

**GRAND CANYON COUNCIL**  
**GILA RIVER DISTRICT**  
**BOY SCOUT TROOP 8051**  
**CHRIST LUTHERAN CHURCH**



# **Troop Youth Leadership Manual**

January 2019

# Description of Leadership Positions

## General Leadership Responsibilities

### Uniform:

Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform when required as specified by the uniform of the day, shirt tail tucked in, with all required badges in their correct locations.

### Behavior:

Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

### Attendance:

Set the example by being an active Scout. Be on time for meetings and activities. You must call the Person you report to if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone (your designated assistant, if there is one) is ready to assume your responsibilities.

<b>Potential Positions (some positions may not be filled)</b>	
Assistant Senior Patrol Leader	Librarian
Assistant Patrol Leader	OA Representative
Bugler	Patrol Leader
Chaplain Aid	Quartermaster
Den Chief	Scribe
Instructor	Senior Patrol Leader
Historian	Troop Guide
Junior Assistant Scoutmaster	





## Senior Patrol Leader


<b>Age:</b>	None.
<b>Rank:</b>	Life or higher unless there are no Life ranked candidate available.
<b>Chosen by:</b>	Elected by the members of the troop.
<b>Term:</b>	6 to 12 months.
<b>Reports to:</b>	Scoutmaster.
<b>Experience:</b>	Previous service as ASPL, PL, or APL.
<b>Description:</b>	<p>The Senior Patrol Leader is the leader of the Troop (the Scoutmaster serves an advisory/guidance role). The SPL is responsible for the Troop's overall operation. He is in charge of Troop meetings, heads the Patrol Leaders' Council, and is in charge of all Troop activities. He does everything he can to help each patrol be successful. He is responsible for annual program planning conferences and assists the Scoutmaster in conducting the Troop Junior Leader Training. The SPL presides over the Patrol Leaders' Council and works closely with each Patrol Leader to plan Troop meetings and make arrangements for troop activities. All members of a troop vote by secret ballot to choose their senior patrol leader. Rank and age requirements to be a senior patrol leader are determined by each troop, as is the schedule of elections. During a Scout's time as senior patrol leader, he is not a member of any patrol but may participate with patrol in activities. The relationship of the senior patrol leader and the Scoutmaster should be one of mutual friendship and admiration. You'll see this displayed before every meeting of the troop as the senior patrol leader and the Scoutmaster review the agenda. You can expect to see them together again at the conclusion of the meeting, discussing how everything went and what adjustments or assignments should be made before the troop's next activity.</p>
<b>Training:</b>	<p>You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.</p>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Runs all troop meetings, events, activities, and the annual program planning conference.</li> <li>• Plans troop games.</li> <li>• Runs the patrol leaders' council meeting.</li> <li>• Appoints other leaders with the advice and counsel of the scoutmaster.</li> <li>• Assists the scoutmaster with junior leader training.</li> <li>• Sets a good example.</li> </ul>




### Assistant Senior Patrol Leader

Age:	None.
Rank:	Star or higher unless there are no Star ranked candidates available.
Chosen by:	The Senior Patrol Leader appoints the Assistant Senior Patrol Leader with the approval of the Scoutmaster.
Term:	6 to 12 months.
Reports to:	Senior Patrol Leader.
Experience:	PL or APL.
Description:	Among the assistant senior patrol leader's specific duties are providing training and guidance for the troop's quartermaster, scribe, Order of the Arrow representative, historian, librarian, and instructors. He serves in place of the senior patrol leader at meetings and events when the senior patrol leader must be absent. During a Scout's time as senior patrol leader, he is not a member of any patrol but may participate with patrol in activities.
Training:	You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.
Responsibilities:	<ul style="list-style-type: none"> <li>• Helps the senior patrol leader lead meetings and activities.</li> <li>• Runs the troop in the absence of the senior patrol leader.</li> <li>• Helps train and supervise the troop scribe, quartermaster, instructor, librarian, historian, and chaplain aide.</li> <li>• Serves chairman for the board of review for Scouts of Tenderfoot,</li> <li>• Second Class, and First Class ranks when requested by the SPL.</li> <li>• Serves as a member of the patrol leaders' council.</li> <li>• Sets a good example.</li> </ul>




