

# **Troop 541**

## **Job Descriptions**



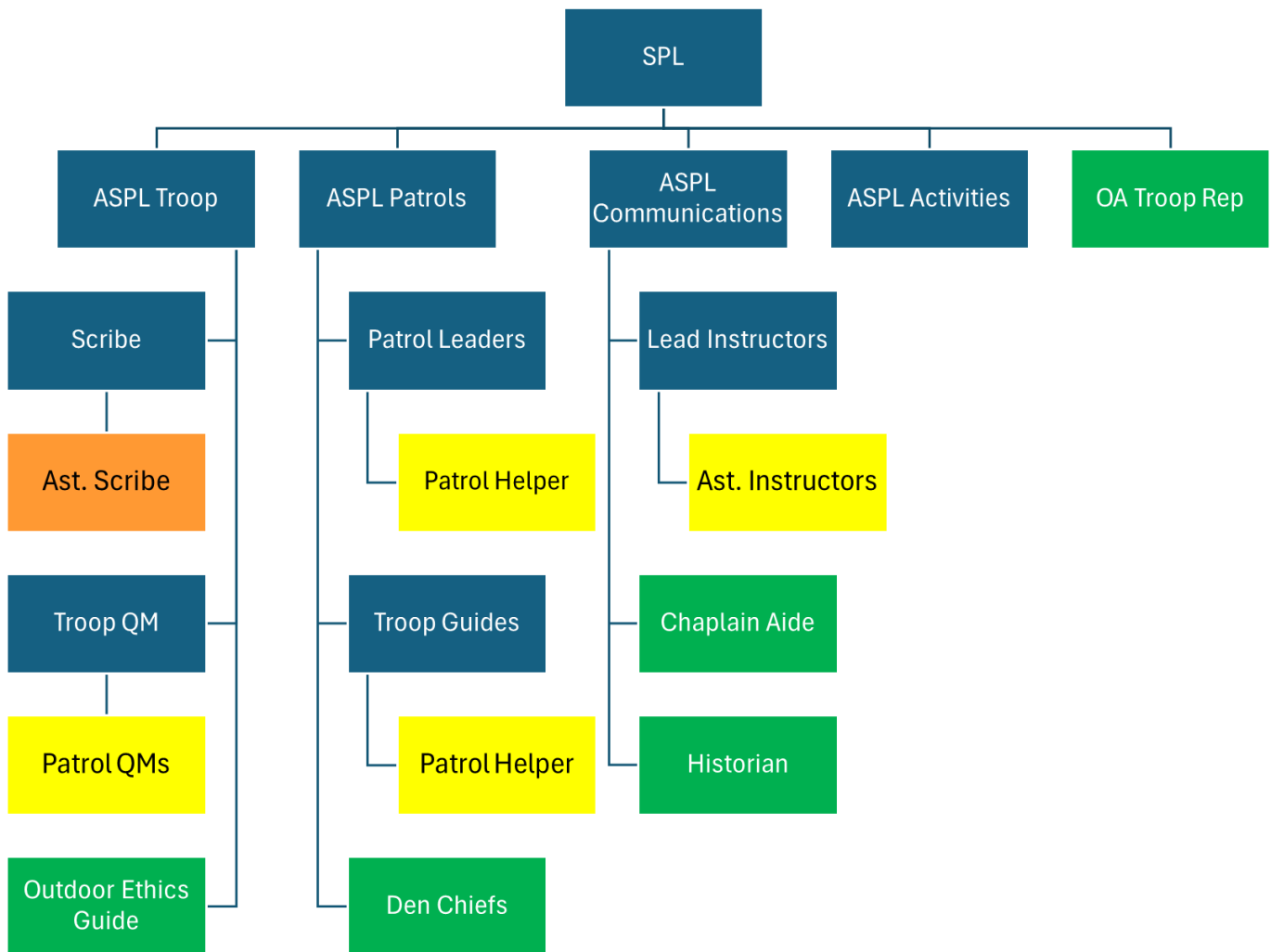
**2025**

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## Troop 541 Youth Leadership Organization



**Difficulty 4 – Filled by dedicated experienced Scout, qualifies for Eagle**

**Difficulty 3 – Slightly less demanding, qualifies for Eagle**

**Difficulty 2 – Scoutmaster assigned, does NOT qualify for Eagle**

**Difficulty 1 – Scoutmaster assigned, does NOT qualify for Life or Eagle**

# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## SENIOR PATROL LEADER (Difficulty 4):

### **OBJECTIVE:**

The Senior Patrol Leader (SPL) and assistants run the Troop's whole program. Troop 541 is willing to give these Scouts as much responsibility as they are willing to accept. The SPL's objective is to ensure that our Troop meetings and activities are fun, safe, and consistent with Scouting's ideals. The SPL should do this while encouraging participation and promoting Scout spirit.

### **RESPONSIBILITIES:**

Because of the importance of this job, the SPL is expected to attend nearly 100% of Troop meetings and activities. The SPL must be interested in the Scouting program, and the well being of all the Scouts in the Troop.

The other youth leaders come under the SPL, and it's important for the SPL to understand the duties of all those subordinates, properly delegate responsibilities to them, and follow up to make sure those responsibilities are being carried out.

The SPL is the key to communications within the Troop. The SPL coordinates the Troop by chairing monthly PLC meetings, sending messages out via phone or group chat, and organizing the program for camping trips.

During the week, the SPL devotes time to the job.

- Communicates with the Scoutmaster prior to each meeting.
- Communicates with ASPLs, Patrol Leaders and Guides to make sure things are understood and accomplished.
- Plans ahead for Troop meetings, courts of honor, and activities.
- Attends Troop committee meetings and conducts PLC meetings.

On meeting nights, the SPL runs the Troop meetings, works with others to plan troop time, knows what advancement classes are being run, and helps out wherever help is needed. The SPL MCs the awards ceremonies on parent's nights.

On camping trips, the SPL holds a PLC meeting to plan the weekend, and then carries out that plan. The better the Senior Patrol Leader is, the less the adult leaders will do.

Summer camp is a very busy time for the SPL. The SPL and the ASPLs are responsible for everything taking place on the campsite. The SPL, with help from the PLs, worries about camp-wide activities, Troop activities, junior leader's meetings, retreat ceremonies, patrol operations, waiters, campsite cleanups, service project and the Cradle of Liberty Troop Award. The ASPLs, working with other junior leaders, covers advancement, equipment, and the outpost hike.

Once a year the SPL will help to plan and conduct an Introduction to Leadership Skills for Troops (ILST) class for the other youth leaders. It is desirable that the SPL attend the National Youth Leader Training (NYLT) course.

Clearly, the Senior Patrol Leader must work closely with the ASPLs, Scoutmaster and other leaders. The SPL should expect to be on the phone with the Scoutmaster at least once a week. The SPL attends all Troop committee meetings to represent the Scouts of the Troop. At the Troop committee the SPL takes notes to use to convey information to the Patrol Leaders at the Patrol Leader's council meeting (usually at the next troop meeting).

