



# **Description of Troop Leadership Positions**

**Anderson Hills United Methodist Church**  
**Blue Jacket District – Dan Beard Council**  
**Cincinnati, Ohio**

## Youth Leadership Positions

### TROOP 281



**Each youth leader is expected to meet the following requirements:**

- He must have earned the rank of First Class
  - He must rarely be absent from troop activities striving to attend at least  $\frac{3}{4}$  of all troop activities
  - He sets a good example
  - He enthusiastically wears the Scout uniform correctly
  - He lives by the Scout Oath and Law
  - He shows Scout spirit
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### Senior Patrol Leader

The Senior Patrol Leader is elected by the Scouts to represent them as the top youth leader in the troop for a term of one year.



Reports to: Scoutmaster

**Chairman of the Patrol Leaders' Council – Votes to Resolve Split Decisions**

*Senior Patrol Leader duties:*

- Runs all troop meetings, events, activities, and the annual program planning conference
  - Leads the Patrol Leaders' Council in the development of the troop program
  - Appoints other troop youth leaders with the advice and counsel of the Scoutmaster
  - Assigns duties and responsibilities to youth leaders
  - Assists the Scoutmaster with Troop Youth Leader Training
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### Assistant Senior Patrol Leader

The Assistant Senior Patrol Leader is the second-highest-ranking youth leader in the troop. He is appointed by the Senior Patrol Leader, with the advice and consent of the Scoutmaster, to serve in this position for 6 months. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in his absence or when called upon. He also provides leadership to other youth leaders in the troop. There may be more than one ASPL, with duties divided and assigned by the SPL.



Reports to: Senior Patrol Leader

**Represents the Youth Staff as a member of the Patrol Leaders' Council – voting on issues related to Youth Staff responsibilities.**

*Assistant Senior Patrol Leader duties:*

- Helps the Senior Patrol Leader lead meetings and activities
  - Runs the troop in the absence of the Senior Patrol Leader
  - Works with the Troop Committee member responsible for coordinating Outdoor Activities to announce upcoming events.
  - Helps train and supervise the troop Scribe, Quartermaster staff, Instructors, Chaplain Aide, Historian, Librarian, and Bugler
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## **Patrol Leader**

The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leaders' Council, and serves for 6 months. Upon nomination, candidates for the Patrol Leader position must meet with his parent(s) and the Scoutmaster to review job expectations before he can run for election.

*The Patrol Leader for the New Scout Patrol works closely with the Troop Guide who is assigned to the patrol. This position is often rotated every one or two months in order to give a number of Scouts the opportunity to experience the position.*



Reports to: Senior Patrol Leader.

**Represents his patrol as a voting member of the Patrol Leaders' Council**

*Patrol Leader duties:*

- Appoints the Assistant Patrol Leader
  - Represents the patrol on the Patrol Leaders' Council
  - Plans and steers patrol meetings
  - Helps Scouts advance
  - Acts as the chief recruiter of new Scouts into his patrol
  - Keeps patrol members informed
  - Knows what his patrol members and other leaders can do
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## **Troop Guide**

In Troop 281, the Troop Guide works with new Scouts who join in winter/spring. He strives to be a "big brother" and guide these Scouts through basic Scouting skills so that by September, the new Scout patrol will qualify to camp in their own patrol site at Camp Achewon (see Patrol Camping Requirements). The Troop Guide is appointed by the Scoutmaster and serves for 12 months. The Troop Guide is a member of the Youth Staff, not a member of a patrol.



Reports to: Assistant Scoutmaster for New Scouts

**Non-voting member of the Patrol Leaders' Council serving as a coach to the Patrol Leader of the New Scout Patrol**

*Troop Guide duties:*

- Introduces new Scouts to troop operations
  - Guides new Scouts through their first 6 to 12 months of Scouting activities
  - Teaches basic Scout skills
  - Coaches the Patrol Leader of the new Scout patrol on his duties
  - Works with the new Scout Patrol Leader at Patrol Leaders' Council Meetings
  - Assists the Assistant Scoutmaster for New Scouts with training
  - Counsels individual Scouts on Scouting challenges
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## Assistant Patrol Leader

The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence. He is appointed by the Patrol Leader, with the advice and consent of the Scoutmaster, to serve for 6 months in this position.



