

# Troop 161's Leadership Card

## Senior Patrol Leader



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The Senior Patrol Leader is elected by the scouts to represent them as a top junior leader in the troop.

**Term Limits:** A maximum of two consecutive six month terms.

**Filled:** Selected by the Scoutmaster.

**Prerequisites:** 1. A Scout must be of Life or Eagle rank.  
2. A Scout must have served a complete six month term as Patrol Leader prior to assuming SPL.

**Leadership Position Coordinator:** Scoutmaster

### **Duties of Senior Patrol Leader:**

1. Runs all troop meetings, events, and the annual program planning meeting + is in charge of all openings & closings
2. Chairs & runs the patrol leaders' council meetings
3. He plans the Troop Meeting agendas
3. Appoints other troop junior leaders with advice and consent of the Scoutmaster & Assistant Scoutmasters
4. Assigns duties and responsibilities to junior leaders
5. Assists the Scoutmaster with junior leader training
6. Establishes campout duty roster and ensures execution of duties
7. Sets a good example
8. Wears the Scout uniform correctly
9. Lives by the Scout Oath and Law
10. Shows and helps develop Scout Spirit
11. Actively participates in outdoor activities

As Senior Patrol Leader, accept responsibility for these duties. \_\_\_\_\_  
(sign and date)

As Parent of the Senior Patrol Leader, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Scoutmaster, I will assist you in carrying out your duties. \_\_\_\_\_  
(sign and date)

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### **Senior Patrol Leader Evaluation (at end of Term):**

Scoutmaster \_\_\_\_\_

Date/Initials

|  |                         |
|--|-------------------------|
| _____ Briefed on duties and responsibilities   |                         |
| _____ Coordinate Patrols for flag ceremonies   |                         |
| _____ Establishes campout duty roster (wash stations, flag ceremonies, fire charts etc.) |                         |
| _____ Plans the troop meeting agendas and oversees Troop meetings                        |                         |
| _____ Is attired in Class A uniform at troop meetings                                    |                         |
| _____ Attend/lead 75% of troop meetings  | Actual percentage _____ |
| _____ Attend/lead 55% of troop outings   | Actual percentage _____ |
| _____ Attend/lead 75% of patrol leader council (PLC) meetings                            | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**

# Troop 161's Leadership Card

## Assistant Senior Patrol Leader



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The Assistant Senior Patrol Leader is the second-highest-ranking junior leader in the troop. The assistant senior patrol leader is elected with the senior patrol leader by the troop. The assistant senior patrol leader acts as the senior patrol leader in the absence of the senior patrol leader or whenever called upon. He also provides leadership to other junior leaders in the troop. Large troops may have more than one ASPL.

**Term limits:** A maximum of two nonconsecutive six month terms.

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Prerequisites:** 1. A Scout must have served a complete six month term as an APL or PL prior to assuming ASPL.  
2. A Scout must be the rank of Life or Eagle.

**Leadership Position Coordinator:** The Senior Patrol Leader

**Duties of Assistant Senior Patrol Leader:**

1. Helps senior patrol leader lead meetings and activities
2. Runs the troop in the absence of the senior patrol leader
3. Helps train and supervise the troop scribe, quartermasters, instructors, librarian, historian, chaplain aides & the O.A. representative
4. Serves as a member of the patrol leaders' council
5. Sets a good example
6. Wears the Scout uniform correctly
7. Lives by the Scout Oath and Law
8. Shows and helps develop Scout Spirit
9. Actively participates in outdoor activities

As Assistant Senior Patrol Leader, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Assistant Senior Patrol Leader, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Assistant Scoutmaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

**Assistant Senior Patrol Leader Evaluation (at end of term):**

Assistant Scoutmaster \_\_\_\_\_

Date/Initials

|       |   |                         |
|-------|---|-------------------------|
| _____ | Briefed on duties and responsibilities  |                         |
| _____ | Leads training of at least one troop position                                     |                         |
| _____ | Ensures compliance with campout duty roster                                       |                         |
| _____ | Assists Senior Patrol Leader on all troop outings and activities                  |                         |
| _____ | Submits a written monthly report on the non-elected officers (see #3) at each PLC |                         |
| _____ | Attend 75% of troop meetings  | Actual percentage _____ |
| _____ | Attend 55% of troop outings   | Actual percentage _____ |
| _____ | Attend 75% of patrol leader council (PLC) meetings                                | Actual percentage _____ |

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# Troop 161's Leadership Card

## Patrol Leader



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The Patrol Leader is the leader of his patrol. He represents his patrol in the patrol leaders' council.

**Term Limits:** A maximum of two nonconsecutive six month terms.

**Filled:** Elected by his troop patrol.

**Prerequisites:** 1. A Scout must be of at least First Class rank.  
2. Recommended that a Scout be APL prior to assuming PL.