### **QUALIFICATIONS:**

1. Be at the end of 8th grade or higher
2. Be at the rank of Star or higher
3. Be willing to put the Troop ahead of yourself
4. Exhibit a spirit of cooperation with the adult leaders
5. Have a 75% attendance record at both meetings and activities.
6. Have served at least one term as ASPL, Patrol Leader, Troop Guide, or Lead Instructor,

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### **COMMITMENT:**

1. I will not take a leave of absence during my year as SPL unless it is pre-coordinated with the Scoutmaster prior to submitting this application.
2. I will try to attend all Troop meetings and activities and promise not to miss more than 5 meetings and 2 activities during my year as SPL.
3. If I am forced to miss a meeting or activity, I will arrange to have one of the ASPLs fill in for me and will make sure that they have everything they need to do a good job.
4. I will be at summer camp.
5. I will attend at least 8 Troop committee meetings.
6. I will devote several hours a week, in addition to time spent at Troop functions, to my role as SPL.
7. I will carry out the duties described above.

**ADULT MENTOR:** Jay Eibner, Scoutmaster

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **ASSISTANT SENIOR PATROL LEADER –TROOP (Difficulty 4):**

### **OBJECTIVE:**

The Assistant Senior Patrol Leaders (ASPL) help the SPL run the Troop's program. Troop 541 is willing to give these Scouts as much responsibility as they are willing to accept. The ASPL-Troop's objective should be to help the SPL ensure that our Troop meetings and outings are fun and safe. They should do this while encouraging participation and promoting Scout spirit.

### **RESPONSIBILITIES:**

Because of the importance of this job, all ASPLs are expected to attend nearly 100% of Troop meetings and activities. They must be interested in the Scouting program, and the wellbeing of all the Scouts.

The ASPL-Troop works with the Scribe, Quartermaster, and Outdoor Ethics Guide. This ASPL should familiarize themselves with the job descriptions for these positions and work closely with these Scouts. Specific responsibilities include:

1. Step in for the SPL if they're ever unavailable for a meeting or activity.
2. Assume responsibility, or find a qualified substitute for the Scribe, Quartermaster, Outdoor Ethics Guide, or one of the other ASPLs if any of them are unable to be at a meeting or activity.
3. Help the Scribe, Quartermaster, and Outdoor Ethics Guide be successful in the objectives of their positions, especially at summer camp and on camping trips.
4. Help the ASPL-Activities run troop time every Monday night.
5. Collect monthly reports from the Scribe and Quartermaster every month, make sure they are complete and send them to the SPL prior to the Troop Committee meeting.
6. Mentor the Scribe, Quartermaster, and Outdoor Ethics Guide and provide feedback on their performance in December, June, and whenever one of them is scheduled for a review board.

On Monday nights and on camping trips, all ASPLs assist the SPL in implementing the Troop's program. If the SPL is forced to miss a meeting or trip, an ASPLs must be prepared to take over for them.

Summer camp is a busy time for the ASPLs. With the SPL, they are responsible for everything going on in the campsite. Working with other junior leaders, The ASPL-Troop helps with advancement recording, covers equipment, and organizes our efforts for the Cradle of Liberty Troop Award.

Clearly, the ASPLs must work closely with the SPL, Scoutmaster and other leaders. The ASPL-Troop should plan to help the Scribe before each parent's night getting the awards together. The ASPL-Troop should also make sure the Quartermaster's are properly taking care of equipment on trips.

### **QUALIFICATIONS:**

1. Be at the end of 7th grade or higher.
2. Be Star or higher.
3. Be willing to put the Troop ahead of yourself.
4. Exhibit a spirit of cooperation with the adult leaders.
5. Have a 75% attendance record at both meetings and activities.

### **COMMITMENT:**

1. I will try to attend all Troop meetings and activities, and promise not to miss more than 10 meetings and 4 activities during my year as ASPL (this includes meetings and activities missed due to leave of absence).
- 2 I will carry out the duties described above.

**ADULT MENTOR** Kevin McLemore, Assistant Scoutmaster

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# **TROOP 541 LEADERSHIP POSITIONS – 1/22/2024**

## **ASSISTANT SENIOR PATROL LEADER – PATROLS (Difficulty 4):**

### **OBJECTIVE:**

The Assistant Senior Patrol Leaders (ASPL) help the SPL run the Troop's whole program. Troop 541 is willing to give these Scouts as much responsibility as they are willing to accept. The ASPL-Patrol's objective should be to help the SPL ensure that our patrols are functioning well, are active, fun, and safe. They should do this while encouraging participation and promoting Scout spirit.

### **RESPONSIBILITIES:**

Because of the importance of this job, the ASPL-Patrols is expected to attend nearly 100% of Troop meetings and activities. She must be interested in the Scouting program, and the wellbeing of all the Scouts.

The ASPL-Patrols works with the Patrol Leaders, Troop Guides, and Den Chiefs. This ASPL should familiarize themselves with the job descriptions for these positions and work closely with these Scouts. Specific responsibilities include:

1. Step in and assume responsibility, or find a qualified substitute for a Patrol Leader, Troop Guide, or one of the other ASPLs if any of them are unable to be at a meeting or activity.
2. Help the Patrol Leaders and Troop Guides be successful in the objectives of their positions, especially at summer camp and on camping trips.
3. Distribute, collect, and review menu planning forms to make sure this planning is being done properly.
4. Touch base with Patrol Leaders and Troop Guides prior to any outings that require advance preparation, confirm that each patrol is on track to be prepared for the event.
5. Meet with the Den Chiefs regularly to ensure that they're active within their dens and facilitate the exchange of ideas so that they can all learn ways to improve their interaction with the Cub Scouts.
6. Mentor these Scouts and provide feedback on their performance in December, June, and whenever one of them is scheduled for a review board.

The ASPL-Patrols should be concerned with the assimilation of new members. New Scouts won't enjoy the program if their patrol isn't functioning well. This is of special importance at summer camp and on camping trips.

On Monday nights and on camping trips, all ASPLs assist the SPL in implementing the Troop's program. If the SPL is forced to miss a meeting or trip, an ASPLs must be prepared to take over for them.

Summer camp is a busy time for the ASPLs. With the SPL, they are responsible for everything going on at the campsite. The ASPL-Patrols is responsible for organizing the outpost hike, and making sure the patrols are all properly prepared for it.

Clearly, the ASPLs must work closely with the SPL, Scoutmaster and other leaders.

### **QUALIFICATIONS:**

1. Be at the end of 7th grade or higher.
2. Be Star or higher.
3. Be willing to put the Troop ahead of yourself.
4. Exhibit a spirit of cooperation with the adult leaders.
5. Have a 75% attendance record at both meetings and activities.

### **COMMITMENT:**

1. I will try to attend all Troop meetings and activities and promise not to miss more than 10 meetings and 4 activities during my year as ASPL (this includes meetings and activities missed due to leave of absence).
2. I will carry out the duties described above.

