troop.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Patrol Leader

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member needed tasks and help them succeed.
- Represent the patrol at all patrol leaders' council meetings and the annual program planning conference.
- Prepare the patrol to take part in all troop activities.
- Show and help develop patrol spirit.

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- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.

Assistant Patrol Leader

- Help the patrol leader plan and lead patrol meetings and activities.
- Help the patrol leader keep patrol members informed.
- Help the patrol leader prepare the patrol to take part in all troop activities.
- Lead the patrol in the patrol leader's absence.
- Show and help develop patrol spirit.
- Represent the patrol at all patrol leaders' council meetings in the patrol leader's absence.
- Work with other troop leaders to make the troop run well.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.

Troop Guide

- Introduce new Scouts to troop operations.
- Guide new Scouts through early Scouting activities.
- Help set and enforce the tone for good Scout behavior within the troop.
- Ensure older Scouts never harass or bully new Scouts.
- Help new Scouts earn the First Class rank in their first year.
- Coach the patrol leader of the new-Scout patrol on his duties.
- Work with the patrol leader at patrol leaders' council meetings.
- Attend patrol leaders' council meetings with the patrol leader of the new-Scout patrol.
- Assist the assistant Scoutmaster with training.
- Coach individual Scouts on Scouting challenges.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.
- Teach basic Scout skills.

Den Chief

- Serve as the activities assistant at den meetings.
- Meet regularly with the den leader to review the den and pack meeting plans.
- If serving as a Webelos den chief; help prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Set a good example.
- Wear the Scout uniform correctly.

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- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Historian

- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
- Take care of troop trophies and keepsakes.
- Keep information about troop alumni.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Order of the Arrow Troop Representative

- Serve as a communication link between the lodge or chapter and the troop.
- Encourage year-round and resident camping in the troop.
- Encourage older-Scout participation in high-adventure programs.
- Encourage Scouts to actively participate in community service projects.
- Assist with leadership skills training in the troop.
- Encourage Arrowmen to assume leadership positions in the troop.
- Encourage Arrowmen in the troop to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath, Scout Law, and OA Obligation.
- Show and help develop Scout spirit.

Librarian

- Establish and maintain a troop library.
- Keep records on literature owned by the troop.
- Add new or replacement items as needed.
- Have literature available for borrowing at troop meetings.
- Maintain a system to check literature in and out.
- Follow up on late returns.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Quartermaster

- Keep records of patrol and troop equipment.
- Keep equipment in good repair.
- Keep equipment storage area neat and clean.

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- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the troop committee member responsible for equipment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Scribe

- Attend and keep a log of patrol leaders' council meetings.
- Record attendance and dues payments of all troop members.
- Record advancement in troop records and on the troop advancement chart.
- Set a good example.
- Wear the Scout uniform correctly.
- Work with the appropriate troop committee members responsible for finance, records, and advancement.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.
- Handle correspondence appropriately.

Instructor

- Instruct Scouting skills as needed within the troop or patrols.
- Prepare well in advance for each teaching assignment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Chaplain Aide

- Keep troop leaders apprised of religious holidays when planning activities.
- Assist the troop chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Lead worship services on campouts.
- Tell troop members about the religious emblems program for their faith.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Webmaster

- Establish and maintain a safe and secure troop website.
- Ensure the troop website is a positive reflection of Scouting for the public.

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- Manage the troop's electronic communication tools.
- Work with the Scouts to provide up-to-date troop information.
- Work with the scribe.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Leave No Trace Trainer

- Have a thorough understanding of and commitment to Leave No Trace.
- Successfully complete the Leave No Trace Trainer training course.
- Help minimize the troop's impact on the land by teaching Scouts the principles of Leave No Trace.
- Help ensure that the troop follows Leave No Trace principles on outings.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Junior Assistant Scoutmaster

- Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
- Accomplish any duties assigned by the Scoutmaster.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Adult Positions

Explain to the boys that adults in the troop are responsible for providing training to troop leadership and enabling them to carry out their duties. They also provide resources for the troop leaders and serve as mentors to all Scouts in the troop.

The number of adult leaders and committee members needed is dependent on the size and needs of the troop. The *Scoutmaster Handbook* and attendance at regular district Scouting program forums (sometimes known as Scouting roundtables) will provide additional details.

Scoutmaster

- Train and guide boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.

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- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Conduct Scoutmaster conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, troop committee) so they have a real part in troop operations.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America. As you see, the Scoutmaster has many responsibilities.

Assistant Scoutmasters

To fulfill his or her obligation to the troop, the Scoutmaster, with the assistance of the troop committee, recruits assistant Scoutmasters to help operate the troop. Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the two-deep leadership required by the Boy Scouts of America (there must be at least two adults present at any Boy Scout activity). An assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older so he or she can serve in the Scoutmaster's absence.

Committee Chair

- Supervises the Scoutmaster and committee members.
- Recruits and approves Scoutmasters and committee members.

Committee Member

- Serves as a resource to the troop.
- Works with an assigned officer.
- Recruits consultants.

Chartered Organization Representative

- Serves as the liaison between the troop and the chartered organization.
- Recruits the troop committee; approves Scoutmasters and committee members.
- Participates in district leadership.

Institutional Head or Executive Officer

- Is the head of the chartered organization (may or may not be a Scouter).

ACTIVITIES FOR 'INDIVIDUAL ROLES AND RESPONSIBILITIES'

Role Balancing—Balloon Toss

Equipment—Balloons (about a dozen) inflated, permanent extra-broad-tip marker

Ask the leader (preferably the senior patrol leader) to step forward. Ask the leader to name a responsibility needed to run the troop's program, and write that on a balloon. Hand that balloon to the leader with instructions to keep that balloon in the air and avoid having it fall to the floor.

After a moment, repeat the question and response, write it on the balloon, and add this to the task of keeping the balloons in the air. Repeat until the leader has too many balloons in the air and is struggling with the "roles."