



## Troop 93 Leadership Responsibilities

You have been assigned a leadership position, which you need to advance in rank. The responsibilities for your position are summarized below. In addition, you have specific tasks that you must complete in order to receive the credit for the position; they are indicated in bold print. Read the responsibilities and ask if you have questions. Everyone in a leadership position is expected to set a good example, wear your uniform correctly, live by the Scout Oath and Law and show scout spirit.

### Senior Patrol Leader

Lead troop meetings, events and activities. Must attend all troop meetings, or arrange for the ASPL to stand in for you, and you tell scoutmaster of arrangement.

Attend bimonthly committee meetings and provide input to the committee. Must attend at least two. If impossible, you must arrange for the ASPL to attend for you, and you tell the scoutmaster of arrangement.

Assign duties and responsibilities to other junior leaders.

Must attend at least half of the overnight campouts while in this position.

Brief your replacement with a written report of the duties and responsibilities of the position and furnish the Scoutmaster or Advancement Coordinator a copy.

### Assistant Senior Patrol Leader

Be responsible for the training and giving leadership for the following positions: historian, scribe, librarian and quartermaster. Review with them their responsibilities at start of leadership terms and confirm that they completed their assigned tasks.

Help lead the meetings and activities.

Guide the troop in the SPL's absence.

Perform tasks assigned by the SPL.

Must attend at least half of overnight campout while in this position.

Brief your replacement with a written report of the duties and responsibilities of the position and furnish the Scoutmaster or Advancement Coordinator a copy.

### Patrol Leader

Help plan and lead patrol activities.

Keep patrol members informed.

Assign patrol members tasks and help them to succeed.

Prepare the patrol to take part in all troop activities.

Perform tasks assigned by the SPL.

Must attend at least half of the overnight campouts while in this position.

Brief your replacement with a written report of the duties and responsibilities of the position and furnish the Scoutmaster or Advancement Coordinator a copy.

### Assistant Patrol Leader

Help patrol leader in his tasks.

Perform tasks assigned by patrol leader.

Brief your replacement with a written report of the duties and responsibilities of the position and furnish the Scoutmaster or Advancement Coordinator a copy.

### Troop Guide

Act as patrol leader for new scouts until they are assigned to a patrol in September.

Introduce new scouts to Troop operations.

Shield new scouts from harassment by older scouts.

Help the new scouts earn the First Class rank in the first year.

Fill in for absent Patrol Leaders when their Assistant Patrol Leader is also unavailable.

Perform tasks assigned by the SPL.

Must attend at least one overnight campout that is attended by the new scouts.

Brief your replacement with a written report of the duties and responsibilities of the position and furnish the Scoutmaster or Advancement Coordinator a copy.

### Historian

Keep a written record of troop activities, prepare written one page summary and file it in History notebook that's in the locker. In addition to activities, history summary should include Scoutmaster turnovers and new Eagle scouts.

File camp group photo in history notebook.

Take care of Troop trophies and keepsakes.

Keep information about Troop alumni.

Brief your replacement with a written report of the duties and responsibilities of the position and furnish the Scoutmaster or Advancement Coordinator a copy.

### Librarian

Keep cabinet in the church neat. Thoroughly organize it.

Maintain merit badge books in alphabetical order.

Maintain a sign out log for merit badge books.

Recommend when new merit badge books should be purchased.

Brief your replacement with a written report of the duties and responsibilities of the position and furnish the Scoutmaster or Advancement Coordinator a copy.

### Quartermaster

Monitor Troop's camping equipment and notify adult leaders of damaged gear.

Attend at least one overnight campout so that you can observe condition of camping equipment.

Make sure that all tents and tent bags have a number assigned to them. Format of number should be the number of persons that the tent holds followed by a unique number, for example, "4-2."

Keep a written record of who takes home wet tents to dry and when they return.

Brief your replacement with a written report of the duties and responsibilities of the position and furnish the Scoutmaster or Advancement Coordinator a copy.

### Scribe

Keep an accurate record of attendance at meetings and activities. Use the attendance form that is located in the cabinet in the church. Provide the attendance to the Scoutmaster and brief the SPL of attendance.

Brief your replacement with a written report of the duties and responsibilities of the position and furnish the Scoutmaster or Advancement Coordinator a copy.

### Den Chief

Attend as many Den Meetings as possible.

Help Den Leaders as requested and by being a good role model for the Cubs.

Try to plan one aspect of the Den Meetings, such as one of the meeting activities.

Attend Den Chief training that is offered by Mohegan District.

Upon completion of the position, furnish the Scoutmaster or Advancement Coordinator with a Letter of Recommendation from the Den Leader you served under