**ADULT MENTOR:** Jan McLemore, Assistant Scoutmaster

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **ASSISTANT SENIOR PATROL LEADER – COMMUNICATIONS (Difficulty 4):**

### **OBJECTIVE:**

The Assistant Senior Patrol Leaders (ASPL) help the SPL run the Troop's whole program. Troop 541 is willing to give these Scouts as much responsibility as they are willing to accept. The ASPL-Communication's objective should be to help the SPL ensure that our Scouts always know what's going on and are learning the things they need to know. They should do this while encouraging participation and promoting Scout spirit.

### **RESPONSIBILITIES:**

Because of the importance of this job, the ASPL is expected to attend nearly 100% of Troop meetings and activities. They must be interested in the Scouting program, and the wellbeing of all the Scouts.

The ASPL-Communication works with the Historian, Chaplain Aide, Instructors, and Assistant Instructors. This ASPL should familiarize themselves with the job descriptions for these positions and work closely with these Scouts. Specific responsibilities include:

1. Step in and assume responsibility, or find a qualified substitute for the Historian, Chaplain Aide, Instructors, Assistant Instructors, or one of the other ASPLs if any of them are unable to be at a meeting or activity.
2. Assist the SPL in communicating with the Troop by helping with the weekly messages.
3. Make sure the Historian is maintaining the bulletin board, providing updates to the web site, and writing articles for The Bugle. When it's time for the Historian to mail out The Bugle, be ready to lend them a hand.
4. Review the plans for the Interfaith Service to be held on camping trips with the Chaplain Aide, prior to the outing. Help to make sure the service goes well on the trip itself.
5. Take responsibility for Troop campfires, arrange MCs, help them come up with walkons, cheers, claps, and songs, and approve their plans. Help patrols find skits, and make sure the Troop rules for skits are followed.
6. Be aware of what skills are being communicated by the instructors each quarter, and be prepared to assist with this, or reinforce it both at meetings and on camping trips.
7. Collect monthly reports from the Historian every month and send them to the Troop committee with the SPL.
8. Mentor these Scouts and provide feedback on their performance in December, June, and whenever one of them is scheduled for a review board.

The ASPL-Communication should be concerned with advancement for Scouts in the lower ranks. Using advancement records obtained from the Assistant Scoutmaster, they should coordinate the activities of the various Adults, Instructors, and Guides who work on advancement. This is of special importance at summer camp and on camping trips.

On Monday nights and on camping trips, all ASPLs assist the SPL in implementing the Troop's program. If the SPL is forced to miss a meeting or trip, an ASPL must be prepared to take over for them.

Summer camp is a busy time for the ASPLs. With the SPL, they are responsible for everything going on at the campsite. Working with other junior leaders, the ASPL-Communication covers advancement and the Troop campfire.

Clearly, the ASPLs must work closely with the SPL, Scoutmaster and other leaders.

### **QUALIFICATIONS:**

1. Be at the end of 7th grade or higher.
2. Be Star or higher.
3. Be willing to put the Troop ahead of yourself.
4. Exhibit a spirit of cooperation with the adult leaders.
5. Have a 75% attendance record at both meetings and activities.

### **COMMITMENT:**

1. I will try to attend all Troop meetings and activities and promise not to miss more than 10 meetings and 4 activities during my year as ASPL (this includes meetings and activities missed due to leave of absence).
- 2 I will carry out the duties described above.

**ADULT MENTOR:** Jay Eibner - Scoutmaster

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **ASSISTANT SENIOR PATROL LEADER – ACTIVITIES (Difficulty 4):**

### **OBJECTIVE:**

The Assistant Senior Patrol Leaders (ASPL) help the SPL run the Troop's program. Troop 541 is willing to give these Scouts as much responsibility as they are willing to accept. The ASPL-Activities' objective should be to ensure that the "Troop Time" (often thought of as the game) at weekly Troop meetings and the activities on our outings are fun and safe. They should do this while encouraging participation and promoting Scout spirit.

### **RESPONSIBILITIES:**

Because of the importance of this job, all ASPLs are expected to attend nearly 100% of Troop meetings and activities. They must be interested in the Scouting program, and the wellbeing of all the Scouts.

Troop 541 has a Troop wide "Troop Time" at our meeting every week. On a typical camping trip, younger Scouts work on advancement on Saturday morning while older Scouts have a morning activity of some sort. On Saturday afternoon, on camping trips the whole Troop usually participates in a major activity or competition. Some examples of these major activities are a gourmet cooking competition, orienteering competition, eXtreme board games event, or carnival. The ASPL-Activities works with the SPL, other ASPLs, PLC members, and adult leaders to plan interesting activities at our meetings and on camping trips. They then work with everyone to make sure those activities are well run, fun, and safe. Specific responsibilities include:

1. Participate actively in the annual planning meeting at which our weekend outings for the year are determined and scheduled. Help the PLC determine what the theme and major activities on those outings will be.
2. Lead monthly activity planning meetings similar to the monthly PLC meeting, but on a different Monday night. Adult leaders who will be supporting these activities will also attend this meeting. The agenda at these meetings should include the following:
  - a. Plan the Meeting Activities for the following month. Offer a variety of activities that will appeal to the full spectrum of Scouts in our Troop. The troop time activity shouldn't always be a game, and it's a good idea to offer a few alternatives each week so everyone can be involved in something they like.
  - b. If a camping trip is scheduled for the following month, plan a morning activity for Scouts not involved in advancement work.
  - c. Review the afternoon activities planned for the next couple of camping trips and make sure everyone knows what they need to do to prepare for them.
3. With the support of adult leaders, the SPL, other ASPLs, and PLC members, organize and lead the Meeting Activity you've planned each Monday night. Try to make sure everyone has fun, nobody gets hurt (physically or emotionally), and nothing gets damaged.
4. On camping trips, prepare for and lead the morning activity for Scouts not working on advancement.
5. On camping trips, work with the adult leaders to organize and run the major activity.
6. Provide a monthly report to the SPL to present to the Troop Committee. The first part of the report should detail what the activities at meetings and outings in the previous month were and how well they worked out. The second part of the report should explain what the activities for the coming month will be.

On Monday nights and on camping trips, all ASPLs assist the SPL in implementing the Troop's program. If the SPL is forced to miss a meeting or trip, an ASPLs must be prepared to take over for them.

Summer camp is a busy time for the SPL and ASPLs. They are responsible for everything going on in the campsite.

Clearly, the ASPLs must work closely with the SPL, Scoutmaster and other leaders.

### **QUALIFICATIONS:**

1. Be at the end of 7th grade or higher.
2. Be Star or higher.
3. Be willing to put the Troop ahead of yourself.
4. Exhibit a spirit of cooperation with the adult leaders.
5. Have a 75% attendance record at both meetings and activities.

### **COMMITMENT:**

1. I will try to attend all Troop meetings and activities and promise not to miss more than 10 meetings and 4 activities during my year as ASPL (this includes meetings and activities missed due to leave of absence).
2. I will carry out the duties described above.

**ADULT MENTOR:** Jennifer Fountain, Assistant Scoutmaster

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **TROOP GUIDE -- FULL YEAR OR SIX MONTHS (Difficulty 4):**

### **OBJECTIVE:**

Troop Guides are the people who help the newest Scouts understand the program and become assimilated into the Troop. They help the new Scouts fit into their patrol, get through their advancement, and learn about Scoutmaster's conferences and progress reviews. Guides should also help the new Scouts learn how the patrol system works. Finally, guides should act as the new Scout's big sister, making sure none of the older Scouts pick on them.

