**Senior Patrol Leader**

Reports to and assessed by: The Scoutmaster

Job Description: The Senior Patrol Leader is **elected** by the scouts to represent them as the top youth leader in the troop. This position counts for leadership.

Qualifications:

* + First Class rank or higher
	+ Must be approved by the Scoutmaster
	+ Elected by the youth members of the troop
	+ May not serve two consecutive terms

Duties:

* Runs all troop meetings, events, activities, and the annual program planning conference.
* Chairs the [Patrol Leaders' Council](http://meritbadge.org/wiki/index.php/Patrol_Leaders%27_Council) (PLC) meeting once a month. Attend at least 5 of the 6 PLC meetings that occur during his term of office.
* Attend Troop Committee meetings once a month and reports troop and PLC activities.
* Appoints the assistant senior patrol leaders with the approval of the Scoutmaster.
* Prevents harassment of any scout.
* Assists the Scoutmaster with junior leader training.
* Delegates task to ASPLs. Make sure an ASPL attends meeting or functions he will not be able to attend (Troop, PLC, Committee Meetings, etc.)
* Oversees the planning efforts of the Chief Camping Officer for all troop campouts. (whether he attends these outings or not)
* Responsible for giving direct leadership to the Game Master and Chief Instructor.
* Has good attendance at Troop meeting. (>75%)
* Attends at least 75% of the monthly meetings during his term in office.
* Sets a good example.
* Work with the Scoutmaster to identify and assign one adult mentor to each patrol. These mentors will work with the PL to provide focus and guidance. They will provide positive feedback, growth opportunities.
* Enthusiastically and [correctly wears the scout uniform](http://meritbadge.org/wiki/index.php/Uniform).
* Lives by the [Scout Oath](http://meritbadge.org/wiki/index.php/Scout_Oath) and [Law](http://meritbadge.org/wiki/index.php/Scout_Law).
* Shows scout spirit.
* Contributes to the monthly troop newsletter

**Assistant Senior Patrol Leader**

Reports to and assessed by: Senior Patrol Leader

Job Description: The Assistant Senior Patrol Leaders are **selected** by the Senior Patrol Leader with the approval of the Scoutmaster. He is the second highest-ranking youth leader in the troop. This position counts for leadership.

Qualifications:

* Appointed by SPL with Scoutmaster approval
* First Class Rank or higher
* May not serve two consecutive terms

Duties:

* Help with leading meetings and activities as called upon by the Senior Patrol Leader.
* Take over troop leadership in the absence of the Senior Patrol Leader.
* Be responsible for training and giving direction to the following youth leaders: Scribe, Librarian, Historian, Webmaster, Leave No Trace Trainer, and Chaplain Aide.
* Perform tasks assigned by the Senior Patrol Leader.
* Serve as a member of the Patrol Leaders’ Council in the absence of the SPL and attends 5 out of the 6 PLC meetings during his term in office.
* Prevents harassment of any scout.
* Participate in outings.
* Has good attendance at troop meetings. (>75%)
* Set a good example.
* Enthusiastically and correctly wears the scout uniform correctly to all regular troop meetings and activities.
* Lends a hand controlling the patrols and building patrol spirit.
* Live by the Scout Oath and Law.
* Show scout spirit.
* Contributes to the monthly troop newsletter

**Assistant Senior Patrol Leader**

**Chief Camping Officer**

Reports to and assessed by: Senior Patrol Leader

Job Description: The Assistant Senior Patrol Leaders are **selected** by the Senior Patrol Leader with the approval of the Scoutmaster. He is the second highest-ranking youth leader in the troop. This position counts for leadership.