Reports to: Patrol Leader

### *Assistant Patrol Leader duties:*

- Helps the Patrol Leader plan and steer patrol meetings, patrol corners and other activities
  - Helps him keep patrol members informed
  - Helps the patrol get ready for all troop activities
  - Represents his patrol at Patrol Leaders' Council meetings when the Patrol Leader cannot attend
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## Quartermaster

The Quartermaster keeps track of troop equipment and sees that it is in good working order. He is appointed by the Senior Patrol Leader, with the advice and consent of the Scoutmaster, to serve in this position for 6 months. Ideally, a Scout will be appointed as Assistant Quartermaster for 6 months and earn promotion to Quartermaster after he is trained. The Quartermaster may be a member of the Youth Staff; the Assistant Quartermaster remains in a patrol while being trained. Assistant Quartermaster is not an official BSA position and does not qualify for leadership time.



Reports to: Assistant Senior Patrol Leader and Equipment Coordinator

### *Quartermaster duties:*

- Keeps records on patrol and troop equipment
  - Makes sure equipment is in good working condition
  - Issues equipment and makes sure it's returned in good condition
  - Makes suggestions for new or replacement items
  - Works with the Troop Committee's Equipment Coordinator
  - Trains the Assistant Quartermaster
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## Instructor

The Instructor teaches Scouting skills. He is appointed by the Senior Patrol Leader, with the advice and consent of the Scoutmaster, to serve in this position for a term of 6 months. Normally, the Instructor is an older Scout who demonstrates excellent Scout skills. He may be a member of the Youth Staff or a member of a patrol – this is determined at the time of appointment.



Reports to: Assistant Senior Patrol Leader

### *Instructor duties:*

- Teaches basic Scouting skills in troop and patrols
  - Is responsible for helping all Scouts reach First Class rank
  - Leads at least one skill demonstration per month
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## **Scribe**

The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of Scout attendance at troop meetings. The Scribe is appointed by the Senior Patrol Leader, with the advice and consent of the Scoutmaster, to serve in this position for a term of 6 months. He is mentored by the troop's Secretary.



Reports to: Assistant Senior Patrol Leader

*Scribe duties:*

- Attends and keeps minutes of Patrol Leaders' Council Meetings
  - Records individual Scout attendance at all activities
  - Seeks opportunities to write thank you notes and invitations for the troop
  - Distributes Event Worksheet packets for upcoming events.
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## **Chaplain Aide**

The Chaplain Aide works to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program. The Chaplain Aide is appointed by the Senior Patrol Leader, with the advice and consent of the Scoutmaster, to serve in this position for a term of 6 months. The mentor for the Chaplain Aide is the troop's Chaplain.



Reports to: Assistant Senior Patrol Leader and Chaplain

*Chaplain Aide duties:*

- Prepares and leads other Scouts with chapel services on troop campouts
  - Tells Scouts about the religious emblem program for their faith
  - Makes sure religious holidays are considered during troop program planning
  - Helps plan Scout Sunday
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## **Den Chief**

The Den Chief works to serve and support Cub Scouts, Webelos Scouts, and Den Leaders in a Cub Scout pack. The Scoutmaster appoints the Den Chief for a minimum term of 6 months, although Den Chiefs are encouraged to continue to serve their Den until the Cubs graduate into Scouting. He is mentored by both the Den Leader he is serving and the Assistant Scoutmaster for Den Chiefs.



Reports to: Den Leader (den/pack) and Assistant Scoutmaster for Den Chiefs (troop).

*Den Chief duties:*

- ❑ Knows the purposes of Cub Scouting
  - ❑ Helps Cub Scouts advance through Cub Scout ranks
  - ❑ Encourages Cub Scouts to join a Boy Scout troop upon graduation
  - ❑ Assists with activities in the den meetings
  - ❑ Is a friend to the Cubs in the den
  - ❑ Helps out at weekly den meetings and monthly pack meetings
  - ❑ Meets with adult members of the den, pack and troop as necessary
  - ❑ Strives to earn the Den Chief's Service Award
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## Bugler

The Bugler sounds a trumpet or bugle during special events of the troop. The Bugler is appointed by the Senior Patrol Leader, with the advice and consent of the Scoutmaster, to serve in this position for a term of 6 months.



