



Troop 570

Positions of Responsibility

Taking and accepting responsibility ... is a key foundation for leadership. One cannot lead effectively without it. The requirement as written recognizes the different personalities, talents and skill sets in all of us. Some seem destined to be 'the leader of the group.' Others provide quality support and strong examples behind the scenes. Without the latter, the leaders in charge have little chance for success. Thus, the work of the supporters becomes part of the overall leadership effort.

The concept of servant leadership: putting others before yourself. A servant leader puts the needs of others first, and shares leadership with others – using the talents of all for the success of all. A servant leader teaches, mentors, and shares tasks with others.

- 2019 Guide to Advancement & ILST

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Positions of Responsibility overview

Elections:

- Senior Patrol Leader (SPL) and most POR positions are elected by the troop.
- Assistant Senior Patrol Leader (ASPL) are appointed by the SPL with Scoutmaster approval
- Patrol Leaders and Assistant Patrol Leaders are elected by their patrol members.
- Troop Guides are appointed by the Scoutmaster.

Expectations for ALL positions:

- Actively serve in the position fulfilling the responsibilities listed below to the best of your ability.
- Actively participate in troop and patrol activities, leader meetings and service projects.
- Plan to attend the next ILST training.

Responsibilities that apply to ALL positions: “Leading the way”

- Set a good example.
- Wear the complete Scout uniform correctly with all badges in their proper place.
- Practice and Live by the Scout Oath and Law.
- Show and help develop patrol spirit.
- Show Scout Spirit in everything you do and say.
- Attend meetings as much as possible, and delegate responsibility when conflicts arise.
- Be on Time.
- Use EDGE method to teach scout skills

Patrol Leaders’ Council Members

- Senior Patrol Leader
- Assistant Senior Patrol Leaders
- Patrol Leaders
- Assistant Patrol Leaders
- Troop Guides
- Scribe (take notes at the meeting)

Other Positions of Responsibility

- Bugler
- Chaplain’s Aide
- Historian
- Librarian
- Quartermaster
- Den Chief
- Outdoor Ethics Guide
- Order of the Arrow Representative

Senior Patrol Leader

With three green bars behind the Scout emblem, the senior patrol leader's shoulder patch symbolizes one of the oldest leadership positions in Scouting. The Senior Patrol Leader is recognized as the highest youth leadership position in a troop. They shoulder the responsibility of the troop's overall operations. With guidance from the Scoutmaster, they provide valuable leadership in planning and carrying out the troop's program, outdoor activities, service projects, and events. They preside over the Patrol Leaders' Council and work closely with each patrol leader to plan troop meetings and activities, and help each patrol be successful.

Responsibilities:

- Run all troop meetings, Patrol Leaders' Council meetings and the annual planning conference.
- Run ILST with the Scoutmaster
- Run troop-wide events – Klondike, Pre-Camporee, Camporee, Summer Camp and Webelos Outreach.
- Meet with Scoutmaster outside of troop meetings to review calendar and plans.
- Assign duties and responsibilities to junior leaders with Scoutmaster's advice.
- Assist the Scoutmaster with delivery of Introduction to Leadership Skills for Troops (ILST) training.
- Model proper uniform, scout spirit, and attendance

Rank– First Class or higher

Training – ILST and NYLT preferred

Experience – Previously ASPL or PL a plus. Knows how to lead patrol and troop meetings, projects, outings and activities.

Reports to - The Scoutmaster

Assistant Senior Patrol Leader of Outings

Appointed by the Senior Patrol Leader, the Assistant Senior Patrol Leader works closely with the Senior Patrol Leader to help the troop move forward. They, along with other Assistant Senior Patrol Leaders, help the SPL run meetings and outings, and lead the troop in the absence of the SPL or when called upon. They provide leadership to other youth leaders in the troop. The ASPL works with ASM of Outings on the leadership of troop outings.

Responsibilities:

- Maintain a list of all outings that includes the adult and scout leaders assigned to them.
- Maintain the Events listing on Troopkit and update as necessary.
- Provide updated lists to the patrol leaders council and the adult Committee as necessary.
- Ensure that every outing has a scout leader.
- Ensure that the outing leaders have access to the troop planning forms to plan and organize the outing.
- Mentor and guide new outing leaders through the planning process.
- Help outing leaders with Troopkit entries and ensure events open on time.
- After each outing, work with outing leaders to complete the Start, Stop, Continue form.
- Work with patrol leaders monthly to gather ideas for outings.
- Help the Senior Patrol Leader lead meetings and outings.
- Perform tasks assigned by the Senior Patrol Leader.
- Lend a hand to the patrols and build patrol spirit
- Train and supervise scribe, quartermaster, librarian, historian, bugler, chaplain aide and OA rep.
- Serve as a member of the Patrol Leaders' Council.
- Participate in Introduction to Leadership Skills for Troops training.