Qualifications:

* Appointed by SPL with Scoutmaster approval
* First Class Rank or higher
* May not serve two consecutive terms

Duties:

* Works with other troop leaders (adult and scout) to ensure that a rolling 12 month outing/activity plan exists with dates identified.
* Works with Scoutmaster to ensure that proper adult leadership is assigned to overnight functions.
* Help with leading meetings and activities as called upon by the Senior Patrol Leader.
* Take over troop leadership in the absence of the Senior Patrol Leader.
* Be responsible for training and giving direction to the following youth leaders:

Quartermaster

* Perform tasks assigned by the Senior Patrol Leader.
* Serve as a member of the Patrol Leaders’ Council in the absence of the SPL aAnd attends 5 of the 6 PLC meetings during his term in office.
* Prevents harassment of any scout.
* Participate in outings.
* Has good attendance at troop meetings. (>75%)
* Set a good example.
* Enthusiastically and correctly wears the scout uniform correctly to all regular troop meetings and activities.
* Lends a hand controlling the patrols and building patrol spirit.
* Live by the Scout Oath and Law.
* Show scout spirit.
* Contributes to the monthly troop newsletter

**Patrol Leader**

Reports to and assessed by: Assistant Senior Patrol Leader: Leadership

Job Description: The Patrol Leader is **elected** by the members of the patrol and leads the Patrol. This position counts for leadership.

Duties:

* Plan and lead patrol meetings and activities.
* Keep order/discipline among your patrol.
* Keep patrol members informed.
* Assign each member a job and help him succeed.
* Represent the patrol at all Patrol Leaders’ Council (PLC) meetings and at annual program planning conference.
* Attend >75% of all troop meetings
* Make sure that the assistant patrol leader is available when unable to attend meetings/functions that require his attendance.
* Prepare the patrol to take part in all troop activities.
* Develop patrol spirit.
* Organize and hold four (4) patrol-specific meeting/outing during his term of office. These outings/meetings must be outside of the regularly scheduled troop meetings or troop outings. They may focus on the pursuit of a particular merit badge or any other activity directed at enhancing patrol unity. *See patrol ideas.*
* Report attendance of patrol events to the advancement chair.
* Identify training needs of his patrol (or advancement or otherwise) and orchestrate its delivery by working with the troop’s chief instructor.
* Know what patrol members and other leaders can do.
* Set the example-demonstrate exemplary behavior in all meetings/outings.
* Devote the time necessary to be an effective leader.
* Wear uniform correctly.
* Live by the Scout Oath and Law.
* Show scout spirit.
* Contributes to the monthly troop newsletter

**Historian**

**Report to and assessed by:** Assistant Senior Patrol Leader: Leadership

**Adult Mentor:**

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**Duties:**

* Take and gather pictures, facts about Troop activities and send them to the Noblesville Current.
* Take and gather pictures from Troop activities and send them to Mr. Dave Sterling to update the Troop website
* Take care of Troop trophies, ribbons, and souvenirs of Troop activities
* Keep information about former members of the Troop
* Set a good example
* Attend at least 2/3 of the monthly events during his term of office.
* Enthusiastically wear the Scout Uniform correctly
* Live by the Scout Oath and Law
* Show Scout spirit

Contact information for:

* Phone:
* Email:

Contact information for the Noblesville Current:

**Troop Scribe**

**Report to and assessed by:** Assistant Senior Patrol Leader: Leadership

**Adult Mentor:**

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**Duties:**

* Attend and keep a log of Patrol Leader’s Council (PLC) Meetings
* Record attendance at Troop functions
* Assist the Advancement Chair in recording advancement in Troop records
* Work with the Troop committee member responsible for finance, records and advancement
* Have good attendance at Troop Meetings
* Attend at least 2/3 of the monthly events during his term of office
* Set a good example
* Enthusiastically wear the Scout Uniform correctly
* Live by the Scout Oath and Law
* Show Scout spirit
* Send monthly ( at least 3 ) newsletters out to the troop that includes reports from the elected officers, updates, awards, and anything else newsworthy
* Send updates with a small write up of all boys who earn their Eagle to update the Church newsletter