**Leadership Position Coordinator:** Assistant Scoutmaster of that specific patrol

### **Duties of a Patrol Leader:**

1. Appoints his assistant patrol leader
2. Represents the patrol in the patrol leaders' council and all activities, meetings & outings
3. Plans, steers & controls his patrol
4. Helps each Scout in his patrol set an advancement goal & then helps him succeed (as helped set by his ASM)
5. Promotes patrol moral by showing the patrol flag & leading the patrol yell
6. Keeps all patrol members informed
7. Knows what his patrol members and other leaders can do
8. Prepares his patrol to take part in all troop activities & makes sure his patrol is represented in each
9. Responsible for attendance in each meeting or activity; which is then submitted to the Scribe
10. Responsible for all head counts no later than one week prior to the event unless specified earlier.
11. Sets a good example
12. Wears the Scout uniform correctly
13. Lives by the Scout Oath and Law
14. Shows and helps develop Scout Spirit
15. Actively participates in outdoor activities

As Patrol Leader, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Assistant Patrol Leader, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Assistant Scoutmaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

### **Patrol Leader Evaluation (at end of term):**

Assistant Scoutmaster \_\_\_\_\_

Date/Initials

|       |   |                         |
|-------|---|-------------------------|
| _____ | Briefed on duties and responsibilities  |                         |
| _____ | Lead the patrol in at least one opening or closing flag ceremony                        |                         |
| _____ | Complete and post duty roster for each campout (verified at campout)                    |                         |
| _____ | Present a written monthly report on his patrol activities at the Patrol Leaders Council |                         |
| _____ | Attend 75% of troop meetings  | Actual percentage _____ |
| _____ | Attend 55% of troop outings   | Actual percentage _____ |
| _____ | Attend 75% of patrol leader council (PLC) meetings                                      | Actual percentage _____ |

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# Troop 161's Leadership Card

## Assistant Patrol Leader



Name: \_\_\_\_\_

Patrol: \_\_\_\_\_

Term: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The Assistant Patrol Leader helps the Patrol Leader manage and organize his patrol

**Term Limits:** A maximum of two nonconsecutive six month terms.

**Filled:** Appointed by his Patrol Leader.

**Prerequisites:** A Scout must be of at least First Class rank.

**NOTE: THIS POSITION DOES NOT COUNT FOR RANK ADVANCEMENT.**

**Leadership Position Coordinator:** Assistant Scoutmaster for that specific patrol

### **Duties of an Assistant Patrol Leader:**

1. Leads his patrol in the Patrol Leader's absence (attends PLC meetings in Patrol Leader's absence)
2. Represents the patrol with the Patrol Leader in all activities, meetings & outings
3. Helps the Patrol Leader to plan, steer & control his patrol
4. Helps each Scout in his patrol set an advancement goal & then helps him succeed (as helped set by his PL & ASM)
5. Promotes patrol morale by showing the patrol flag and teaching & leading the patrol yell
6. Helps the Patrol Leader to keep all the patrol members informed
7. Helps the Patrol Leader prepare his patrol to take part in all troop activities & makes sure his patrol is represented in each
8. Responsible for attendance in each meeting or activity; which is then submitted to the Scribe
9. Responsible for all head counts no later than one week prior to the event unless specified earlier.
10. Sets a good example
11. Wears the Scout uniform correctly
12. Lives by the Scout Oath and Law
13. Shows and helps develop Scout Spirit in his patrol
14. Actively participates in outdoor activities

As Assistant Patrol Leader, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Assistant Patrol Leader, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Assistant Scoutmaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

### **Assistant Patrol Leader Evaluation (at end of term):**

Assistant Scoutmaster \_\_\_\_\_

Date/Initials

|       |   |                         |
|-------|---|-------------------------|
| _____ | Briefed on duties and responsibilities  |                         |
| _____ | Make sure each patrol member knows his patrol yell  |                         |
| _____ | Help his Patrol Leader present a written monthly report on his patrol activities at the Patrol Leaders' Council |                         |
| _____ | Attend 75% of troop meetings  | Actual percentage _____ |
| _____ | Attend 55% of troop outings   | Actual percentage _____ |
| _____ | In Patrol Leader's absence, attends 75% of patrol leader council (PLC) meetings                                 | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**

# Troop 161's Leadership Card

## Troop Guide



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank.

