Scout Name:

Identify your leadership position(s):

*(If more than one, please answer the questions below separately for each leadership position.)*

Responsibilities:

*See the attached Annex for a description of the responsibilities for each leadership position*.

Self-Assessment:

1. What specifically have you done since you started serving in this leadership position to satisfy the responsibilities of the position?

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2. What in particular do you intend to do in the next few months to satisfy the responsibilities of the position?

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3. Do you think you are satisfying your responsibilities (and, if applicable, that you should earn advancement credit) based on your performance thus far (assuming you continue to do what you have been doing)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If not, if you accomplish in the next few months what you set out to do in response to question 2, do you think you will have satisfied your responsibilities and, if applicable, should earn advancement credit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Summary Descriptions for Youth Leadership Positions**

**Notes**:

Regardless of position, all youth leaders are expected to fulfill certain responsibilities including:

* Regular attendance at meetings, trips and other activities.
* Setting a good example by consistent demonstration of Scout Spirit, Scout Oath and Law, and proper uniforming.
* Regular attendance at Green Bar meetings, for those that are part of the Green Bar.
* Providing additional support to the Troop as requested by the SPL or adult leadership, or wherever a need is identified.
* Taking advantage of opportunities for personal training and development, including but not limited to Troop Leadership Training, Junior Leader Orientation Workshop, and National Youth Leadership Training.
* The SPL and/or Scoutmaster may ask youth leaders to assume responsibilities beyond those identified above.

The Troop may not have all positions formally assigned at all times. Descriptions are subject to change.

Leadership positions highlighted in yellow count for advancement. Leadership positions highlighted in green do not count for advancement.

**Senior Patrol Leader (SPL)**

* Top leader of the troop, responsible for the Troop’s overall operation.
* Run all Troop meetings, events, and activities.
* Run the Patrol Leaders' Council (PLC, or “Green Bar”) meetings.
* Assign duties and responsibilities to other junior leaders, with the advice and counsel of the Scoutmaster.
* Assist with junior leader training.

**Assistant Senior Patrol Leader (ASPL) – Program**

* + Support SPL in carrying out meeting program, including taking lead responsibility in skill instruction portion of meetings.
  + Support SPL in carrying out camping trip and outing programs.
  + Serve as acting SPL in SPL’s absence.
* Assist with junior leader training.

**Assistant Senior Patrol Leader (ASPL) – Logistics**

* + Assign service patrol monthly, and ensure it fulfills its responsibilities consistently.
  + Ensure Troop has materials and supplies needed for instruction, activities, games and trips.
  + Oversee Troop Quartermaster
* Assist with junior leader training.

**Patrol Leader(s) (PL)**

* Top leader of the Patrol, responsible for the Patrol’s overall operation.
* Represent the needs and desires of the entire Patrol at Green Bar meetings.
* Actively encourage and support Patrol members to advance through First Class rank.
* Develop leadership skills of Patrol members, including giving individuals the chance to take on responsibilities within the Patrol based on skills and desires.
  + Prepare the Patrol to participate in all Troop and Patrol activities and outings.
  + Ensure that all assigned patrol equipment and troop equipment is maintained in good condition.
  + To qualify for advancement credit, a Patrol Leader must attend at least a majority of meetings and a majority of camping trips.

**Assistant Patrol Leader(s) (APL)**

* Support the Patrol Leader (PL) in carrying out his duties.
* Assist PL in supporting Patrol members’ advancement through First Class rank.
  + Assist PL in preparing the Patrol for all Troop and Patrol activities and outings.
  + Serve as acting PL in PL’s absence.

**Junior Assistant Scoutmaster (JASM)**

* Provide guidance and support to the Senior Patrol Leader in carrying out his duties.
* Act as a mentor to all youth leaders as requested and/or needed.
* Assist in program wherever possible.
* Guide individual Scouts who might need more individual direction and attention, for advancement, conduct, etc.

**Scribe**

* Take notes at Green Bar meetings and promptly distribute them to the entire Green Bar.
* Track attendance at meetings, on trips, during Community Service activities, and at other Troop events. May utilize a sign-in sheet at door for Troop meetings.
* Must have a basic skill level in Excel, for tracking attendance and participation.