### **RESPONSIBILITIES:**

The Troop Guide's job is the second most important leadership position in the Troop (after the SPL.) The Troop Guide is a vital link in the leadership chain. Troop Guides, more than any other leader, have direct contact with the youngest Scouts in the Troop. It is very important that Troop Guides set a good example for their patrol members. If this job isn't done well, the new Scouts might lose interest, and the Troop could be in trouble.

The Troop Guide should get to know and become friends with all the first year Scouts. Information gets to the youngest Scouts in the Troop through their Troop Guide. Troop Guides are the ones who attend leadership meetings and carry the information to the patrol members. The Troop Guide is the key person in the message chain for the patrol. On outings, the Troop Guides are responsible for knowing the schedule and having the patrol ready for everything that happens.

At Troop meetings the Troop Guide works with the new Scouts during patrol time teaching them how the Troop functions and helping them prepare for weekend activities. Troop Guides work with younger Scouts on advancement. They help by reviewing requirements, getting advancement into the Scribe's Book, and preparing them for progress reviews.

During the week the Troop Guide devotes time to that leadership position. The Troop Guide coordinates patrol meetings, makes sure menus are ready for camping trips and shopping gets done, and prepares for events like the Gold Rush, First Aid Meet, and camping trip competitions.

On camping trips, the Troop Guide stays with the patrol of new Scouts and teaches them everything they'll need to know when they move up into a regular patrol. The Troop Guide makes sure the patrol's campsite gets set up, meals get cooked, cleanup gets done, and that the patrol is prepared to participate in the rest of the Troop's activities.

At summer camp, the Troop Guide assigns table waiters, makes sure the patrol campsite is kept clean, and supervises the patrol when it has a camp duty to perform. The Troop Guide also helps them with their first-year activities.

Participation is essential for a Troop Guide. If the Troop Guide isn't there the patrol won't function properly. This spoils things for everyone else in the patrol.

### **QUALIFICATIONS:**

1. Be at the end of 6th grade or higher.
2. Be First Class or higher.
3. Have a 75% attendance record at both meetings and activities.
4. Be interested in working with younger Scouts.

### **COMMITMENT:**

1. I will not take a leave of absence during my term as Troop Guide unless it is pre-coordinated with the Scoutmaster prior to submitting this application.
2. I will not miss more than 5 meetings and 2 activities during my year as Troop Guide
3. If I am forced to miss a meeting or activity, I will arrange to have one of the ASPLs fill in for me and will make sure that they have everything they need to do a good job.
4. I will be at summer camp
5. I will devote at least one hour a week, in addition to time spent at Troop functions, to my role as Troop Guide.
6. I will carry out the duties described above.

**ADULT MENTOR:** Patrol Leader Coach for the Patrol

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **PATROL LEADER (Difficulty 4):**

### **OBJECTIVE:**

The Patrol Leader's position is central to Scouting. The Scout program is based on the Troop being organized into patrols which are led by the Scouts themselves. For the program to work and be fun, patrols have to function well. The Patrol Leader's objective is to make this happen. The Patrol Leader supports the SPL in trying to ensure that the patrol's activities are fun, safe, and consistent with Scouting's ideals.

### **RESPONSIBILITIES:**

The Patrol Leader is a vital link in the leadership chain. The Patrol Leader, more than any other leader, has direct contact with the Scouts in the Troop. It is very important that the Patrol Leader sets a good example for the patrol members. The Patrol Leader's most important functions are; helping the patrol work together, communication, leading the patrol on camping trips, and helping the younger Scouts learn. The Patrol Leader also plans patrol meetings and activities.

It's the Patrol Leader's job to ensure things run smoothly, that the patrol has fun, is well behaved, is prepared for activities, has the right equipment, and works together. Of course, delegation is important, the Patrol Leader needs to delegate responsibility to the Patrol Helper, Patrol Ecologist, and Patrol QM. (see their job descriptions). However, the Patrol Leader is ultimately responsible for everything that happens in the patrol even when they have delegated some portion of the job to someone else. Do not delegate a task unless you are confident the person is able to do it.

Information gets to the Scouts in the Troop through their Patrol Leader. The Patrol Leader is the one who attends leadership meetings and carries the information to patrol members. The Patrol Leader is the key person in the message chain for the patrol. On outings, the Patrol Leader is responsible for knowing the schedule and having the patrol ready for everything that happens.

At Troop meetings the Patrol Leader works with the patrol members to prepare for weekend activities. The Patrol Leader also helps younger members of the patrol prepare for advancement by reviewing requirements, getting advancement on the clipboard, and preparing them for progress reviews.

A well functioning patrol will hold patrol meetings on occasion for special reasons such as preparing for a Klondike Derby or First Aid meet. The Patrol Leader organizes and runs patrol meetings.

Patrols are encouraged to organize patrol activities. These can be great fun, and patrols have done things like go skiing in the winter and go to the beach in the summer. Patrol activities must be approved by the Scoutmaster in advance and planned far enough ahead.

On camping trips, the Patrol Leader makes sure the patrol's campsite gets set up, meals get cooked, cleanup gets done, and that the patrol is prepared to participate in the rest of the Troop's activities.

At summer camp, the Patrol Leader assigns table waiters, makes sure the patrol campsite is kept clean, and supervises the patrol when it has a camp duty to perform.

Participation is essential for a Patrol Leader. If the Patrol Leader isn't there, the patrol won't function properly. This spoils things for everyone else in the patrol.

### **QUALIFICATIONS:**

1. Be at the end of 7th grade or higher. (10th or higher for the Eagle Patrol).
2. Be First Class or higher (Life or higher for the Eagle Patrol)
3. Have at least a 75% attendance record at both meetings and activities.

### **COMMITMENT:**

1. I will not take a leave of absence during my term as Patrol Leader unless it is pre-coordinated with the Scoutmaster prior to submitting this application.
2. I will not miss more than 5 meetings and 2 activities during my year as Patrol Leader.
3. If I am forced to miss a meeting or activity, I will arrange to have one of the ASPLs fill in for me and will make sure that they have everything they need to do a good job.
4. I will be at summer camp.
5. I will devote at least one hour a week, in addition to time spent at Troop functions, to my role as Patrol Leader.
6. I will carry out the duties described above.

**MENTOR:** Patrol Leader Coach for the Patrol

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **TROOP QUARTERMASTER (Difficulty 4):**

### **OBJECTIVE:**

The Quartermaster's objective is to make certain that the Troop has all the necessary equipment for its activities, and that the equipment is properly used, properly maintained, and doesn't get lost.

### **RESPONSIBILITIES:**

The Quartermaster (QM) is responsible for the Troop equipment. keeps the equipment inventory. When equipment is damaged the QM tries to get it repaired. When new equipment is needed, the QM informs the Troop Committee members responsible for equipment and requests them to purchase it. The Quartermaster makes sure our tents, patrol boxes, and other gear are there and in shape to use when we need them.