**Term Limits:** A maximum of two six month terms (they may be consecutive)

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Prerequisites:** A scout must be of at least First Class rank

**Leadership Position Coordinator:** Assistant Scoutmaster of the new Scout patrol

### **Duties of Troop Guide:**

1. Introduces new Scouts to troop operations.
2. Guides new Scouts through early Scouting activities
3. Helps new Scouts earn First Class in their first year.
4. Teaches basic Scout skills.
5. Coaches the patrol leader of the new Scout patrol on his duties.
6. Works with the patrol leader at Patrol Leaders' Council meetings.
7. Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.
8. Enthusiastically wears the Scout uniform correctly
9. Lives by the Scout Oath and Law
10. Shows and helps develop Scout Spirit
11. Actively participate in outdoor activities

As Troop Guide, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Troop Guide, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Assistant Scoutmaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

### **Troop Guide Evaluation (at end of term):**

Assistant Scoutmaster \_\_\_\_\_

Date/Initials

|       |   |                         |
|-------|---|-------------------------|
| _____ | Briefed on duties and responsibilities                              |                         |
| _____ | Present a written monthly report to the Patrol Leaders Council      |                         |
| _____ | Reports on new scout advancement toward First Class rank            |                         |
| _____ | Teaches basic Scout skills  |                         |
| _____ | Coaches new scout patrol leader and assists him at the PLC meetings |                         |
| _____ | Attends 75% of PLC meetings   | Actual percentage _____ |
| _____ | Attends 55% of all Troop Meetings                                   | Actual percentage _____ |
| _____ | Attends 55% of all Troop outings                                    | Actual percentage _____ |

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# Troop 161's Leadership Card

## Troop Quartermaster



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** Manages all the troop equipment

**Term Limits:** A maximum of two nonconsecutive six month terms

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Prerequisites:** 1. A Scout must be of at least First Class rank.  
2. Quartermasters should be assigned from each patrol

**Leadership Position Coordinator:** Adult Quartermaster

### **Duties of Troop Quartermaster:**

1. Keeps an inventory of troop equipment in Boy Scout Trailer
2. Submits monthly inventory report to the PLC & to Adult Quartermaster
3. Make sure equipment is in good working condition and assists Adult Quartermaster in repairs
4. Issues equipment to patrols/scouts/adults and makes sure it is returned in clean & good working condition
5. Makes suggestions to Adult Quartermaster/Troop Committee member for new or replacement items
6. Keeps equipment storage facilities neat & clean
7. Maintains a sign-out log for equipment used, and follows-up to ensure equipment is returned
8. Sets a good example
9. Wears the Scout uniform correctly
10. Lives by the Scout Oath and Law
11. Shows and helps develop Scout Spirit
12. Actively participates in outdoor activities

As Quartermaster, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Troop Quartermaster, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Adult Quartermaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

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### **Quartermaster Evaluation (at end of term):**

Adult Quartermaster \_\_\_\_\_

Date/Initials

\_\_\_\_\_ Briefed on duties and responsibilities

\_\_\_\_\_ Works with other troop quartermaster to prepare for an upcoming event and submits a plan to the Adult Quartermaster A) enough dry goods for COH? check on food stuffs – out of date?, enough rope? etc.  
B) fill propane tanks, enough charcoal & lighter fluid? enough garbage bags? etc.

\_\_\_\_\_ Maintain and assist in repair of troop equipment following each outing, as needed

\_\_\_\_\_ Verify the inventories with the new troop quartermaster the end of the term

\_\_\_\_\_ Issues equipment (loads and unloads) for each outing

\_\_\_\_\_ Present a written monthly report to the Patrol Leaders Council

\_\_\_\_\_ Attend 55% of troop outings Actual percentage \_\_\_\_\_

\_\_\_\_\_ Attend 75% of all Troop meetings Actual percentage \_\_\_\_\_

**Retain this form on file for the Advancement Coordinator**

# Troop 161's Leadership Card

## Scribe



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The scribe keeps the troop records. He records the minutes of the Patrol Leaders' Council and keeps a record of dues, advancement and Scout attendance at all troop meetings & activities.

**Term Limits:** A maximum of two nonconsecutive six month terms

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Prerequisites:** A Scout must be of at least First Class rank.

**Leadership Position Coordinators:** Treasurer, Advancement Coordinator

### **Duties of Troop Scribe:**

1. Attends and records the minutes of the Patrol Leaders' Council meetings
2. Records individual Scout attendance and helps secure payments of dues
3. Works with the Advancement Coordinator to record individual scout advancement
4. Works with the Treasurer/ASM for that activity to record activity payments
5. Keeps minutes of the Patrol Leaders' Council
6. Handles correspondence appropriately
7. Sets a good example
8. Wears the Scout uniform correctly
9. Lives by the Scout Oath and Law
10. Shows and helps develop Scout Spirit
11. Actively participates in outdoor activities

As Scribe, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Scribe, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Advancement Coordinator, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

As Treasurer/ASM, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

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### **Scribe Evaluation (at end of term):**

Advancement Chairman \_\_\_\_\_

Treasurer/ASM \_\_\_\_\_

Date/Initials

|       |   |                         |
|-------|---|-------------------------|
| _____ | Briefed on duties and responsibilities                                      |                         |
| _____ | Ensure attendance sheets are collected at troop meetings and all activities |                         |
| _____ | Assist Scoutmaster during troop elections                                   |                         |
| _____ | Takes minutes of the PLC meetings   |                         |
| _____ | Works with Treasurer/ASM on activity payments                               |                         |
| _____ | Works with Advancement Coordinator on individual scout advancement          |                         |
| _____ | Attend 75% of troop meetings  | Actual percentage _____ |
| _____ | Attend 55% of troop outings   | Actual percentage _____ |
| _____ | Attends 75% of patrol leader council meetings                               | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**

# Troop 161's Leadership Card

## Order of the Arrow Troop Representative



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The Order of the Arrow Troop Representative enhances the image of the Order of the Arrow by serving as a youth liaison between the troop and the local OA lodge and chapter (counts as position of responsibility).