	<h2>Patrol Leader</h2>
Age:	None.
Rank:	First Class or higher unless there are no First Class ranked candidates available.
Chosen by:	Elected by members of the patrol.
Term:	6 to 12 months.
Reports to:	Assistant Scoutmaster for the patrol and Senior Patrol Leader.
Experience:	None.
Description:	<p>The Patrol Leader represents his Patrol at all Patrol Leaders' Council meetings and the Bi-Annual Program Planning Conference. He solicits ideas and concerns from members of his Patrol and keeps members of his Patrol informed of decisions made by the Patrol Leaders' Council. He plays a key role in planning, leading, and evaluating Patrol meetings and activities. He helps the patrol prepare to participate in all Troop activities. He learns about the abilities of other Patrol members and fully involves them in Patrol and Troop activities by assigning them specific tasks and responsibilities.</p>
Training:	<p>You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.</p>
Responsibilities:	<ul style="list-style-type: none"> <li>• Represents the patrol at Patrol Leader's Council.</li> <li>• Prepares a written meeting plan for the Patrol Corners.</li> <li>• Leads Patrol Functions.</li> <li>• Plans and leads Patrol Meetings.</li> <li>• Helps and encourages Scouts to advance.</li> <li>• Acts as the chief recruiter of new Scouts.</li> <li>• Keeps patrol members informed on the events and Program of the Troop.</li> <li>• Understands the needs and characteristics of the group.</li> </ul>




	<h2>Assistant Patrol Leader</h2>
Age:	None.
Rank:	None.
Chosen by:	Appointed by the Patrol Leader.
Term:	6 to 12 months.
Reports to:	Patrol Leader.
Experience:	None.
Description:	<p>Each Patrol Leader appoints an Assistant Patrol Leader (APL) to serve concurrently with the Patrol Leader's term of office. The APL helps in leading the Patrol and substitutes for the Patrol Leader whenever the Patrol Leader is absent. The Assistant Patrol Leader should attend Troop Junior Leader Training and Patrol Leader's Council meeting whenever possible.</p>
Training:	<p>You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.</p>
Responsibilities:	<ul style="list-style-type: none"> <li>• Helps the Patrol Leader in planning patrol meetings.</li> <li>• Aids the Patrol Leader in keeping patrol members informed.</li> <li>• Represents the Patrol members at PLC in the Patrol Leader's absence.</li> <li>• Helps the Patrol to get ready for all troop activities.</li> <li>• Helps build Patrol spirit.</li> </ul>



	<h2>Troop Guide</h2>
Age:	13.
Rank:	First Class or higher unless there are no First Class ranked candidates available.
Chosen by:	Appointed by the Scoutmaster.
Term:	6 to 12 months.
Reports to:	Assistant Scoutmaster for New Scout Patrol and Scoutmaster.
Experience:	None.
Description:	<p>Each new-Scout patrol-in a troop should have its own troop guide. A troop guide is an older Scout who holds the rank of First Class or higher, has strong teaching skills, and possesses the patience to work with new Scouts. As a mentor to the patrol leader of the new-Scout patrol, he provides direction for the patrol leader and helps him with his patrol leader responsibilities. The troop guide accompanies the new-Scout patrol on troop campouts and makes himself available to assist the new Scouts as they learn fundamental Scouting skills. He is not a member of another patrol, but may participate with other patrols when the new-Scout patrol is not involved. Along with the patrol leader of the new-Scout patrol, he is a member of the patrol leaders' council.</p>
Training:	<p>You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.</p>
Responsibilities:	<ul style="list-style-type: none"> <li>• Introduces the New Scouts to Troop functions.</li> <li>• Advises the New Scout Patrol.</li> <li>• Big brother to new Scouts, shields them from harassment from older Scouts.</li> <li>• Teaches New Scouts basic scout skills.</li> <li>• Befriend the new scouts.</li> <li>• Works with the Assistant Scoutmaster for New Scouts and Instructors to plan program for the New Scouts.</li> <li>• Attends the Patrol Leaders Council with the New Scout Patrol Leader.</li> <li>• Assists Scoutmaster with training.</li> </ul>