Contact information for: Melanie Baker

* Phone: 317-701-4083
* Email: melaniebaker55@gmail.com

**Troop Quartermaster**

**Reports to and assessed by:** Assistant Senior Patrol Leader: ASPL-Program

**Mentor:** Mr. Mike Sheridan

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**Duties:**

* Schedule at least one (1) Troop wide “Trailer Cleanup Day” each 6 month term for equipment inventory purposes
* Organize quarterly cleanings of the Troop trailers and closet
* Help with inventory prior to Troop outings
* Develop Service Patrol Schedule and supervise service Patrols in post-campout equipment maintenance
* Keep records on Patrol and Troop equipment
* Keep equipment in good repair
* Supervise equipment storage after campouts
* Suggest new or replacement items
* Work with the Troop committee member responsible for
* Assign a Quartermaster to each outing if you are not attending the event
* Have good attendance at Troop meetings
* Attend at least 2/3 of the monthly events during his term of office
* Get flags from Troop closet and equipment needed for Eagle Quest
* Attend Patrol Leaders Council (PLC) meetings
* Set a good example
* Enthusiastically wear the Scout Uniform correctly
* Live by the Scout Oath and Law
* Show Scout spirit
* Contributes to the troop newsletter

**Responsibilities for outings:**

* Responsible for assigning equipment out and checking back in and making sure they are clean and stored properly
* Set up the ax-yard
* Set out trash cans

**Responsibilities for Summer Camp:**

* Get a Patrol to unload the trailers prior to camp
* Assign a different Patrol to reload the trailers after camp
* Set up the ax-yard
* Make certain that each shelter and latrine are stocked properly
	+ 1st aid kit
	+ Fire buckets
	+ Bulletin Board
	+ Soap
	+ Hand Sanitizer @ Pinegrove Left
* Put a trash can in each trailer and keep the trailers cleaned up
* Set up tables for the Wednesday night dinner and clean up and tear down afterwards
* Make sure the “No Flames” signs are in each personal tent and are visible

Contact information for Mike Sheridan:

* Phone: (317) 809-5225
* Email: msheridan78@gmail.com

**Librarian**

**Reports to and assessed by:** Assistant Senior Patrol Leader – Leadership

**Mentor:** Mrs. Melanie Baker

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**Duties:**

* Establish and take care of the Troop Library
* Keep records on literature owned by the Troop
* Add new or replacement items as needed
* Keep books and pamphlets available for borrowing at Troop meetings
* Keep a system for checking books and pamphlets in and out
* Follow up on late returns
* Write about a merit badge, telling the requirements, who the counselor is or where you can take the merit badge for the newsletter (minimum 4 )
* Attend Patrol Leaders Council (PLC) meetings
* Set a good example
* Attend at least 2/3 of the monthly events during your term of office
* Wear the Scout Uniform correctly
* Live by the Scout Oath and Law
* Show Scout Spirit

Contact information for Melanie Baker

* Phone: 317-701-4083
* Email: melaniebaker55@gmail.com

**Game Master**

**Reports to and assessed by:** Chief Instructor

**Mentor:** Senior Patrol Leader

**Duties:**

* Research a variety of appropriate games for rotational use in Troop meetings which are entertaining for all members of the Troop
* Instill a sense of teamwork and/or skill development in the Troop
* Have good attendance at Troop meetings (>75% - have a designated and informed backup when unable to attend).
* Attend Patrol Leaders Council (PLC) meetings
* Attend at least 2/3 of the monthly events during his term of office
* Set a good example
* Enthusiastically wear the Scout Uniform correctly
* Live by the Scout Oath and Law
* Show Scout spirit

**Chaplain Aide**

**Reports to and assessed by:** Assistant Senior Patrol Leader – Program

**Adult Mentor:** John Hunt

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**Duties:**

* Attend Chaplain’s Aide training
* Work with the troop chaplain (usually an adult member of the clergy) to plan appropriate interfaith religious services during troop outings
* Encourage troop members to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith
* Participate in the patrol leader’s council planning sessions to ensure that spiritual emphasis is included in troop activities.
* Help the Troop Chaplain (or other designated adult) plan and conduct an annual Scout-oriented religious observance. Preferably during Scout week in February.
* Present an overview of the religious emblems program at troop meetings at least once per session.
* Help the Troop Chaplain (or other designated adult) recognize troop members who receive their religious emblems, perhaps during a troop court of honor (note: most religious emblems are conferred during a service at the Scout’s place of worship, but the achievement should also be recognized at a significant troop event).
* Keep Troop leader apprised of religious holidays when planning activities
* Encourage saying grace at meals while camping or on activities
* Write something to educate or inform us to deepen our faith in the troop newsletter
* Set a good example
* Enthusiastically wear the Scout uniform correctly
* Live by the Scout Oath and Law
* Show Scout spirit