Reports to: Assistant Senior Patrol Leader

*Bugler duties:*

- ❑ Wakes the troop on campouts by sounding "Reveille"
  - ❑ Salutes the American Flag while being raised by sounding "To The Colors"
  - ❑ Salutes the American Flag while being lowered by sounding "Retreat"
  - ❑ Signals "lights out" on campouts by sounding "Taps"
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## Historian

The Historian keeps a historical record or scrapbook of troop activities. The Historian is appointed by the Senior Patrol Leader, with the advice and consent of the Scoutmaster, to serve in this position for a term of 6 months. The mentor for the Historian is a Troop Committee member appointed by the Scoutmaster, often the Secretary or Webmaster.



Reports to: Assistant Senior Patrol Leader

*Historian duties:*

- ❑ Within one week of troop outings, post a collection of captioned photos on the troop website along with a short recap of what happened on the outing.
  - ❑ Works with his mentor in leading Scouts in designing, publishing and distributing an annual Troop 281 Yearbook.
  - ❑ Works with his mentor in writing a weekly meeting recap to go in the parent's email.
  - ❑ Maintain a CD containing pictures and facts about past troop activities and keep them in a historical file in the Scout Room.
  - ❑ Take care of troop trophies, ribbons, and souvenirs of troop activities.
  - ❑ At least once per term, update Scout Room picture frames.
  - ❑ Keep information about former members of the troop
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## **Librarian**

The Librarian maintains the troop library of books including merit badge pamphlets and leadership guides, and helps the Webmaster to maintain the troop website in an up-to-date condition. The Librarian is appointed by the Senior Patrol Leader, with the advice and consent of the Scoutmaster, to serve in this position for a term of 6 months. The mentor for the Librarian is the Troop Webmaster.



Reports to: Assistant Senior Patrol Leader and Webmaster

*Librarian duties:*

- ❑ Sets up and takes care of a troop library, suggesting new or replacement items
  - ❑ Keeps records of books and pamphlets owned by the troop
  - ❑ Keeps a system for checking books and pamphlets in and out, and follows up on late returns
  - ❑ Works with the Webmaster to keep documents on the troop website up to date, such as posting event announcements and updating the calendar
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## **Order of the Arrow Troop Representative**

The OA Troop Representative is the link between the troop and the Order of the Arrow. He imparts the OA ideals to the troop, encourages OA participation and helps run the annual OA election process. The OA Representative should be a Brotherhood member of the OA, is appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster, and serves in this position for a term of 6 months.



Reports to: Assistant Senior Patrol Leader

*OA Representative duties:*

- ❑ Arranges the annual troop OA elections in February with the Scoutmaster
  - ❑ Runs the OA call-out ceremony after the election
  - ❑ Encourages Arrowmen in the troop to be active participants in lodge and chapter activities, and sets an example himself
  - ❑ Encourages Arrowmen in the troop to become Brotherhood members
  - ❑ Serves as a communication link between the lodge, the chapter and the troop
  - ❑ Encourages year round and resident camping in the troop
  - ❑ Encourages older Scout participation in high adventure programs
  - ❑ Encourages Scouts to actively participate in community service projects
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## Leave No Trace Trainer

The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensures that the troop follows the principles of Leave No Trace on all outings such as camping and other outdoor activities. He also helps Scouts earn the Leave No Trace Award. He should have a thorough understanding of and commitment to Leave No Trace. Ideally, he should have completed the 16-hour Leave No Trace training as well as earned both the Camping and Environmental Science merit badges. The Leave No Trace Trainer is appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster, and serves in this position for a term of 6 months. The LNT Trainer must be at least 14 years old.