Rank – First Class or higher preferred

Training – ILST and NYLT preferred

Experience – Previous experience as a patrol leader preferred. Know how to lead patrol and troop meetings, projects, outings and activities.

Reports to - Senior Patrol Leader

Assistant Senior Patrol Leader of Program

Appointed by the Senior Patrol Leader, the Assistant Senior Patrol Leader works closely with the Senior Patrol Leader to help the troop move forward. They, along with other ASPLs, help the SPL run meetings and outings, and lead the troop in the absence of the SPL or when called upon. They provide leadership to other youth leaders in the troop. The ASPL works with ASM of Program on the leadership and administration of the troop program.

Responsibilities:

- Work with Assistant Senior Patrol Leader of Outings and the PLC as necessary to align the program plans with the monthly theme and with skills needed for upcoming outings.
- Work with the Patrol Leaders on a weekly basis to ensure that each patrol is ready to execute their meeting program – scout skills, inter-patrol activity, games and supplies.
- Ensure that the program and inter-patrol activities that are being planned are FUN!
- Provide weekly feedback to Senior Patrol Leader on status of patrol's readiness for troop meetings.
- Maintain the Meetings listing on Troopkit and update as necessary.
- Maintain an ongoing list of new program and game ideas.
- Work with the adult Communications Advisor on the leadership and administration of troop communications. This primarily takes the form of assisting the Scribe with putting together a troop Newsletter.
- Help the Senior Patrol Leader lead meetings and outings.
- Perform tasks assigned by the Senior Patrol Leader.
- Lend a hand to the patrols and build patrol spirit.
- Train and supervise scribe, quartermaster, librarian, historian, bugler, chaplain aide and OA rep.
- Serve as a member of the Patrol Leaders' Council.
- Participate in Introduction to Leadership Skills for Troops training.

Rank – First Class or higher preferred

Training – ILST and NYLT preferred

Experience – Previous experience as a patrol leader preferred. Know how to lead patrol and troop meetings, projects, outings and activities.

Reports to - Senior Patrol Leader

Patrol Leader

Each patrol has a Patrol Leader. The Patrol Leader is the patrol's key leader, representing the patrol at all patrol leaders' council meetings and the annual program planning conference, and keeps patrol members informed of decisions made. The Patrol Leader carries out planning, leading, and evaluating patrol meetings and activities, and assures their patrol is prepared to participate in all troop activities. The Patrol Leader understands the abilities of their patrol members and engages them in patrol and troop activities by sharing responsibilities to get things done. They encourage patrol members to complete advancement requirements and sets a good example by continuing to pursue their own advancement.

Responsibilities:

- Plan and lead patrol meetings and lead the patrol on campouts.
- Keep patrol members informed – weekly emails or phone calls.
- Knows the abilities of each patrol member.
- Know what their patrol members and other leaders can do.
- Prepare the patrol to participate in all troop activities - regardless of their own participation
- Engage everyone in the patrol to help plan and carry out the meeting program and activities.
- Assign each patrol member a job and give guidance for them to succeed.
- Represent their patrol at all Patrol Leader's Council meetings and the Annual Planning Conference.
- Works with other troop leaders to make the troop run well
- Help Scouts advance.

Rank – First Class or higher preferred

Training – ILST preferred

Experience – Any Troop or Patrol Position of Responsibility

Reports to - Senior Patrol Leader

Assistant Patrol Leader

The Assistant Patrol Leader works closely with the Patrol Leader to help the patrol move forward and serves as acting patrol leader when the Patrol Leader is absent. They attend the monthly Patrol Leaders' Council meetings and participate in the discussions. Among their specific duties, the Assistant Patrol Leader trains and helps their patrol members advance.

Assistant Patrol Leader is not a position of responsibility that counts towards rank

Responsibilities:

- Help the patrol leader plan and lead patrol meetings and activities, and keep patrol members informed.
- Help the patrol leader prepare the patrol to take part in all troop activities.
- Lead and represent the patrol in the patrol leader's absence.
- Show and help develop patrol spirit.
- Work with other troop leaders to make the troop run well.

Rank – Aspiring to First Class. Not required.

Training – None required, will attend ILST when selected

Experience – None required. APL is a good stepping stone towards a position of responsibility.

Reports to - Patrol Leader

Troop Guide

A troop guide is appointed by the Scoutmaster. A troop guide is an older Scout with strong scout skills, has strong teaching skills, and possesses the patience to work with new Scouts. A troop guide leads new Scouts through early Scouting activities. The troop guide accompanies the New Scout Patrol on troop campouts and makes themselves available to assist the new Scouts as they learn fundamental Scouting skills. Along with the patrol leader of the new-scout patrol, they are a member of the Patrol Leaders' Council.