Prior to outings, the QM makes sure equipment is ready, propane bottles are full, lanterns have globes and mantles etc.

On camping trips, the Quartermaster arranges to come ahead of time to help pull equipment from the shed and load it into vehicles. Upon arrival at the campsite, the QM distributes the equipment to patrols and helps with campsite setup. Throughout the trip the QM watches to make sure equipment is well cared for. The QM performs maintenance as required. As we pack to leave, the QM inspects patrol boxes and food storage to be certain everything is in order. When we get back the QM helps unload the equipment and properly store it in our shed.

At least four times a year the Quartermaster organizes and supervises work activities to inspect and maintain the equipment. This can be done on either evenings or weekends. These activities are over and above anything that gets done during regular Troop meetings or on camping trips.

The Quartermaster should schedule a Quartermaster's meeting at least once every three months to review responsibilities with the other Troop and Patrol Quartermasters. The Troop Quartermasters need to assign work to the Patrol Quartermasters and follow up to make sure it gets done.

The Quartermaster is expected to provide a monthly report to the ASPL-Troop at least three days prior to each Troop Committee meeting. The ASPL will review the report and provide it to the SPL who will take it to the meeting.

### **QUALIFICATIONS:**

1. Be First Class or higher.
2. Regular attendance on camping trips.

### **AUTOMOBILE:**

Although not required, it is a help if the Quartermaster can drive. This makes it easier to get to the shed to check things out, and fix things up. It also makes it easier to get out to buy things when we need them.

### **COMMITMENT:**

1. I will try to attend all Troop activities, and promise not to miss more than 2 camping trips during my year as QM.
2. I will be at summer camp.
3. I will devote time at home in addition to time spent at Troop functions, to my role as QM.
- 4 I will carry out the duties described above.

**ADULT MENTOR:** Brian Kohler, Troop Committee Members for Equipment

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **LEAD INSTRUCTOR (Difficulty 4):**

### **OBJECTIVE:**

The Lead Instructor's objective is to help new Scouts learn the basic Scouting skills and advance to First Class by June of the year following their joining the Troop. The team of Lead and Assistant Instructors tries to improve the overall level of knowledge of Scouting skills in the Troop so that Troop 541 will be more competitive in events such as the Gold Rush and First Aid Meet.

The Troop has a program divided into four segments to bring new Scouts through the ranks of Scout, Tenderfoot, Second Class, and First Class. As a Lead Instructor you will be responsible for one of these segments.

### **RESPONSIBILITIES:**

Instructors work with younger Scouts to help them learn the basic skills of Scouting. This is done at both Troop meetings and camping trips.

Take complete responsibility for one segment of the Troop 541 First Year Training Course. Devote at least one quarter of the year to working with younger Scouts. During that quarter you won't work on a merit badge yourself. Instead, you'll present a segment of the training course to our first-year members. **This leadership position will not qualify you for advancement until you have completed your three-month segment.** Prior to leading these sessions, you will spend time at home preparing the material. During the quarter for which you are responsible, you must:

1. Make up a detailed schedule showing what topics and requirements will be taught each Monday night and on the camping trips during that quarter.
2. If possible, arrange for two or three teams consisting of other Lead Instructors, Assistant Instructors, and yourself to take turns teaching. On weeks when a team is not teaching, they will prepare material to teach when it is their turn.
3. While not quite as critical as training the first year Scouts, you should realize that you are also strengthening the skills of the Assistant Instructors who were recently first year Scouts themselves.
4. Plan and carry out instruction and testing for camping trips during the quarter.
5. Prepare visual aids for the classes.
6. Invite guest speakers, set up swimming nights, and bring material for special projects such as first aid kits as required depending on the requirements to be covered.
7. Coordinate and monitor all the above activities to make sure classes are run well every Monday night and that the right requirements are properly covered on the camping trips.
8. Make sure requirements passed are recorded in our Troop records.

When it is not the quarter for which you are responsible, you should still expect to devote time during camping trips to help the other leads. Examples of specific skills that need to be worked on are:

1. Tote-N-Chip: Work with the younger Scouts on knife, ax and saw skills. Test them and issue Tote-N-Chip cards.
2. Knots and Lashings: Teach these skills as needed to pass the requirements for the ranks through 1st class.
3. Map, Compass, and Measurement: Work with the younger Scouts on these skills as needed.
4. First Aid: Help younger Scouts learn these skills. Help the Troop prepare for the District First Aid Meet each year.
5. Cooking: On camping trips, visit each patrol. Help give cooking and cleanup tips. Make sure the younger Scouts learn to do things properly.
6. Wildlife: Help younger Scouts identify plants and signs of animals.
7. Hiking: Be willing to go on hikes with younger Scouts that will help them meet their hiking requirements.
8. General camping skills such as putting up tents and dining flies.

### **QUALIFICATIONS:**

1. Be Star or higher.
2. Have served as an assistant instructor
2. Regular attendance on camping trips.

### **COMMITMENT:**

1. For at least one quarter of the year I will not take a merit badge, but will teach younger Scouts instead. (If you will not be available for any of the quarters, specify this on your application. They run Sept to Dec., Jan. to March, and April to June). Sea Base or Philmont participants will not be able to do this in the Spring quarter.
2. I will not take a leave of absence during the quarter I am responsible for.
3. During the quarter of the year that I am responsible for, I will attend all Troop meetings and camping trips.
4. I will devote time at home in addition to time spent at Troop functions, to my role as an Lead Instructor.
5. I will carry out the duties described above.

**ADULT MENTOR:** Jan McLemore, Assistant Scoutmaster

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **SCRIBE (Difficulty 4):**

### **OBJECTIVE:**

The Scribe's objective is to ensure that every badge earned by one of our Scouts is presented and properly recorded in our advancement records. A second objective is to ensure that every badge we will be presenting was earned properly. The records kept by the Scribe are vital to the entire advancement program. These include both attendance and advancement records. Attendance information maintained by the Scribe is used by progress review boards to determine that advancement candidates have fulfilled their participation requirement.

### **RESPONSIBILITIES:**

Few people recognize what the Scribe really does. The Scribe must be present at virtually all Troop meetings to keep accurate attendance records. The Scribe furnishes an attendance report to the Troop committee each month. The Scribe also provides attendance information about Scouts who are up for advancement to the progress review board. The Scribe maintains the advancement records, updating them as Scouts complete requirements. The Scribe keeps track of who is due for progress awards, and schedules Scoutmaster's conferences and progress reviews. On the Monday before each parent's night, the Scribe collects the advancement information, and turns it over to the Troop advancement chairman who updated Scoutbook and obtains the actual badges. During the week before a court of honor, the Scribe gets together with the Scoutmaster and Senior Patrol Leader to prepare the awards for presentation. The details of the Scribe's duties are too intricate to be included in this job description but are documented elsewhere. They fit into seven broad categories:

1. Take attendance at meetings
2. Work with Scouts individually to record those who will need review boards in the Scribe's Book (pink sheet)
3. Schedule the quarterly Scoutmaster's Conferences and Progress Reviews.
4. Support Scoutmaster's Conferences and Progress Reviews
5. Record all badges earned by Scouts in the Scribe's book (yellow sheet)
6. Prepare presentation envelopes for each awards ceremony
7. Help present awards at the awards ceremonies
8. Prepare a monthly Scribe's Report that includes both attendance and advancement data. Provide this report to the ASPL-Troop at least three days prior to each Troop Committee meeting.