Reports to: Assistant Senior Patrol Leader

### *Leave No Trace Trainer duties:*

- Helps minimize impact of troop activities on the land.
  - Teaches the principles of Leave No Trace.
  - Encourages others to become a LNT Trainer.
  - Improves Scouts' outdoor ethics decision-making skills.
  - Runs the troop's recycling on outings.
  - Ensures that camping areas are policed before leaving.
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## Junior Assistant Scoutmaster

The Junior Assistant Scoutmaster is appointed by the Scoutmaster to serve as an Assistant Scoutmaster except where legal age and maturity are required. Typically, he is between 16 and 18 years old. Like an Assistant Scoutmaster, he is given specific responsibilities upon appointment. *Special consideration should be given to Eagle Scouts who have already reached their 18<sup>th</sup> birthday but are students in high school.*





## Scoutmaster's Staff

### Scoutmaster

“The Scoutmaster trains boys to be leaders, makes available to them the resources and guidance they need to lead well, and then steps into the background and lets the Scouts do their jobs” (SPL Handbook 2002). The Scoutmaster must be at least 21 years of age, an American citizen, and should be able commit to participating in at least  $\frac{3}{4}$  of all troop activities. The Troop Committee Chairman appoints the Scoutmaster after being approved by the Troop Committee and the Anderson Hills United Methodist Church.



Reports to: Troop Committee Chairman

*Scoutmaster duties:*

- ❑ Train & guide boy leaders
- ❑ Meet regularly with the Patrol Leaders' Council for training and coordination in planning troop activities
- ❑ Report to the Troop Committee monthly
- ❑ Conduct Scoutmaster Conferences as needed
- ❑ Conduct all activities under qualified leadership, safe conditions, and the policies of the Anderson Hills United Methodist Church and the Boy Scouts of America

See Scoutmaster Handbook and Troop Committee Guidebook for additional duties

### Assistant Scoutmaster for Physical Arrangements

Each Assistant Scoutmaster is assigned specific program duties by the Scoutmaster. The Assistant Scoutmaster for Physical Arrangements must be at least 18 years of age and should be able commit to participating in at least  $\frac{3}{4}$  of all troop activities. The Assistant Scoutmaster is appointed by the Scoutmaster after being approved by the Troop Committee and the Anderson Hills United Methodist Church.



Reports to: Scoutmaster

*Assistant Scoutmaster for Physical Arrangements duties:*

- ❑ Serve as Scoutmaster in his absence
- ❑ Support the Scoutmaster in the preparation of physical arrangements such as program supplies, tools or facilities.
- ❑ Keep track of event signup and monies.
- ❑ Arrange transportation to and from events, including pulling the troop trailer.
- ❑ Working with members of the Troop Committee, serve as the “on-site” coordinator of physical arrangements.
- ❑ Serve as coach/counselor to a Patrol Leader if requested by the Scoutmaster.
- ❑ Assist the Scoutmaster with other duties and responsibilities
- ❑ It is important that this responsibility be carried out without jeopardizing the role of the Patrol Leaders' Council or other youth leaders
- \* All of the duties of the Assistant Scoutmaster are ultimately the responsibility of the Scoutmaster

## Assistant Scoutmaster for New Scouts

Each Assistant Scoutmaster is assigned specific program duties by the Scoutmaster. The Assistant Scoutmaster for New Scouts must be at least 18 years of age and should be able commit to participating in at least  $\frac{3}{4}$  of all troop activities. The Assistant Scoutmaster is appointed by the Scoutmaster after being approved by the Troop Committee and the Anderson Hills United Methodist Church.



Reports to: Scoutmaster

### *Assistant Scoutmaster for New Scouts duties:*

- Provide a systematic recruiting plan for new members
  - Coordinate the joining process for new scouts including their critical first meeting and campout.
  - Working with the Scoutmaster and Troop Guide, devise a plan to help new scouts achieve at least First Class rank in their first year.
  - See that new members are properly registered and oriented in troop operations.
  - Assist the Scoutmaster in selecting the Troop Guide.
  - Coach/counsel the Troop Guide.
  - Conduct Scoutmaster Conferences with Scouts seeking Tenderfoot & Second Class.
  - Serve as coach/counselor to the new scout Patrol Leader.
  - Assist the Scoutmaster with other duties and responsibilities
  - It is important that this responsibility be carried out without jeopardizing the role of the Patrol Leaders' Council or other youth leaders.
  - \* All of the duties of the Assistant Scoutmaster are ultimately the responsibility of the Scoutmaster
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## Assistant Scoutmaster for Program

Each Assistant Scoutmaster is assigned specific program duties by the Scoutmaster. The Assistant Scoutmaster for Program must be at least 18 years of age and should be able commit to participating in at least  $\frac{3}{4}$  of all troop activities. The Assistant Scoutmaster is appointed by the Scoutmaster after being approved by the Troop Committee and the Anderson Hills United Methodist Church.