Responsibilities:

- Introduce new scouts troop operations, and support them in navigating them.
- Help new scouts towards earning Scout rank and more.
- Be knowledgeable in and teach basic Scout skills using the EDGE method.
- Coach the patrol leader of the new-scout patrol on their duties.
- Attend Patrol Leaders Council meetings with the patrol leader of the new-scout patrol when possible, and advocate for them.
- Attend cub packs' Webelos Crossover Ceremonies.
- Counsel and help individual scouts through Scouting challenges.
- Assist with leadership training in the troop.

Rank – First Class or higher

Training – ILST and NYLT preferred

Experience – Great Scout Spirit. Proficient in scout skills. Patient with young scouts.

Reports to - Senior Patrol Leader

Bugler

The Bugler plays the bugle (or similar instrument) to mark key moments at troop meetings and on troop outings, such as reveille and lights out. They must be familiar with the required bugle calls (or practicing them) and ideally working on the Bugling merit badge.

Responsibilities:

- Attend weekly troop meetings and play bugle for opening and closing flags.
- Attend camping activities that need bugle support.
- Play at the Court of Honors during term.
- Display proper attention and reverence during ceremonies
- Actively support other non-camping scout activities as needed (Eagle Scout COH's, etc.).
- Continually practice and work to improve bugle capabilities.

Rank – Ideally First Class or higher, but not required

Training – ILST preferred

Experience – None

Reports to - Assistant Patrol Leader of Programs

Chaplain's Aide

The Chaplain Aide assists the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the needs of the troop in being reverent. They lead the troop in opening or closing interfaith prayer, mealtime blessings and Scouts' Own on campouts. Chaplain Aide ensures that Scout Sunday is considered during the troop's program planning process and promotes the BSA's religious emblems program. They ensure that the troop is following the 12th point of the scout law, and support their mental, spiritual, and emotional well being

Responsibilities:

- Keep troop leaders apprised of religious holidays when planning activities.
- Tell Scouts about the religious emblem program for their faith.
- Leads invocations (opening & closing) at Court of Honors.
- Lead "Scout's Own Service" on campouts.
- Encourage saying grace at meals while camping or at other activities.
- Help promote annual Scout Sunday or Scout Sabbath.
- Help plan for reverent observance in troop activities.

Rank – First Class or higher preferred

Training – ILST preferred

Experience – None

Reports to - Senior Patrol Leader

Historian

The troop historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia. Troop displays prepared by the historian can be used during courts of honor, troop open houses, and other special Scouting occasions.

Responsibilities:

- Gather pictures and facts about troop activities and keep them in a historical file or scrapbook.
- Take care of troop trophies, ribbons, flags, and souvenirs of troop activities.
- Take photos at troop events, or encourage others to do so.
- Encourage uploads of pictures to Smugmug for all events
- Create a slideshow for Court of Honors.
- Keeps information about former members of the troop.

Rank – First Class or higher preferred

Training – None

Experience – None

Reports to - Senior Patrol Leader

Librarian

The troop librarian oversees the care and use of troop books, merit badge pamphlets and magazines. They check out these materials to Scouts and leaders and maintain records to ensure that all items are returned. They may also suggest the purchase of new literature and report the need to repair or replace any current items.

Responsibilities:

- Set up and take care of the troop library.
- Keep records of books and pamphlets owned by the troop.
- Add new or replacement items as needed.
- Makes the materials available to all scouts at meetings.
- Keep a system for checking books and pamphlets in and out on Troopkit and follows up on returns.

Quartermaster

The Quartermaster keeps records on patrol and troop equipment and makes sure equipment is in good working condition. They work with the ASM of Quartermaster on maintaining and safe storage of troop gear.

Responsibilities:

- Keep records on patrol and troop equipment.
- Keep equipment in clean and working condition.
- Provide supplies and equipment as requested by the PLC for troop meetings.
- Issue equipment and make sure it is returned in good condition.
- Make sure patrol box items are cleaned and inventoried at the end of each campout.
- Clean patrol boxes as needed or facilitate a patrol cleaning of their equipment.
- Suggest new or replacement items.

Rank – First Class or higher

Training – ILST

Experience – None

Reports to - Assistant Senior Patrol Leader of Outings

Scribe

The Scribe is the troop's secretary. They attend PLC meetings and keep a record of the discussions. They work with the SPL team and ASM assigned to support the scribe. The Scribe is not a member of the PLC, but is expected to be present to record and present notes.