	<h2>Instructor</h2>	
Age:	None.	
Rank:	Star or higher unless there are no Star ranked candidates available.	
Chosen by:	Appointed by Senior Patrol Leader and Scoutmaster.	
Term:	6 to 12 months.	
Reports to:	Assistant Senior Patrol Leader.	
Experience:	None.	
Description:	<p>Each instructor is an older troop member who is proficient in Scouting skills and has the ability to teach those skills to others. The subjects that instructors may wish to teach include any of the areas that Scouts want to master, especially those such as first aid, camping, backpacking, orienteering, and others required for outdoor activities and rank advancement. A troop may have more than one instructor.</p>	
Training:	<p>You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.</p>	
Types:	<p style="text-align: center;"><b>Camping Instructor</b> Tenderfoot Requirements #1, #2, #11 Second Class Requirements #2b, #2c, #2d, #2e, #2f</p> <p style="text-align: center;"><b>Cooking Instructor</b> Tenderfoot Requirement #3 Second Class Requirement #2g First Class Requirements #4a, #4b, #4c, #4d, #4e</p> <p style="text-align: center;"><b>First Aid Instructor</b> Tenderfoot Requirements #12a, #12b Second Class Requirements #6a, #6b, #6c First Class Requirements #8b, #8c, #8d</p>	<p style="text-align: center;"><b>Hiking &amp; Orienteering Instructor</b> Tenderfoot Requirements #5, #9, #11 Second Class Requirements #1a, #1b, #5 First Class Requirements #1, #2, #6</p> <p style="text-align: center;"><b>Knots &amp; Lashings Instructor</b> Tenderfoot Requirements #4a, #4b First Class Requirements #7a, #7b, #7c, #8a</p> <p style="text-align: center;"><b>Swimming and Lifesaving Instructor</b> Tenderfoot Requirement #9 Second Class Requirements #7a, #7c First Class Requirements #9a, #9c</p>
Responsibilities:	<ul style="list-style-type: none"> <li>• Work with the Assistant Senior Patrol Leader to make meeting plans for the skills instruction time.</li> <li>• Make a list of needed supplies for the experienced scouts.</li> <li>• Arrange Merit Badge Counselors to come in and teach merit badges as well as assist the Merit Badge counselor if needed.</li> <li>• When there is no merit badge being offered teach a skill that coincides with the monthly plan.</li> </ul>	



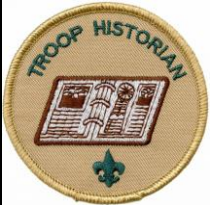


	<h2>Den Chief</h2>
Age:	None.
Rank:	First Class or higher unless there are no First Class ranked candidates available, or with approval of Scoutmaster, Cubmaster and Den Leader.
Chosen by:	Appointed by the Scoutmaster with approval of the Cubmaster and Den Leader.
Term:	1 year or for the duration of the Cub Scout year, whichever comes first.
Reports to:	Scoutmaster and Den Leader.
Experience:	None.
Description:	<p>A Den Chief works with a den of Cub Scouts and with their adult leader. He assists with den meetings, encourages Cub Scout advancement, and serves as a role model for younger boys. Being a den chief can be a great first leadership experience for a Scout. Depending on the number of dens in the Cub Scout packs of its community, a troop may have several members serving as den chiefs. Den chiefs can be a great asset to den leaders and are deeply appreciated and admired by Cub Scouts and Cub Scout leaders alike. A den chief meets each week with a Webelos, Bear, Wolf or Tiger den and helps its adult leader guide the scouts to make the most of their program. He can assist with den meetings and activities, lead songs and games, and encourage scouts to look forward to the adventure of Boy Scouting that awaits them when they are old enough to join the troop.</p>
Training:	<p>You must attend the troop Junior Leader Training even if you have attended in the past. You must attend Den Chief training either through the district or through counsel with the Cubmaster. Should attend these training programs as soon as possible.</p>
Responsibilities:	<ul style="list-style-type: none"> <li>• Understands the cub program and its importance.</li> <li>• Helps the Den Leader run Den Meetings and helps at Pack Meetings.</li> <li>• Be a friend to the Cub Scouts.</li> <li>• Encourages the Cub Scouts to join a Troop after they graduate.</li> <li>• Meets with the Pack and Troop Committee when needed.</li> </ul>