Reports to: Scoutmaster

### *Assistant Scoutmaster for Program duties:*

- Work with the Senior Patrol Leader, Assistant Senior Patrol Leaders, and the PLC to develop a calendar of skill sessions for weekly meetings and outings.
- Serve as coach/counselor to the Assistant Senior Patrol Leader for Indoor Program.
- Work with Scouts presenting skill sessions to develop effective presentations.
- Facilitate the gathering of resources needed for skill sessions.
- Coordinate outside speakers / presenters when needed.
- Identify areas of weakness in troop scout skills and, working thru the PLC, develop a plan to strengthen those skills.
- Serve as coach/counselor to a Patrol Leader if requested by the Scoutmaster.



## Description of Troop Leadership Positions

- Assist the Scoutmaster with other duties and responsibilities
  - It is important that this responsibility be carried out without jeopardizing the role of the Patrol Leaders' Council or other youth leaders.
  - \* All of the duties of the Assistant Scoutmaster are ultimately the responsibility of the Scoutmaster
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### Assistant Scoutmaster for Den Chiefs

Each Assistant Scoutmaster is assigned specific program duties by the Scoutmaster. The Assistant Scoutmaster for Den Chiefs must be at least 18 years of age and should be able commit to participating in at least  $\frac{3}{4}$  of all troop activities. The Assistant Scoutmaster is appointed by the Scoutmaster after being approved by the Troop Committee and the Anderson Hills United Methodist Church.



Reports to: Scoutmaster

#### *Assistant Scoutmaster for Den Chiefs duties:*

- Provide training and resources for Den Chiefs.
  - Recruit and find placement for Den Chiefs in local Cub Scout Packs.
  - Insure that Den Leaders understand the role of their Den Chief.
  - Coach/counsel the Den Chiefs.
  - Periodically review performance with both Den Chiefs and their Den Leaders.
  - Report periodically to the Scoutmaster on Den Chief performance.
  - Work with the Assistant Scoutmaster for New Scouts on recruiting issues.
  - Serve as coach/counselor to a Patrol Leader if requested by the Scoutmaster.
  - Assist the Scoutmaster with other duties and responsibilities
  - It is important that this responsibility be carried out without jeopardizing the role of the Patrol Leaders' Council or other youth leaders.
  - \* All of the duties of the Assistant Scoutmaster are ultimately the responsibility of the Scoutmaster
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## Assistant Scoutmaster for Eagle Service Projects

Each Assistant Scoutmaster is assigned specific program duties by the Scoutmaster. The Assistant Scoutmaster for Eagle Service Projects must be at least 18 years of age and should be able commit to participating in at least  $\frac{3}{4}$  of all troop activities. The Assistant Scoutmaster is appointed by the Scoutmaster after being approved by the Troop Committee and the Anderson Hills United Methodist Church.