**Prerequisites:** 1. Must be a member of the Order of the Arrow.  
2. A Scout must have attained the rank of First Class

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Term Limits:** A maximum of two nonconsecutive six month terms.

**Leadership Position Coordinator:** Assistant Senior Patrol Leader

**Duties of Order of the Arrow Representative:**

1. Serves as a communication link between the lodge and chapter and the troop.
2. Encourages year-round and resident camping in the troop.
3. Encourages older-Scout participation in high-adventure programs.
4. Encourages Scouts to actively participate in community service projects.
5. Assists with leaders skills training in the troop.
6. Encourages Arrowmen to assume leadership positions in the troop.
7. Encourages 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.
8. Sets a good example.
9. Wears the Scout uniform correctly.
10. Lives by the Scout Oath and Law, and OA Obligation
11. Shows and helps develop Scout Spirit
12. Actively participates in outdoor activities

As Order of the Arrow Troop Representative, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the OA Representative, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Assistant Scoutmaster and an OA member, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

**Order of the Arrow Troop Representative Evaluation (at end of term):**

Assistant Scoutmaster \_\_\_\_\_

Date/Initials

|       |   |                         |
|-------|---|-------------------------|
| _____ | Briefed on duties and responsibilities                                      |                         |
| _____ | Serves as a communication link between the lodge and chapter and the troop. |                         |
| _____ | Encourages Arrowmen to assume leadership positions in the troop             |                         |
| _____ | Encourages Arrowmen to become Brotherhood members                           |                         |
| _____ | Encourages older-Scout participation in high-adventure programs             |                         |
| _____ | Attends 55% of all Troop Meetings   | Actual percentage _____ |
| _____ | Attends 55% of all outings  | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**



# Troop 161's Leadership Card Historian



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** Troop Historian keeps an historical record and scrapbook of troop activities.

**Prerequisites:** A Scout must be of at least First Class rank.

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Term Limits:** A maximum of two nonconsecutive six month terms.

**Leadership Position Coordinator:** Assistant Scoutmaster

## **Duties of Historian:**

1. Gathers pictures and facts about past troop activities and keeps them in historical file or scrapbook
2. Takes care of troop trophies, ribbons, and souvenirs of troop activities
3. Keeps information about former members and alumni of the troop
4. Sets a good example
5. Wears the Scout uniform correctly
6. Lives by the Scout Oath and Law
7. Shows and helps develop Scout Spirit
8. Actively participates in outdoor activities

As Historian, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Troop Historian, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Assistant Scoutmaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

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## **Historian Evaluation (at end of term):**

Assistant Scoutmaster \_\_\_\_\_

Date/Initials

\_\_\_\_\_ Briefed on duties and responsibilities

\_\_\_\_\_ Write a summary for each troop activity/outing including at least two paragraphs & four photos describing the event (Include the attendance) These reports will then be forwarded to the Assistant Scoutmaster responsible for Publicity.

\_\_\_\_\_ Collect newspaper articles/pictures of troop activities

\_\_\_\_\_ Assemble outing summaries/articles/pictures into a scrapbook

\_\_\_\_\_ Presents a written monthly report to the Patrol Leaders Council

\_\_\_\_\_ Attends 75% of all Troop Meetings

Actual percentage \_\_\_\_\_

\_\_\_\_\_ Attends 55% of all activities & outings

Actual percentage \_\_\_\_\_

**Retain this form on file for the Advancement Coordinator**

# Troop 161's Leadership Card Librarian



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The librarian takes care of troop literature

**Term Limits:** A maximum of two nonconsecutive six month terms

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Prerequisites:** A Scout must be of at least First Class rank.

**Leadership Position Coordinator:** Committee Chairman

## **Duties of Troop Librarian:**

1. Sets up and takes care of the troop library
2. Keeps records of books and pamphlets owned by the troop
3. Adds new or replacement items as needed
4. Keeps books and pamphlets; makes them available for borrowing at troop meetings
5. Keeps a system for checking books and pamphlets in and out
6. Follows up on late returns
7. Sets a good example
8. Wears the Scout uniform correctly
9. Lives by the Scout Oath and Law
10. Shows and helps develop Scout Spirit
11. Actively participates in outdoor activities

As Librarian, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Librarian, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Committee Chairman, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