**Troop Quartermaster**

* + Along with adult equipment coordinator, maintain an inventory of Troop and Patrol equipment, including its condition and location (if assigned out to Patrol Leaders or otherwise).
  + Instruct patrol leaders (and patrol quartermasters, if utilized) in the proper use and maintenance of equipment.
  + Along with the adult equipment coordinator, ensure that new equipment is purchased when needed and approved.
  + Keep the Troop storage closet in the Church basement and the Troop shed organized and neat.
  + At the end of the Scouting year, “check back in” all equipment that has been assigned out during the year, and make sure that it is stored for the summer in clean, dry and good condition. Conduct final inventory.

**Patrol Quartermaster**

* Maintain Patrol equipment, including its condition and location.
* If assigned by Patrol Leader, collect food money for trips, and purchase food/supplies.
* Notify Troop Quartermaster promptly if any equipment is missing or damaged.
* At the end of the Scouting year, work with the Troop Quartermaster to “check back in” all equipment that has been assigned out during the year, and make sure that it is stored for the summer in clean, dry and good condition. Conduct final inventory.

**Den Chief(s)**

* + Attend Den or Pack meetings or activities, and be active in the meeting/activity, as reasonably requested and approved by the Den Leader.
  + Support the Pinewood Derby and other Pack-wide activities.
  + Take Den Chief training.
  + To qualify for advancement credit, a Den Chief must actively participate in at least four Den or Pack meetings/activities within a six-month period.

**Webmaster**

* Maintain the Troop’s website in a positive and constructive manner.
* Make sure that information posted on the website is correct and up to date.
* Promote use of the website to the Troop. Encourage “a picture and a paragraph” or other submissions by Troop members periodically.
* In carrying out these responsibilities, make sure that members’ and leaders’ privacy is protected.

**Instructor(s)**

* + Work with the ASPL of Program to lead specific Troop instruction at meetings or on camping trips, as requested by the ASPL of Program.
  + To qualify for advancement credit, an Instructor must take the “lead role” in front of the Troop for at least 4 different instruction sessions within a six-month period.
  + Note: Multiple Instructors may rotate this responsibility. All Instructors will be available for extra support, even if not “leading” the instruction at a specific time.

**Troop Guide(s)**

* + Support Patrol leaders in their responsibilities.
  + Help solve problems in patrols.

**Chaplain Aide**

* Be ready to provide a prayer or grace at meetings, activities and/or meals for the Troop as requested.
* Assist in preparing, and lead, an all-faith service for use during a Troop camping trip
* Ensure that religious holidays are considered during program planning.
* Promote the BSA’s religious emblems program.

**Order of the Arrow (OA) Representative**

* Serve as a communication link between the Troop and the Order of the Arrow.
* Encourage OA members’ participation in Lodge and Chapter activities.
* Coordinate annual elections for new OA members.

**Game Master**

* + Coordinate with the ASPL of Program to see if a game or other Troop entertainment-oriented activity is needed at a meeting or other Troop event.
  + Be prepared to be called upon on short notice with “new and different” games, that are fun for the general Troop membership and not only for people skilled in one area.

**Leave No Trace (LNT) Trainer**

* Be able to teach the Leave No Trace principles to the Troop.
* Make sure that the Troop follows these principles on outings.
* Help Scouts earn the Leave No Trace award.
* To be certified for this position, the Scout must take the weekend-long certification course offered by the Council.

**Troop Grub Master**

* + Make sure that each Patrol knows what they are doing for food on trips and events.
  + Gather, develop and promote ideas for new menu ideas, and share this information with the Green Bar. Prepare a section on the Troop website where these can be posted.

**Historian**

* Collect and preserve Troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia.
* Make these materials available for Scouting activities, media, and Troop history projects.

**Bugler / Musician**

* Capably play an approved instrument to mark key moments at Troop meetings and outings, such as reveille, taps and lights out.

**Service Patrol (on a rotating schedule, typically monthly)**

* Set up the Troop room, including flags, tables and chairs, and other items as needed, for each Troop meeting.
* Clean up and restores the room to its original condition at the close of the meeting.
* Make sure that all Troop equipment is stored away, and basement is locked, before leaving each Troop meeting.