Reports to: Scoutmaster

### *Assistant Scoutmaster for Eagle Service Projects duties:*

- ❑ Work with prospective Eagle Scouts to develop their leadership service project from its initial idea thru the approval process and leading the project.
  - ❑ With the Advancement Coordinator, present an annual "how-to earn Eagle" meeting for Star and Life Scouts.
  - ❑ Meet periodically with Eagle candidates to review their planning progress.
  - ❑ Work with Eagle candidates on thoroughly completing their project workbook before presenting their project to the Scoutmaster, Troop Committee and District Advancement Chairman.
  - ❑ Where indicated, contact and meet with a representative of the project's beneficiary.
  - ❑ Whenever possible, make a site visit with the Eagle candidate in order to understand the practical issues of the project.
  - ❑ Help to facilitate both human and physical project resources with Eagle candidates.
  - ❑ Provide oversight during project work to insure that the Scout is using his leadership skills.
  - ❑ Communicate periodically with the Scoutmaster and Committee Chairman on Eagle candidate activities.
  - ❑ Serve as coach/counselor to a Patrol Leader if requested by the Scoutmaster.
  - ❑ Assist the Scoutmaster with other duties and responsibilities
  - ❑ It is important that this responsibility be carried out without jeopardizing the role of the Patrol Leaders' Council or other youth leaders.
  - \* All of the duties of the Assistant Scoutmaster are ultimately the responsibility of the Scoutmaster
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## Assistant Scoutmaster for Service Projects

Each Assistant Scoutmaster is assigned specific program duties by the Scoutmaster. The Assistant Scoutmaster for Service Projects must be at least 18 years of age and should be able commit to participating in at least  $\frac{3}{4}$  of all troop activities. The Assistant Scoutmaster is appointed by the Scoutmaster after being approved by the Troop Committee and the Anderson Hills United Methodist Church.



Reports to: Scoutmaster

### *Assistant Scoutmaster for Service Projects duties:*

- ❑ Work with the Senior Patrol Leader, Assistant Senior Patrol Leaders, and the PLC in developing a plan of service projects throughout the year.
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## Description of Troop Leadership Positions

- ❑ Work with the Assistant Senior Patrol Leader (or another Scout assigned by the Scoutmaster) in planning about three one-day weekend service projects a year. At least one of these should benefit the Anderson Hills United Methodist Church.
  - ❑ Coach / counsel the Assistant Senior Patrol Leader for Outdoor Program and the Patrol Leader of the Service Patrol on each monthly outing to develop and perform a troop-wide one hour service project during the outing.
  - ❑ Coordinate with individuals who ask Troop 281 to do a service project for them or their organization.
  - ❑ Work with the Scoutmaster in assigning a Scout leader and then help coordinate annual Pancakes in the Woods and Cincinnati Pops Color Guard service projects.
  - ❑ Facilitate the tools and materials needed for service projects.
  - ❑ Serve as coach/counselor to a Patrol Leader if requested by the Scoutmaster.
  - ❑ Assist the Scoutmaster with other duties and responsibilities
  - ❑ It is important that this responsibility be carried out without jeopardizing the role of the Patrol Leaders' Council or other youth leaders.
  - \* All of the duties of the Assistant Scoutmaster are ultimately the responsibility of the Scoutmaster
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### Assistant Scoutmaster for Medical Issues

Each Assistant Scoutmaster is assigned specific program duties by the Scoutmaster. The Assistant Scoutmaster for Medical Issues must be at least 18 years of age and should be able commit to participating in at least  $\frac{3}{4}$  of all troop activities. The Assistant Scoutmaster is appointed by the Scoutmaster after being approved by the Troop Committee and the Anderson Hills United Methodist Church.



Reports to: Scoutmaster

#### *Assistant Scoutmaster for Medical Issues duties:*

- ❑ Keep up to date BSA medical forms on file for each member of the troop.
  - ❑ Insure that medical forms go with the troop on all outings.
  - ❑ Get completed medical forms from all new members of the troop.
  - ❑ Periodically review medical forms to be sure that they are up to date.
  - ❑ Make adult leaders of the troop aware of important medical issues (like asthma, seizures, migraines, etc.) that might impact Scouts or adults on outings.
  - ❑ Facilitate the administration of medications to Scouts on troop outings.
  - ❑ Make sure that the troop and patrol first aid kits are properly stocked.
  - ❑ Make sure that the troop first aid kit and defibrillator are taken along on troop outings.
  - ❑ Serve as coach/counselor to a Patrol Leader if requested by the Scoutmaster.
  - ❑ Assist the Scoutmaster with other duties and responsibilities
  - ❑ It is important that this responsibility be carried out without jeopardizing the role of the Patrol Leaders' Council or other youth leaders.
  - \* All of the duties of the Assistant Scoutmaster are ultimately the responsibility of the Scoutmaster
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## Assistant Scoutmaster

Each Assistant Scoutmaster is assigned specific program duties by the Scoutmaster. Assistant Scoutmasters must be at least 18 years of age and should be able commit to participating in at least  $\frac{3}{4}$  of all troop activities. The Assistant Scoutmaster is appointed by the Scoutmaster after being approved by the Troop Committee and the Anderson Hills United Methodist Church.