	<h2>Chaplin Aide</h2>
Age:	None.
Rank:	None.
Chosen by:	Appointed by the Senior Patrol Leader, Scoutmaster, and Troop Chaplain.
Term:	6 to 12 months.
Reports to:	Assistant Senior Patrol Leader.
Experience:	None.
Description:	<p>The chaplain Aide assists the Troop Chaplain (an adult from the troop committee or the chartered organization) in conducting the Troop's religious observances. He sees that religious holidays are considered during program planning, and he promotes the religious emblems program. He encourages Troop members to strengthen their own relationship with God through personal prayer and devotions and participation in religious activities. He serves as the youth coordinator for the observance of the annual Scout Sunday each February. He is sensitive to the various theological and religious positions embraced by the faiths represented in the Troop, and acts accordingly.</p>
Training:	<p>Must attend Chaplin Aide training (offered at camp). You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.</p>
Responsibilities:	<ul style="list-style-type: none"> <li>• Leads prayer at beginning and end of each Troop meeting.</li> <li>• Leads or assists the Troop Chaplain in leading a Troop Religious services.</li> <li>• Tells Scouts about the religious emblem program for their faith.</li> <li>• Makes sure religious holidays are considered during troop activities.</li> </ul>




	<h2>Troop Historian</h2>
Age:	None.
Rank:	None.
Chosen by:	Appointed by the Senior Patrol Leader and Scoutmaster.
Term:	6 to 12 months.
Reports to:	Assistant Senior Patrol Leader.
Experience:	None, but interest in photography is helpful.
Description:	<p>The troop historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia. He may also gather and organize information about the troop's former members and leaders, and make those materials available for Scouting activities, media contacts, and troop history projects. Troop displays prepared by the historian can be used during courts of honor, troop open houses, and other special Scouting occasions.</p>
Training:	<p>You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.</p>
Responsibilities:	<ul style="list-style-type: none"> <li>• Takes pictures on troop activities and puts them into a scrapbook.</li> <li>• Takes care of troop trophies, ribbons, and souvenirs of troop activities.</li> <li>• Keeps information about former members of the troop</li> </ul>




	<h2>Troop Librarian</h2>
Age:	None.
Rank:	None.
Chosen by:	Appointed by the Senior Patrol Leader.
Term:	6 to 12 months.
Reports to:	Assistant Senior Patrol Leader.
Experience:	None.
Description:	<p>The troop librarian oversees the care and use of troop books, merit badge pamphlets, magazines, audiovisuals, diskettes, and lists of merit badge counselors. He checks out these materials to Scouts and leaders and maintains records to ensure that all items are returned. He may also suggest the purchase of new literature and report the need to repair or replace any current items.</p>
Training:	<p>You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.</p>
Responsibilities:	<ul style="list-style-type: none"> <li>• Sets up and takes care of a troop library.</li> <li>• Keeps records of books and pamphlets owned by the troop.</li> <li>• Adds new or replacement items as needed.</li> <li>• Keeps books and pamphlets available for borrowing.</li> <li>• Keeps a system for checking books and pamphlets in and out.</li> <li>• Follows up on late returns.</li> </ul>




	<h2>Troop Scribe</h2>
Age:	None.
Rank:	None.
Chosen by:	Appointed by the Senior Patrol Leader.
Term:	6 to 12 months.
Reports to:	Assistant Senior Patrol Leader.
Experience:	None.
Description:	<p>The scribe is the Troop's secretary. He keeps the minutes of the patrol leaders' council meetings but is not a voting member of the council. The scribe may also keep attendance records of other troop activities, such as campouts and service projects. During troop meetings, he will ensure the accurate recording of attendance and payment of dues, and to keep advancement records up-to-date. An adult who is a member of the troop committee may be assigned to help the troop scribe carry out his responsibilities.</p>
Training:	<p>You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.</p>
Responsibilities:	<ul style="list-style-type: none"> <li>• Maintain Troop meeting attendance records.</li> <li>• Help maintain advancement records.</li> <li>• Maintain records of service projects and provide sign-up sheets.</li> <li>• Attends and keeps a log of minutes for Patrol Leaders' Council meetings.</li> </ul>