## **Librarian Evaluation (at end of term):**

Committee Chairman \_\_\_\_\_

Date/Initials

- |       |  |                         |
|-------|--|-------------------------|
| _____ | Briefed on duties and responsibilities   |                         |
| _____ | Bring the library all troop meetings   |                         |
| _____ | Complete an accurate inventory of the troop library and have the list available at each troop meeting for interested scouts. Make available the requested materials. |                         |
| _____ | Maintain a sign-out log for materials and follow-up to ensure material is returned (post an overdue listing once a month at the troop meetings)                      |                         |
| _____ | Review the library at least once for out-of-date materials and discuss with the Committee Chairman items for possible retirement from the library                    |                         |
| _____ | Present a written monthly report to the Patrol Leaders Council   |                         |
| _____ | Attends 75% of troop meetings  | Actual percentage _____ |
| _____ | Attends 55% of all outings   | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**

# Troop 161's Leadership Card Instructor



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The instructor works with scouts to help them learn skills for rank advancement and merit badge requirements.

**Prerequisites:** 1. Required to have earned all the pertinent merit badges in his area of expertise.  
2. A Scout must have attained the rank of Life or Eagle

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Term Limits:** None

**Leadership Position Coordinator:** Assistant Scoutmaster responsibly for Instruction

**Duties of Instructor:**

1. Required to have full knowledge of the information in the area of his expertise & is able to teach/demonstrate his knowledge whenever called upon
2. Prepares well in advance for each teaching assignment and reviews the specific skills to be taught with his Leader Instructor prior to the meeting, outing or activity
3. Sets a good example
4. Wears the Scout uniform correctly
5. Lives by the Scout Oath and Law
6. Shows and helps develop Scout Spirit
7. Actively participates in outdoor activities

**Instructor types:**

- |                     |                    |  |
|---------------------|--------------------|--|
| 1. Camping & Hiking | 4. Fire building   | 7. Orienteering                              |
| 2. Canoeing         | 5. First Aid       | 8. "Special Project" (as assigned by the SM) |
| 3. Cooking          | 6. Knots & Lashing |  |

As Instructor, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Instructor, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Assistant Scoutmaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

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**Instructor Evaluation (at end of term):**

Assistant Scoutmaster \_\_\_\_\_

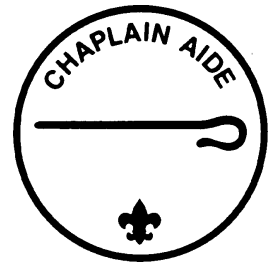
Date/Initials

- |   |                         |
|---|-------------------------|
| _____ Briefed on duties and responsibilities  |                         |
| _____ Conduct at least three classes resulting in requirements being signed off in assigned specialty |                         |
| _____ Perform at least one demonstration during a troop meeting/ outing (except Special Project)      |                         |
| _____ Special Projects – Completes project (agreed upon at its conception with SM)                    |                         |
| _____ Attends 55% of all Troop Meetings   | Actual percentage _____ |
| _____ Attends 55% of all outings  | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**

# Troop 161's Leadership Card

## Chaplain Aide



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The Chaplain Aide works with the Troop Chaplain (ASM) to meet the religious needs of Scouts in the troop. He also works to promote the religious emblem's program.

**Prerequisites:** A scout must be of at least First Class rank

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Term Limits:** A maximum of two nonconsecutive six month terms.

**Leadership Position Coordinator:** Troop Chaplain

### **Duties of Chaplain Aide:**

1. Assists the Troop Chaplain with religious services at troop activities
2. Informs scouts about the religious emblem program for their faith
3. Records each scout's award and reports dates to the Advancement Coordinator.
4. Makes sure religious holidays are considered during troop program planning
5. Responsible for leading troop meeting and conducting services on each outing.
6. Sets a good example
7. Wears the Scout uniform correctly
8. Lives by the Scout Oath and Law
9. Shows and helps develop Scout Spirit
10. Actively participates in outdoor activities.

As Chaplain Aide, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Chaplain Aide, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Assistant Scoutmaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

### **Chaplain Aide Evaluation (at end of term):**

Troop Chaplain/ASM \_\_\_\_\_

Date/Initials

|       |   |                         |
|-------|---|-------------------------|
| _____ | Briefed on duties and responsibilities  |                         |
| _____ | Coordinate with other chaplain's aides and conduct at least two religious ceremonies at troop outings |                         |
| _____ | Complete a typewritten program for use at a troop religious service                                   |                         |
| _____ | Presents a written monthly report to the Patrol Leaders Council                                       |                         |
| _____ | Attend 75% of all Troop Meetings  | Actual percentage _____ |
| _____ | Attend 55% of all troop outings   | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**

# Troop 161's Leadership Card Den Chief



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The Den Chief works with Cub Scouts, Webelos Scouts and Den Leaders in the Cub Scout pack.