Reports to: Scoutmaster

*Assistant Scoutmaster duties:*

- Coach/counsel other leaders where necessary
- Serve as coach/counselor to a Patrol Leader if requested by the Scoutmaster
- Share knowledge and skills with Scouts as they work toward personal growth
- Assist the Scoutmaster with other duties and responsibilities
- It is important that this responsibility be carried out without jeopardizing the role of the Patrol Leaders' Council or other youth leaders.
- \* All of the duties of the Assistant Scoutmaster are ultimately the responsibility of the Scoutmaster



## Troop Committee

### Troop Committee Chairman

The Troop Committee Chairman is the key leader in creating a support mechanism for the Scoutmaster and ultimately the Scouts themselves. The Chairman appoints parents of Scouts and other church and community leaders to fill each of the Committee functions. He / She must be at least 21 years of age. The Chartered Organization Representative of the Anderson Hills United Methodist Church appoints the Troop Committee Chairman.



Reports to: Chartered Organization Representative

*Troop Committee Chairman duties:*

- Organize the Committee to see that all functions are delegated, coordinated, and completed
  - Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster
  - Interpret national and local policies to the troop
  - Prepare Troop Committee meeting agendas
  - Call, preside over, and promote attendance at monthly Troop Committee meetings
  - Ensure troop representation at monthly District roundtables
  - Arrange for charter review and recharter annually
  - Plan the charter presentation
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### Advancement Coordinator

The Advancement Coordinator is the key record keeper in the troop. This person is appointed by the Troop Committee Chairman after consulting with the Scoutmaster and the Anderson Hills United Methodist Church.



Reports to: Troop Committee Chairman

*Advancement Coordinator duties:*

- Encourage Scouts to advance in rank
  - Arrange periodic Boards of Review and Courts of Honor
  - Develop and maintain a merit badge counselor list
  - Make a prompt report on the correct form to the Council Service Center when a troop Board of Review is held
  - Secure badges and certificates
  - Work with the troop Librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature
  - Report to the Troop Committee at each meeting
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## Chaplain

The Chaplain is a skilled counselor who supports troop members in matter of spiritual growth as well as conflict resolution. This person is appointed by the Troop Committee Chairman after consulting with the Scoutmaster and the Anderson Hills United Methodist Church. He / She is a unique member of the Troop Committee in that he / she is not required to report monthly.



Reports to: Troop Committee Chairman

### *Chaplain duties:*

- Advise the Chaplain Aide in the development of chapel services for each outing
  - Encourage Scouts to participate in the Religious Emblem program
  - Provide support in the preparation for Scout Sunday
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## Equipment Coordinator

A reliable Equipment Coordinator is vital to the success of a determined troop Quartermaster. This person is appointed by the Troop Committee Chairman after consulting with the Scoutmaster and the Anderson Hills United Methodist Church.



Reports to: Troop Committee Chairman

### *Equipment Coordinator duties:*

- Supervise and help the troop procure camping equipment
  - Work with the troop Quartermaster on inventory and proper storage and maintenance of all troop equipment
  - Make periodic safety checks on all troop camping gear, and encourage troop members in the safe use of all outdoor equipment
  - Report to the Troop Committee at each meeting
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## Outdoor / Activities Coordinator

The Outdoor / Activities Coordinator is the “front-man” of the troop’s physical arrangements process. This person is appointed by the Troop Committee Chairman after consulting with the Scoutmaster and the Anderson Hills United Methodist Church.