	<h3>Troop Quartermaster</h3>
Age:	None.
Rank:	None.
Chosen by:	Appointed by the Senior Patrol Leader.
Term:	6 to 12 months.
Reports to:	Assistant Senior Patrol Leader and Troop Adult Quartermaster.
Experience:	None.
Description:	<p>The Troop Quartermaster is the Troop's supply boss. He keeps an inventory of Troop equipment and sees that the gear is in good condition. He works with Patrol Quartermasters as they check out equipment and return it, and at meetings of the Patrol Leader's Council reports on the status of equipment in need of replacement and repair. In carrying out his responsibilities he will work closely with the Troop's Adult Quartermaster.</p>
Training:	<p>You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.</p>
Responsibilities:	<ul style="list-style-type: none"> <li>• Keeps records on patrol and troop equipment.</li> <li>• Makes sure equipment is in good working condition.</li> <li>• Issues equipment and makes sure it is returned in good condition.</li> <li>• Makes suggestions for new or replacement items.</li> <li>• Works with the Troop Adult Quartermaster.</li> <li>• Make sure the flags for meetings and ceremonies are taken care of and put away properly.</li> </ul>




	<h2>Junior Assistant Scoutmaster</h2>
Age:	A Scout at least 16 years of age who has shown outstanding leadership skills.
Rank:	Eagle.
Chosen by:	May be appointed by the Senior Patrol Leader, with the consent of the Scoutmaster, to serve as a Junior Assistant Scoutmaster.
Term:	Indefinitely.
Reports to:	Scoutmaster.
Experience:	Previous leadership positions.
Description:	A Junior Assistant Scoutmaster follows the guidance of the Scoutmaster in providing support and supervision to the troop's other boy leaders. He can be a valuable resource for teaching Scouting skills to younger Scouts and in providing leadership to the troop. Upon turning 18, a junior assistant Scoutmaster is eligible to become an assistant Scoutmaster. A troop may have more than one Junior Assistant Scoutmaster.
Training:	You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.
Responsibilities:	<ul style="list-style-type: none"> <li>• Functions as an Assistant Scoutmaster.</li> <li>• Performs duties as assigned by the Scoutmaster.</li> <li>• Sets a good example.</li> </ul>



	<h2>Bugler</h2>
Age:	None.
Rank:	None.
Chosen by:	Appointed by the Senior Patrol Leader.
Term:	6 to 12 months.
Reports to:	Assistant Senior Patrol Leader.
Experience:	None.
Description:	The Bugler sounds bugle calls as required.
Training:	<p>You must attend the troop Junior Leader Training even if you have attended in the past.</p> <p>Should attend JLT as soon as possible.</p>
Comments:	The Bugler should be able to play a bugle or trumpet.
Responsibilities:	<ul style="list-style-type: none"> <li>• Sound the following bugle calls as required: First Call, Reveille, Mess, To the Colors, Officers, Drill, Assembly, Recall, Fatigue, Church, Fire, Swimming, Retreat, Call to Quarters, Taps.</li> </ul>





	<h2>OA Representative</h2>
Age:	None.
Rank:	None.
Chosen by:	Appointed by Senior Patrol Leader and Scoutmaster.
Term:	6 to 12 months.
Reports to:	Assistant Senior Patrol Leader.
Experience:	OA member in good standing.
Description :	<p>An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop.</p>
Training:	<p>You must attend the troop Junior Leader Training even if you have attended in the past. Should attend JLT as soon as possible.</p>
Responsibilities:	<ul style="list-style-type: none"> <li>• Serves as a communication link between the lodge or chapter and the troop.</li> <li>• Encourages year round and resident camping in the troop.</li> <li>• Encourages older Scout participation in high adventure programs.</li> <li>• Encourages Scouts to actively participate in community service projects.</li> <li>• Assists with leadership skills training in the troop.</li> <li>• Encourages Arrowmen to assume leadership positions in the troop.</li> <li>• Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.</li> <li>• Sets a good example.</li> <li>• Enthusiastically wears the Scout uniform correctly.</li> <li>• Lives by the Scout Oath, Scout Law and OA Obligation.</li> <li>• Shows Scout spirit.</li> </ul>