Contact information for John Hunt

* Phone: 317-572-0186
* Email: sciencexdjohn@gmail.com

**OA Troop Representative**

**Reports to and assessed by:** Assistant Senior Patrol Leader – Leadership

**Adult Mentor:** Mr. Scott Smith

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**Duties:**

* Serve as a communication link between the Lodge or Chapter and the Troop
* Encourage year round and resident camping in the Troop
* Encourage older Scout participation in high adventure program
* Encourage Scouts to actively participate in community service projects
* Assist with leadership skills training in the Troop
* Encourage Arrowmen to assume leadership positions in the Troop
* Encourage 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
* Write an article about past or future events happening in the lodge
* Set a good example
* Enthusiastically wear the Scout uniform correctly
* Live by the Scout Oath, Scout Law and OA Obligation
* Show Scout spirit

Contact information for Scott Smith

* Phone: 317-432-5232
* Email: scott.smith2161@comcast.net

**Scout Fundraiser Assistant– Proposed Troop Position**

**Adult Mentor : Liz Gruber**

The Scout Fundraiser Assistant, though not a voting member, will attend meetings of the patrol leaders’ council and contribute to the discussions. They cooperate with the patrol scribes to schedule training and record participation in popcorn sales. The Scout Fundraiser Assistant is assisted by the Adult Fundraisers who are members of the troop committee.

**Responsibilities**

* Be responsible for delivering training to the Troop and giving direct leadership to the Patrols and Individual scouts who commit to participating in the Trail’s End Popcorn Sale fundraiser.
* attends patrol leaders’ council meetings
* records Patrol and/or Individual Scout commitments for Popcorn sales
* records individual Scout progress and reports to Troop Scribe
* works with the troop Popcorn Kernel/s responsible for records, finance & awards
* sets a good example
* Contributes to the Troop Newsletter
* wears the Scout uniform correctly
* lives by the Scout Oath and Law
* shows Scout spirit

Contact information for Liz Gruber

* Phone: (317) 409-1695

Email: gumbi2003@hotmail.com

**Outdoor Ethics Guide**

As the outdoor ethics guide, you serve as a member of the patrol leaders’ council representing
outdoor ethics. To be successful, you need to understand the needs of your troop as well as the needs of the Scouts. The following are possible responsibilities of the position

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.
• Mentors den chiefs in the Outdoor Code and practicing Leave No Trace Principles for Kids.
• 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.

Contribute to the Troop Newsletter:

Here are a few possible topics.

1) Example of how younger scouts earned their outdoor ethics rank advancement (Tenderfoot 1C, 2nd & 1st Class 1B)

2) Report on conservation service hours that were earned

3) Example of a project or change that helped make a troop activity more sustainable

4) Scouts that earned a conservation award (World Conservation award, Outdoor Ethics Awareness award, EPA award, etc)

Contact information for Jason Miller

Phone: (317) 289-3993

Email: sciencedad131@gmail.com

**Webmaster**

**Report to and assessed by:** Assistant Senior Patrol Leader: Leadership

**Adult Mentor:**



**Duties:**

* Attend and keep a log of Patrol Leader’s Council (PLC) Meetings
* Have good attendance at Troop Meetings
* Attend at least 2/3 of the monthly events during his term of office
* Set a good example
* Enthusiastically wear the Scout Uniform correctly
* Live by the Scout Oath and Law
* Show Scout spirit
* Post Routine Troop Updates to Blog in a timely manner
* Standard Website Maintenance and Updates – Review links, adult leaders, update new eagle scouts, etc…
* Complete 1 website project each term

Contact Information for

Phone

Email