Responsibilities:

- Attend and keep a log of Patrol Leaders Council meetings.
- Record attendance of all the scouts at troop meetings.
- Send patrol leaders council meeting notes shortly after meetings, and upload to PLC folder on website
- Function as Editor of the troop newsletter and learn to utilize available tools for the newsletter.
- Work with SPL and Scoutmaster to review each newsletter for content and correctness prior to distribution.
- Work with PLC to gather information and news that would fit into the next edition of the troop newsletter.

Rank – First Class or higher preferred

Training – None

Experience – None

Reports to - Senior Patrol Leader

Outdoor Ethics Guide

Outdoor Ethics Guides help the troop keep our activities eco-friendly. Assure that our decisions while outdoors are low-impact to the area around us. Also in charge of campsite cleanliness and trash sweeps.

Responsibilities:

- Know and practice the Outdoor Code
- Know and practice all points of [Leave No Trace](#)
- Help advise in conservation service projects
- Supervise campsite/ outdoor area cleanliness. Can let SPL know that a clean up is required at any point.
- In charge of trash sweeps

Rank – First Class or higher preferred

Training – ILST preferred, NYLT recommended. Outdoor Ethics training

Experience – none

Reports to - Assistant Senior Patrol Leader of Outings

Den Chief

Den chiefs are Scouts who assist a Cub Scout den leader or Webelos den leader. They are selected by the senior patrol leader and Scoutmaster, and approved by the cubmaster and the pack committee for recommendation to the den leader. Den chiefs help Cub Scouts advance through Cub Scout ranks and encourage Cub Scouts to join a troop upon graduation.

Responsibilities:

- Know the purposes of Cub Scouting.
- Help Cub Scouts achieve the purposes of Cub Scouting.
- Serve as the activities assistant at den meetings.
- Set a good example through attitude and uniforming.
- Is a friend to the members of the den.
- Help lead weekly den meetings.
- Help the den in its part of the monthly pack meeting.
- Know the importance of the monthly theme and pack meeting plans.
- Meet regularly with the den leader to review the den and pack meeting plans.
- Meet as needed with adult members of the den, pack, and troop.
- Receive training from the den leader (and cubmaster or assistant cubmaster).
- Take Den Chief Training.
- Encourage Cub Scouts to become Webelos Scouts when they are eligible.
- Encourage Webelos Scouts to join a Scout troop upon graduation.
- Help the denner and assistant denner to be leaders.
- Can work towards the Den Chief award when serving for a year as Den Chief

Rank – 1st Class and above a plus

Training – Den Chief Training from council

Experience – none

Reports to - Senior Patrol Leader

Order of the Arrow Representative

An Order of the Arrow representative is a link between the troop and the local Order of the Arrow lodge. By enhancing the image of the Order as a service arm to the troop, the representative promotes the OA, encourages Scouts to take part in all sorts of camping opportunities, and for older Scouts to become involved in high-adventure programs.

Responsibilities:

- Attend chapter or lodge meetings regularly as a youth representative of the troop.
- Serve as a communication link between the lodge or chapter and the troop.
- Arrange with the lodge or chapter election team to conduct an annual Order of the Arrow election for the troop at a time approved by the Patrol Leaders Council.
- Coordinate the Ordeal Induction process for newly elected candidates.
- 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.
- May also serve, at the discretion of the PLC, as the troop's service chairman.
- Assist with leadership training and outdoor skills in the troop.
- Advocate environmental stewardship and Leave No Trace camping.
- 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.

Rank – First Class or higher

Training – ILST and NYLT preferred

Experience – OA Member in good standing.

Reports to - Senior Patrol Leader

Glossary

ASM - Assistant Scoutmaster. Uniformed adults in charge of various troop leadership tasks.

Arrowman - Active members of the Order of the Arrow.

COH - Court of Honor, the bi-yearly awards meeting to recognize troop and scout achievements over the previous 6 months.

ILST - Introduction to Leadership Skills for Troops. Required training administered by the Scoutmaster and Senior Patrol Leader to introduce and reinforce basic leadership skills.

NYLT - National Youth Leadership Training, a national standard of training put on by councils. Scouts who meet certain minimum age, rank, and training requirements may be selected by the Scoutmaster to attend NYLT to advance their personal growth.

OA - Order of the Arrow. Considered Scouting's "Honor Society" to advance camping and service within scouting. Scouts who meet certain minimum requirements are elected to be candidates.

PLC - Patrol Leaders Council. Monthly meetings of troop leadership to reflect and check on the progress of various troop activities.

Scout's Own - Nondenominational, secular service meant to affirm the scout's duty to God and the 12th point of the Scout Law

SM - Scoutmaster - the adult leader in charge of supporting the SPL and other scouts in their duties.
Smugmug - Troop photo hosting site, listed on the website and under "events" on troopkit, at the bottom of the page.