**Term Limits:** A maximum of two six month terms (they may be consecutive)

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Prerequisites:** A scout must be of at least First Class rank

**Leadership Position Coordinator:** The Den Leader in the pack and the Cub Scout Liaison

**Duties of Den Chief:**

1. Serve as activities assistant at den meetings
2. Meet regularly with Den Leader to review den and pack meeting plans
3. Helps prepare boys to join Boy Scouting
4. Helps out at monthly pack meetings
5. Meets with adult members of the den, pack, and troop as necessary
6. Projects a positive image of Boy Scouting
7. Sets a good example
8. Wears the Scout uniform correctly
9. Lives by the Scout Oath and Law
10. Shows and helps develop Scout Spirit
11. Actively participate in outdoor activities

As Den Chief, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Den Chief, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Den Leader, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

As Assistant Scoutmaster, I will assist you in carrying out your duties. \_\_\_\_\_  
(sign and date)

---

**Den Chief Evaluation (at end of term):**

Den Leader \_\_\_\_\_ Assistant Scoutmaster \_\_\_\_\_

Date/Initials

|       |  |                         |
|-------|--|-------------------------|
| _____ | Briefed on duties and responsibilities   |                         |
| _____ | Provides assigned Den information and Den leader's name to the ASPL immediately upon assuming position |                         |
| _____ | Attends 65% of Den Meetings verified by Den Leader   | Actual percentage _____ |
| _____ | Attends 65% of all Pack Meetings verified by Den Leader  | Actual percentage _____ |
| _____ | Assists assigned Cub Scouts with advancement of at least one rank                                      |                         |
| _____ | Obtains written evaluation on your performance from assigned Den leader                                |                         |
| _____ | Presents a written monthly report to the Patrol Leaders Council  |                         |
| _____ | Attends 55% of all Troop Meetings  | Actual percentage _____ |
| _____ | Attends 55% of all Troop outings   | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**

# Troop 161's Leadership Card

## Junior Assistant Scoutmaster



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The junior assistant Scoutmaster serves in the capacity of an assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18 years of age. He is appointed because of his leadership ability.

**Prerequisites:** A Scout must be at least 16 years old and have attained the rank of Life or Eagle Scout.

**Term Limits:** None

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Leadership Position Coordinator:** Scoutmaster

### **Duties of a Junior Assistant Scoutmaster:**

1. Functions as an Assistant Scoutmaster
2. Accomplishes any duties assigned by the Scoutmaster
3. Sets a good example
4. Wears the Scout uniform correctly
5. Lives by the Scout Oath and Law
6. Shows and helps develop Scout Spirit

As Junior Assistant Scoutmaster, I accept responsibility for these duties. \_\_\_\_\_  
(sign and date)

As Parent of the Junior Assistant Scoutmaster, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Scoutmaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

### **Junior Assistant Scoutmaster (at end of term):**

Scoutmaster \_\_\_\_\_

Date/Initials

|       |  |                         |
|-------|--|-------------------------|
| _____ | Briefed on duties and responsibilities   |                         |
| _____ | Attend at least three outings and help lead the organization of evening programs       |                         |
| _____ | Become aware of the advancement status of first year scouts and teach scout skills     |                         |
| _____ | Volunteer to participate in Tenderfoot, Second Class, and First Class boards of review |                         |
| _____ | Attend 75 % of all Troop Meetings  | Actual percentage _____ |
| _____ | Attend 75% of all Executive Committee Meetings   | Actual percentage _____ |
| _____ | Attend 55% of all outings/activities   | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**

# Troop 161's Leadership Card

## Troop Bugler



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The Troop Bugler plays for the troop on campouts and other appropriate functions.

**Prerequisites:** 1. A Scout must have attained the rank of First Class.  
2. Proficiency in music.

**Restrictions:** ***THIS POSITION COUNTS FOR STAR AND LIFE RANK ADVANCEMENT ONLY.***

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Term Limits:** A maximum of two consecutive or nonconsecutive six month terms.

**Leadership Position Coordinator:** Scoutmaster

### ***Duties of the Bugler:***

1. Learns to play Reveille, Taps, Retreat, To the Color, and other appropriate patriotic songs
2. Works with the Scoutmaster to determine appropriate songs for each campout
3. Calls Troop to order at campouts when present
4. Sets a good example
5. Enthusiastically wears the Scout uniform correctly
6. Lives by the Scout Oath and Law
7. Shows and helps develop Scout Spirit
8. Actively participates in outdoor activities

As Bugler, I \_\_\_\_\_ accept responsibility for these duties.  
(sign and date)

As Parent of the Bugler, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Assistant Scoutmaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

### ***Bugler Evaluation (at end of term):***

Assistant Scoutmaster \_\_\_\_\_

Date/Initials

|       |  |                         |
|-------|--|-------------------------|
| _____ | Briefed on duties and responsibilities   |                         |
| _____ | Learned Reveille, Taps, Retreat, To the Color and other appropriate patriotic songs. |                         |
| _____ | Calls Troops to order at campout when needed   |                         |
| _____ | Attends 55% of all Troop Meetings  | Actual percentage _____ |
| _____ | Attends 55% of all outings   | Actual percentage _____ |

***Retain this form on file for the Advancement Coordinator***

# Troop 161's Leadership Card Junior Assistant Scoutmaster



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The Junior Assistant Scoutmaster serves in the capacity of an assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18 years of age. He is appointed because of his leadership ability.