Every badge a Scout earns is important to that Scout. The Scribe must do the job well to make sure that none of the awards are missed. The Scribe must also do what they can to guarantee that badges are not awarded unless all of the requirements have actually been met.

The Scribe needs to delegate portions of the job to the assistants so that they do enough leadership to qualify for their own advancement. As a minimum the assistants should help take attendance at meetings and help prepare badges for parent's nights.

The Scribe is expected to provide a monthly report to the SPL who presents it at the Troop committee meeting.

### **QUALIFICATIONS:**

1. Be First Class or higher.
2. Have a 90% attendance record at Troop meetings.
3. The Scribe must have a Windows computer with Excel on it.

### **COMMITMENT:**

1. I will try to attend all Troop activities, and will not to miss more than 5 meetings during my year as Scribe.
2. I will be at summer camp.
3. I will devote time at home in addition to time spent at Troop functions, to my role as Scribe
- 4 I will carry out the duties described above.

**ADULT MENTOR:** Jay Eibner, Scoutmaster

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **DEN CHIEF (Difficulty 3):**

### **OBJECTIVE:**

To help a local cub pack provide the best possible program for the Scouts in the den.

To make sure the Scouts in your den know about Troop 541 and want to join us when they cross over.

### **RESPONSIBILITIES:**

This is a very challenging job but can be very rewarding. A Den Chief works with a Cub Scout den in one of the local Packs. The Den Chief regularly attends both den and pack meetings and helps the den leader. The Den Chief is able to help the cub Scouts find out what Scouts are like.

You will be a friend to the Scouts in the den, providing leadership, and showing them what it's like to be a Scout.

You will help the den leader make the program as strong and interesting as possible.

Invite your den to participate in one of our camping trips. On that trip you will function like a Troop Guide helping them plan and prepare meals and coordinating their participation in our activities.

This job requires a lot of extra time because the Den Chief must attend Cub Scout den and pack meetings in addition to our own. It is a good job for someone whose parent is a Cub Scout den leader.

Since the Den Chief represents our Troop in the eyes of the cub pack they serve, it is important to us that they do a good job. Please don't take this job unless you plan to put a lot of effort into it.

### **QUALIFICATIONS:**

1. Arrange with a Cub Scout den leader to work with their den. Do not apply for this position unless you already have a den lined up, you know their meeting time, and you're sure you'll be able to be there.

### **COMMITMENT:**

1. I will try to attend all den activities and promise to attend at least 80% of the den and pack meetings during my year as Den Chief.
2. I will serve as my den's guide on a Troop camping trip.
3. I will notify the Den Leader in advance if I need to miss a meeting.
4. I will devote time at home in addition to time spent at Troop functions, to my role as Den Chief.
5. I will carry out the duties described above.

**ADULT MENTOR:** Troop Committee Member for Membership

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **HISTORIAN (Difficulty 3):**

### **OBJECTIVE:**

This job has two important objectives. First is to help enable good communication within the Troop by helping to publish our newsletter *The Bugle* and to help maintain our web page. We want our Scouts and their families to know what's going on and to be drawn to participate because they read about the fun things we do.

The second objective is publicity for the Troop. Publicity helps us to recruit new members and makes it easier for us to get support when we need adult help, someone is planning a service project, we need a favor from Scout headquarters, or even if we just need door prizes for our dinner. Publicity for the Troop within Supplee Church (via their link to our web page and copies of the newsletters that we leave there) keeps the church leaders and congregation aware of us. The goodwill generated this way makes it less likely that we'll be in trouble when we damage something, or that church activities will be scheduled that interfere with us.

### **RESPONSIBILITIES:**

The Historian has the following duties:

- 1) Provide material for the web page and *The Bugle* about every Troop activity.
  - a) Try to do this within three days of the activity.
  - b) E-Mail it to the Scoutmaster as soon as it's written.
  - c) If you weren't on the activity, interview someone who was and then write about it.
  - d) The objective of the article is to tell about what happened on a trip in a way which will make the reader want to come along the next time.
  - e) This article will be posted on the web immediately and used in *The Bugle* as well.
- 2) Maintain the Troop's bulletin board.
  - a) Hang up the latest *Bugle*. Get two copies from the Scoutmaster and put up both sides of all pages.
  - b) Choose pictures from our outings for the Scoutmaster to have printed, then hang them on the bulletin board.
- 3) Help to publish "The Bugle" newsletter.
  - a) In addition to the articles you write, you should help the Scoutmaster collect other information for *The Bugle*. Make yourself aware of the kind of information that's there and help pull it all together. It's important to take the initiative. You can do as much of this as you're willing to take on, but you aren't helping unless you provide usable inputs, before they're needed, without being reminded.
  - b) When the time comes to mail out *The Bugle*, the Scoutmaster will provide mailing labels, return address labels, stamps, envelopes and copies of *The Bugle*. You'll stuff the envelopes, apply the stamps and labels, and put them in the mail.
- 4) Keep our photo album. Pictures should go into the photo album as they come off the bulletin board.
  - a) Arrange to take pictures of new Scouts when they join and keep these in an album.
- 5) Maintain our scrap book of newspaper clippings and memorabilia.
- 6) Put the albums and scrap books on display at Troop ceremonies.

Although this job requires extra time because you would work on it at home, you can do it at times that are convenient for you. If you like to write and work with computers, it could be the job for you. Another good feature of this job is that it has no attendance requirement.

### **QUALIFICATIONS:**

1. Be First Class or higher.
2. Be a good writer.
3. Access to a computer with Internet access and e-mail
4. Sufficient computer skills to produce nice looking written material.

### **COMMITMENT:**

5. I will carry out the duties described above.
6. I will devote a lot of time outside of Troop meetings and activities to my duties as Historian.

**MENTOR:** ASPL-Communications

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **OUTDOOR ETHICS GUIDE (Difficulty 3):**

### **OBJECTIVE:**

To make the Scouts in our Troop more aware of the environment and the role they can play in protecting it. They make sure the Troop lives up to the Outdoor Code on our activities. The Outdoor Ethics Guide helps the troop make recreational choices that reduce impact to the land and preserve outdoor experiences for others. They use the resources of the Troop to promote environmental awareness and to carry out environmental projects in our community.

### **RESPONSIBILITIES:**

Trains others:

- Explains to Scouts the relevant requirements for the Tenderfoot, Second Class, and First Class ranks.
- Demonstrates how to practice the Outdoor Code, and the Leave No Trace and Tread Lightly principles to meet advancement requirements.

Provides leadership:

- Helps the troop plan and conduct an outdoor program that effectively practices outdoor ethics.
- Helps Life Scouts understand, plan, and carry out activities or projects meeting conservation service hour requirements.

