

Troop 1993 Official Job Descriptions

Senior Patrol Leader (SPL)

- Run Troop Meetings
- Make sure the Senior Staff is Doing their Job
- Plan and Run Campouts, or Delegate it to someone else
- Propose Requests from the Scouts' to the Committee
- Encourage Scouts to Advance
- Keep Scouts Motivated, and be there when they need it.
- Print out Troop and Staff Meeting Agenda's
- Keep an Updated Troop Roster

Assistant Senior Patrol Leader (ASPL)

- Assist SPL in Running the Meeting
- Be Ready to Run the Meeting in the Absence of the Senior Patrol Leader
- Be in Charge of the Senior Staff and make sure they are all Doing their Jobs
- Run Staff Meetings and make sure they stay with the Agenda

Scribe

- Keep Track of each Scouts' Dues, and be Ready to sign off the Scouts' Books who are Ready for a Rank Advancement
- Print Envelopes for each week
- Make sure Patrol Leaders fill out their Red Books
- Take notes at all Meetings

Instructor

- Help other Staff Members with their Jobs
- Be Ready to run a Meeting in the Absence of the SPL or ASPL
- Focus on Assisting younger Scouts in their Advancement

Historian

- Get Pictures from Adults and Upload them onto the Online Photo Gallery
- Update Bulletin Board

Librarian

- Organize Library
- Keep an Updated Merit Badge Councilor List Posted
- Keep Track of who has checked out Which Books

Troop Guides

- Work with the People in your designated Patrol in order to ensure they are getting the help they need
- Assist Scouts in Advancement
- Assist Patrol Leaders

Junior Assistant Scoutmasters (JAS)

- Assist Troop Guides and the SPL in keeping Patrol Meetings on track
- Assist Younger Scouts in Advancement

Quartermaster

- Assist the Adult Quartermaster in Keeping Track of all the Troop Equipment and make sure each Patrol has what it Needs
- Load and Unload the Trailer on Campouts

Patrol Leaders (PL)

- Attend Staff Meetings (PLC) or notify the Assistant Patrol Leader to Represent your Patrol
- Lead Patrol Meetings
- Fill out Dues Envelopes, and the Red Book
- Be an Example to the Patrol

Assistant Patrol Leader (APL)

- Assist the Patrol Leader in Running Patrol Meetings
- If the Patrol Leader is absent to any Troop or Patrol Function, the APL must Fill in and Represent their Patrol

Order of the Arrow Troop Representative (OA Rep)

- Attend and Represent our Troop at OA Meetings