**Prerequisites:** A Scout must be at least 16 years old and have attained the rank of Life or Eagle Scout.

**Term Limits:** None

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Leadership Position Coordinator:** Scoutmaster

**Duties of a Junior Assistant Scoutmaster:**

1. Functions as an Assistant Scoutmaster
2. Accomplishes any duties assigned by the Scoutmaster
3. Sets a good example
4. Wears the Scout uniform correctly
5. Lives by the Scout Oath and Law
6. Shows and helps develop Scout Spirit

As Junior Assistant Scoutmaster, I accept responsibility for these duties. \_\_\_\_\_  
(sign and date)

As Parent of the Junior Assistant Scoutmaster, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Scoutmaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

**Junior Assistant Scoutmaster (at end of term):**

Scoutmaster \_\_\_\_\_

Date/Initials

|       |  |                         |
|-------|--|-------------------------|
| _____ | Briefed on duties and responsibilities   |                         |
| _____ | Attend at least three outings and help lead the organization of evening programs       |                         |
| _____ | Become aware of the advancement status of first year scouts and teach scout skills     |                         |
| _____ | Volunteer to participate in Tenderfoot, Second Class, and First Class boards of review |                         |
| _____ | Attend 75 % of all Troop Meetings  | Actual percentage _____ |
| _____ | Attend 75% of all Executive Committee Meetings   | Actual percentage _____ |
| _____ | Attend 55% of all outings/activities   | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**



# Troop 161's Leadership Card

## Leave No Trace Trainer



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensuring that the troop follows these principles on outings. He can also help Scouts earn the Leave No Trace award.

**Prerequisites:** 1. A Scout must have attained the rank of First Class.  
2. A Scout must have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.

**Term Limits:** None

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Leadership Position Coordinator:** Scoutmaster

### **Duties of a Leave No Trace Trainer:**

1. Teaches Leave No Trace principles to Scouts
2. Have a thorough understanding of and commitment to Leave No Trace
3. Ensures that the troop follows these principles on outings
4. Sets a good example
5. Wears the Scout uniform correctly
6. Lives by the Scout Oath and Law
7. Shows and helps develop Scout Spirit

As a Leave No Trace Trainer, I accept responsibility for these duties. \_\_\_\_\_  
(sign and date)

As Parent of the Leave No Trace Trainer, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Scoutmaster, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

### **Leave No Trace Trainer (at end of term):**

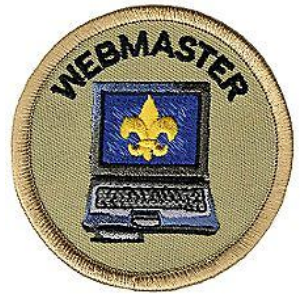
Scoutmaster \_\_\_\_\_

Date/Initials

|       |  |                         |
|-------|--|-------------------------|
| _____ | Briefed on duties and responsibilities   |                         |
| _____ | Attend at least three outings and help lead the organization of evening programs       |                         |
| _____ | Become aware of the advancement status of first year scouts and teach scout skills     |                         |
| _____ | Volunteer to participate in Tenderfoot, Second Class, and First Class boards of review |                         |
| _____ | Attend 75 % of all Troop Meetings  | Actual percentage _____ |
| _____ | Attend 55% of all outings/activities   | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**

# Troop 161's Leadership Card Webmaster



**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Description:** The troop webmaster is responsible for maintaining the troop's website.

**Prerequisites:** A Scout should have basic computer literacy and knowledge of programs for posting web content on the Troop's website.

**Term Limits:** None

**Filled:** Appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.

**Leadership Position Coordinator:** Scoutmaster

**Duties of a Webmaster:**

1. Collects photos or stories about the Troop from Adults or Scouts
2. Works with the Committee Chairman to update information on the Troop website monthly
3. Works with the Committee Chairman on improving the Troop website while maintaining Scout privacy rules
4. Sets a good example
5. Wears the Scout uniform correctly
6. Lives by the Scout Oath and Law
7. Shows and helps develop Scout Spirit

As Webmaster, I accept responsibility for these duties. \_\_\_\_\_  
(sign and date)

As Parent of the Webmaster, I agree with the commitment my son is making and promise to support him in his duties (training, troop meetings). \_\_\_\_\_  
(sign and date)

As Committee Chairman, I \_\_\_\_\_ will assist you in carrying out your duties.  
(sign and date)