Reports to: Troop Committee Chairman

### *Outdoor / Activities Coordinator duties:*

- Secure permission to use camping/activity sites
  - Serve as transportation coordinator
  - Ensure a monthly outdoor program
  - Promote, through family meetings: attendance at troop campouts, camporees and summer camp
  - Secure tour permits for all troop activities
  - Be familiar with rules and regulations regarding tours & expeditions
  - Report to the Troop Committee at each meeting
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## Secretary

The troop Secretary is the publicity coordinator for the troop. This person is appointed by the Troop Committee Chairman after consulting with the Scoutmaster and the Anderson Hills United Methodist Church. At times, the troop may decide to have both a recording Secretary and a corresponding (newsletter) Secretary.



Reports to: Troop Committee Chairman

*Secretary duties:*

- Keep minutes of meetings and send out Committee meeting notices
  - Handle troop publicity in the community
  - Coach and support the troop Scribe in his duties
  - Coach and support the troop Historian in his duties
  - Conduct the Troop Resource Survey
  - Plan for family night programs and family activities (Courts of Honor, Eagle Ceremonies, parent/Scout meetings, etc...)
  - Report to the Troop Committee at each meeting
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## Training Coordinator

The Training Coordinator does not necessarily have to be a good trainer – only a person committed to making sure troop leaders have training opportunities. This person is appointed by the Troop Committee Chairman after consulting with the Scoutmaster and the Anderson Hills United Methodist Church.



Reports to: Troop Committee Chairman

*Training Coordinator duties:*

- Ensure troop leaders and Committee members have opportunities for training
  - Maintain an inventory of up-to-date training materials, videotapes, and other training resources in the troop storage unit
  - Work with the District training team in scheduling training for all new leaders
  - Be responsible for BSA Youth Protection training within the troop
  - Encourage periodic youth leader training within the troop and at the Council and national levels
  - Report to the Troop Committee at each meeting
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## Treasurer

The Treasurer is the troop's finance chairman. This person is appointed by the Troop Committee Chairman after consulting with the Scoutmaster and the Anderson Hills United Methodist Church.



Reports to: Troop Committee Chairman

### *Treasurer duties:*

- Handle all troop funds
  - Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee
  - Maintain checking and savings accounts
  - Supervise money-earning projects, including obtaining proper authorizations
  - Manage individual Scout Accounts
  - Lead in the preparation of the annual troop budget
  - Lead the Friends of Scouting campaign
  - Report to the Troop Committee at each meeting
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## Website Coordinator

The troop Website Coordinator maintains the troop's internet website. This person is appointed by the Troop Committee Chairman after consulting with the Scoutmaster and the Anderson Hills United Methodist Church.



Reports to: Troop Committee Chairman

### *Website Coordinator duties:*

- Maintain domain registration and arrange reliable hosting of the troop website
- Coach and support the troop Librarian in getting announcements of events and activities posted on the website
- Work with the troop Librarian to keep forms, pictures, etc. current on the website
- Maintain [www.troop281.org](http://www.troop281.org)
- Provide a blog for the troop Historian to post his writings

## Anderson Hills United Methodist Church

Troop 281 is “owned” by the Anderson Hills United Methodist Church, which receives a national charter yearly to use the Scouting program as a part of it’s ministry. Troop 281 has been chartered to the Anderson Hills United Methodist Church since 1932.

### Chartered Organization Representative

The Chartered Organization Representative of the Anderson Hills United Methodist Church serves as a member of the Council on Youth Ministries. This person is also known in the church as the “Scouting Coordinator” and is appointed by the church pastor.



Reports to: Church Pastor of the Anderson Hills United Methodist Church

#### *Chartered Organization Representative duties:*

- Is a member of the Anderson Hills United Methodist Church
- Secures a Troop Committee Chairman and encourages training for all leaders
- Maintains a close liaison with the Troop Committee Chairman and Scoutmaster
- Helps recruit adult leaders
- Serves as liaison between the troop and church
- Coordinate Boy Scout Sunday
- Assists with unit rechartering
- Encourages service to the Anderson Hills United Methodist Church
- Is an active and involved member of the District Committee

## Blue Jacket District of the Dan Beard Council

### Unit Commissioner

The Unit Commissioner is an experienced Scouter from the Blue Jacket District. This volunteer gives direct coaching and consultation to the Troop Committee and the Scoutmaster.



Reports to: District Commissioner