Supports recognition:

- Encourages Scouts and leaders to complete the Outdoor Ethics Awareness and Action awards.

The Outdoor Ethics Guide tries to make sure the Troop is environmentally aware by researching environmental issues and making presentations at Troop meetings at least four times a year.

On camping trips, they are responsible for recycling. They bring recycling containers, encourage people to use them, and make sure recyclables are properly disposed of when we get home. They also pay attention to how the Scouts are treating the environment and using fire to make sure our behavior is consistent with the outdoor code.

The Outdoor Ethics Guide promotes environmental awareness in the community by placing articles in The Bugle, items on our web page, and possibly using the Troop to distribute material in the community. The material presented quarterly at the Troop meeting can be reused for The Bugle and web page.

Responsibilities of this job also include organizing and participating in our four highway cleanups and organizing and participating in at least two other environmental service project each year.

### **QUALIFICATIONS:**

1. Be a First Class Scout

### **COMMITMENT:**

1. I will try to attend all Troop activities and promise not to miss more than 4 major activities during my year as Outdoor Ethics Guide. (This includes activities missed due to leave of absence)
2. I will take part in all Ecology projects.
3. I will devote time at home in addition to time spent at Troop functions, to my role.
4. I will carry out the duties described above.

**ADULT MENTOR:** Troop Committee Member for Ecology

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# **TROOP 541 LEADERSHIP POSITIONS – 1/22/2024**

## **ORDER OF THE ARROW TROOP REPRESENTATIVE (Difficulty 3):**

**(EFFORT EXPENDED MUST BE COMMENSURATE WITH THE SCOUTS RANK):**

### **OBJECTIVE:**

An Order of the Arrow Troop Representative is the Scout liaison serving between the local OA Lodge and Chapter and the Arrowmen of their Troop. In their Troop they serve as a communication and program link to the OA members and Adult Leaders and also Scouts who are not presently members of the OA. She does this in a manner that strengthens the the mission of the Lodge and meaning of the Oder of the Arrow, as an honor society of Scout elected members. By setting an appropriate example they enhance the image of the OA, as a Service organization for their Troop and others.

### **RESPONSIBILITIES:**

1. Attend chapter meetings and participate actively
2. Bring back information from chapter meetings and present it to the other OA members in our Troop.
3. Help coordinate OA elections
4. 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.

### **QUALIFICATIONS:**

1. Be an OA member in good standing

### **COMMITMENT:**

1. I will carry out the duties described above.
2. I will attend 80% of our chapter meetings
3. I will participate in at least two chapter or lodge events other than the regular meetings.

**ADULT MENTOR:** Troop Committee OA Coordinator

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **CHAPLAIN AIDE (Difficulty 3):**

**(EFFORT EXPENDED MUST BE COMMENSURATE WITH THE SCOUTS RANK):**

### **OBJECTIVE:**

To promote the observance of a Scout's first duty *Duty to God* and the twelfth Scout law *A Scout is Reverent* as part of our Troop's program. This is done in four ways, by helping with our camp devotional services, by ensuring our participation in vespers at Summer Camp, by keeping Scouts informed about the possibility of working on religious awards, and by helping with preparations for Scout Sunday.

### **RESPONSIBILITIES:**

Camp inter-faith services:

1. Work with the Scoutmaster to select songs, readings and prayers prior to the outing.
2. Consider selecting a youth oriented story or reading of some kind, or even some words of your own.
3. Plan the order of the service, coordinate the participants, and lead it.
4. Prepare a handout with the service including songs and reading, make copies, and bring them on the trip.

Summer Camp Vespers:

1. When we get to camp, find out when vespers will be held and work our schedule to fit it in or conduct one on our site.

Religious awards:

1. Get leaflets and a big chart describing the awards.
2. At least twice a year, make a presentation to the Troop at a meeting using your visual aids.
3. Be sure the presentations you make are inclusive.

Scout Sunday:

1. Be aware of when Scout Sunday is coming up (it's the second Sunday in February)
2. In early January talk over the details with the Scoutmaster
3. Try to line up some musicians for a prelude
4. Line up four Scouts to serve as ushers
5. Get the SPL or some other senior Troop member to lead the Scout oath
6. Provide all the names of the participants two Monday's prior to the date
7. Talk about it at the meetings for at least the two weeks prior to the service

### **QUALIFICATIONS:**

1. Be First Class or higher.

### **COMMITMENT:**

1. I will not miss more than 3 of the 9 trips that require a service (Dec., Jan., and July do not)
2. I will devote time at home in addition to time spent at Troop functions, to my role.
3. I will carry out the duties described above.

**MENTOR:** ASPL-Communications

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **ASSISTANT SCRIBE ( (Difficulty 2)**

### **(SCOUTMASTER ASSIGNED PROJECT, QUALIFIES AS LEADERSHIP FOR STAR ONLY):**

#### **OBJECTIVE:**

To help the Scribe ensure that every badge earned by one of our Scouts is presented to them and properly recorded in our advancement records. A second objective is to ensure that every badge we present was earned properly. The records kept by the Scribe are vital to the entire advancement program. These include both attendance and advancement records

#### **RESPONSIBILITIES:**

Works with the Scribe to help keep the Troop records. Understands all the Scribe's duties so they can fill in:

1. Assists the Scribe in taking roll at weekly meetings.
2. Helps the Scribe with the record keeping that needs to be done at the end of each quarter prior to an awards ceremony.
3. Assists the Scribe in preparing the awards envelopes for each parent's night.
4. Spends a lot of time before and at Summer Camp making sure all advancement paperwork is in order.

This position is intended for someone who would like to become Scribe on a long term basis, but needs to learn the duties.

#### **QUALIFICATIONS:**

1. Be First Class or higher.
2. Access to and ability to use a Windows PC is a plus

#### **COMMITMENT:**

1. I will try to attend all Troop meetings and activities.
2. I will devote time at home in addition to time spent at Troop functions, to my role as Scribe
3. I will carry out the duties described above.

**MENTOR:** Scribe

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## **JUNIOR ASSISTANT SCOUTMASTER (Only assigned to Eagle Scouts):**

#### **OBJECTIVE:**

To help the Troop in the capacity of Assistant Scoutmaster, but before reaching the age of 18. To serve as an example for younger Scouts of what it means to be an Eagle Scout.

#### **RESPONSIBILITIES:**

The duties are the same as an adult Assistant Scoutmaster. People holding this position are the ones the Scoutmaster can lean on most for support.

One JASM serves as the Troop Eagle Project Advisor. She works with Life Scouts to help them understand how to select and Eagle project, get it approved, and get it started.

#### **QUALIFICATIONS:**

1. Be an Eagle Scout
2. Be at least 16 years old.

**ADULT MENTOR:** Jay Eibner, Scoutmaster

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **ASSISTANT INSTRUCTOR (Difficulty 2):**

**(SCOUTMASTER ASSIGNED PROJECT, QUALIFIES AS LEADERSHIP FOR STAR ONLY):**

### **OBJECTIVE:**

The Assistant Instructor's objective is to help new Scouts learn the basic Scouting skills and advance to First Class within one year of joining the Troop. The team of lead and Assistant Instructors tries to improve the overall level of knowledge of Scouting skills in the Troop so that Troop 541 will be more competitive in events such as first aid meets and Klondike derbies.