---

**Webmaster (at end of term):**

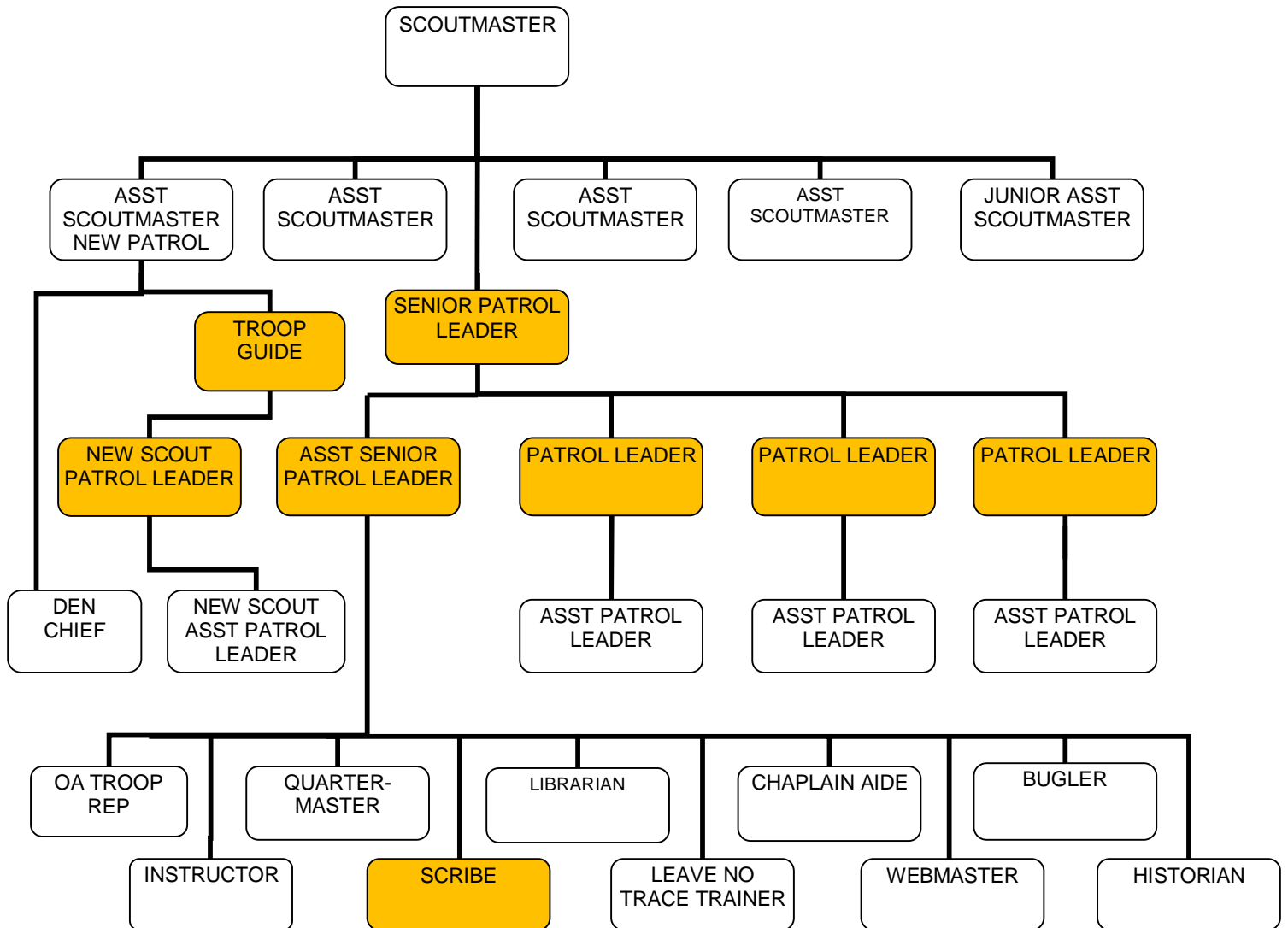
Scoutmaster \_\_\_\_\_

Date/Initials

|       |  |                         |
|-------|--|-------------------------|
| _____ | Briefed on duties and responsibilities   |                         |
| _____ | Attend at least three outings and help lead the organization of evening programs       |                         |
| _____ | Become aware of the advancement status of first year scouts and teach scout skills     |                         |
| _____ | Volunteer to participate in Tenderfoot, Second Class, and First Class boards of review |                         |
| _____ | Attend 75 % of all Troop Meetings  | Actual percentage _____ |
| _____ | Attend 55% of all outings/activities   | Actual percentage _____ |

**Retain this form on file for the Advancement Coordinator**

# TROOP 161 ORGANIZATION CHART



**PLC MEMBERS – SPL, ASPL, PATROL LEADERS, TROOP GUIDE, SCRIBE**

**SCRIBE – non-voting member of the PLC**

**ASS'T PATROL LEADERS ATTEND PLC IF PATROL LEADERS UNAVAILABLE**

**OA TROOP REPRESENTATIVE – Provides written reports monthly to SPL or PLC**