Basic Scout skills are in five broad areas; camping, hiking, cooking, first aid, and citizenship. These are the areas where instructors should focus their attention.

### **RESPONSIBILITIES:**

Instructors work with younger Scouts to help them learn the basic skills of Scouting. This is done at both Troop meetings and camping trips.

On Monday nights instructors must devote at least one quarter of the year to working with younger Scouts. During that quarter instructors will not be able to work on a merit badge themselves. Instead, they will help present a three month segment of the Troop 541 First Year Training Course to our first year members. **This leadership position will not qualify you for advancement until you have completed your three month segment.** Prior to leading these sessions, you will spend time at home preparing the material.

Instructors should also plan to devote time on every camping trip to this job. Examples of specific skills that need to be worked on are:

1. Tote-N-Chip: Work with the younger Scouts on knife, ax and saw skills. Test them and issue Tote-N-Chip cards.
2. Knots and Lashings: Teach these skills as needed to pass the requirements for the ranks through 1st class.
3. Map, Compass, and Measurement: Work with the younger Scouts on these skills as needed for the ranks through 1st class.
4. First Aid: Help younger Scouts learn these skills. Help the Troop prepare for the District First Aid Meet each year.
5. Cooking: On camping trips, visit each patrol. Help give cooking and cleanup tips. Make sure the younger Scouts learn to do things properly.
6. Wildlife: Help younger Scouts identify plants and signs of animals.
7. Hiking: Be willing to go with younger Scouts to help them to meet their hiking requirements.
8. General camping skills such as putting up tents and dining flies.

### **QUALIFICATIONS:**

1. Be First Class or higher.
2. Regular attendance on camping trips.

### **COMMITMENT:**

1. For at least one quarter of the year I will not take a merit badge class, but will help teach younger Scouts instead. (If you will not be available for any of the quarters, specify this on your application. They run Sept to Dec., Jan. to March, and April to June).
2. I will not take a leave of absence during the quarter I am helping with.
3. During the quarter of the year that I am helping with, I will attend all Troop meetings and camping trips.
4. I will devote time at home in addition to time spent at Troop functions, to my role as an instructor.
5. I will carry out the duties described above.

**MENTOR:** Lead Instructor

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **QUARTERMASTER FOR PATROL (Difficulty 1):**

**(SCOUTMASTER ASSIGNED PROJECT, QUALIFIES AS LEADERSHIP FOR STAR ONLY):**

### **OBJECTIVE:**

The Patrol Quartermaster's objective is to make certain that the patrol has all the necessary equipment for its activities, and that the equipment is properly used, properly maintained, and doesn't get lost.

### **RESPONSIBILITIES:**

The Patrol Quartermaster is responsible for the patrol's equipment and makes sure nothing gets lost or damaged. If equipment is damaged they try to get it repaired. When new equipment is needed, they report it to the Troop Quartermaster. She makes sure their patrol box, patrol's food box, and other patrol gear is all there and in shape to use when needed.

When we have a camping trip, the PQM should arrive 30 minutes early to ensure their patrol's gear is ready and loaded on the truck. During the trip they should watch what's going on in their area to make sure equipment isn't being abused or misused. She makes sure things are put away when not in use, and properly cleaned and packed at the end of the weekend. This includes tents, tarps, and other Troop equipment that were used by the patrol in addition to the patrol's own equipment. When they get home from the trip they help unload the truck and makes sure their patrol's equipment is secure in the shed.

Throughout the year, the Troop Quartermasters will schedule meetings and work activities to inspect and maintain the equipment. Patrol Quartermasters are expected to attend and help with these.

### **QUALIFICATIONS:**

1. Be First Class or higher.

### **COMMITMENT:**

1. I will try to attend all Troop activities, and promise not to miss more than 4 activities during my year as PQM.
2. I will participate in the scheduled Quartermaster meetings, work days, and work nights
3. I will devote time at home in addition to time spent at Troop functions, to my role as PQM.
4. I will carry out the duties described above.

**MENTOR:** Troop Quartermaster

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## **PATROL LEADER'S HELPER (Difficulty 1):**

**(SCOUTMASTER ASSIGNED PROJECT, QUALIFIES AS LEADERSHIP FOR STAR ONLY):**

### **OBJECTIVE:**

In order for our program to work and be fun, patrols have to function well. The Patrol Leader's Helper's objective is to help out the Patrol Leader to make it easier for them to do their job.

### **RESPONSIBILITIES:**

Helps the Patrol Leader at all times. Here are some examples of ways to help:

1. Split the weekly message responsibilities with the Patrol Leader (each contacts half of the rest of the patrol)
2. Helps the Patrol Leader keep order and complete assignments during patrol time.
3. Active participation in campsite setup and tear down on camping trips.
4. Oversees meal preparation for some of the meals on camping trips.

Sets the right kind of example for other patrol members. This means good Scout spirit, and lots of cooperation.

Note that because this position does not qualify for Life or Eagle, it usually goes to a relatively junior member of the patrol. You are expected to help the Patrol Leader, but not necessarily substitute for them in their absence.

### **QUALIFICATIONS:**

1. Be First Class or higher.

### **COMMITMENT:**

1. I will try to attend all Troop meetings and activities and promise not to miss more than 8 meetings and 4 activities during my year as Patrol Leader Helper.
2. I will devote time at home every week in addition to time spent at Troop functions, to my role as Patrol Leader Helper.
3. I will carry out the duties described above.

**MENTOR:** Patrol Leader

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# TROOP 541 LEADERSHIP POSITIONS – 1/22/2024

## **PATROL ECOLOGIST (Difficulty 1):**

**(SCOUTMASTER ASSIGNED PROJECT, QUALIFIES AS LEADERSHIP FOR STAR ONLY):**

### **OBJECTIVE:**

To make the Scouts in the patrol more aware of the environment and the role they can play in protecting it. To help the Troop live up to the Outdoor Code on our activities.

### **RESPONSIBILITIES:**

Helps the Outdoor Ethics Guide make sure the Troop is environmentally aware. You can do this by helping them with ecology presentations, and with communications.

Make sure the members of the patrol follow the outdoor code. This includes making sure all recyclable items from their patrol are disposed of properly by placing them in the Troop's recycling containers. Responsible for watching cleanup after meals on camping trips to be sure everything was done properly, waste was properly disposed of, and equipment was cleaned and put away. They also help the Troop Ecologist dispose of recyclable material when we get home.

When our Troop has a highway cleanup or other ecology project, you should encourage your patrol members to come. This is the time to lead by example by coming yourself.

### **QUALIFICATIONS:**

1. Be First Class or higher.

### **COMMITMENT:**

1. I will try to attend all Troop activities, and promise not to miss more than 4 activities during my year as APL for Ecology.
2. I will attend all of the Troop's ecology events.
2. I will devote time at home in addition to time spent at Troop functions, to my role.
3. I will carry out the duties described above.

**MENTOR:** Outdoor Ethics Guide

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