

## Leadership Position Description

### TROOP 10

### Patrol Leader

#### General Information

Scout's Name: \_\_\_\_\_

**Type:** Elected by members of the patrol

**Term:** 6 months

**Reports to:** Senior Patrol Leader

**Description:** The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leaders council.

**Comments:** The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders Council.

#### Qualifications

**Age:** none

**Rank:** none

**Experience:** none

#### Performance Requirements

**Training:** You must attend the troop junior Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend 67% of all troop meetings, Patrol Leaders Council meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office.

#### Specific Leadership Responsibilities

Represents the patrol on the Patrol Leaders Council.

Plans and steers patrol meetings.

Helps Scouts advance.

Keeps patrol members informed.

Ensures patrol duties at Troop meetings, activities and outings are completed.

Ensures patrol is orderly at Troop meetings, activities and outings.

### **General Leadership Responsibilities**

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Scouts Agreement; I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

\_\_\_\_\_

Signature

Date

Parents Support Agreement; I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the Troop.

\_\_\_\_\_

Signature

Date

## Troop 10

### Leadership Position Description

# Assistant Patrol Leader

#### General Information

SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the patrol

**Term:** 6 months

**Reports to:** Patrol Leader

**Description:** The Assistant Patrol Leader leads the patrol in the Patrol Leaders absence.

**Comments:** Substituting for the Patrol Leader is only part of the Assistant Patrol Leaders job. The APL actively helps run the patrol.

#### Qualifications

**Age:** none

**Rank:** none

**Experience:** none

#### Performance Requirements

**Training:** OJT by Patrol Leader

**Attendance:** You are expected to attend 67% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office. Attends PLC meetings.

#### Specific Leadership Responsibilities

Helps the Patrol Leader plan and steer meetings and activities.

Helps the Patrol Leader 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.

Lends a hand controlling the patrol and building patrol spirit.

### General Leadership Responsibilities

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Scouts Agreement; I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

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Signature Date

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\_\_\_\_\_  
Signature Date

**Troop 10**  
**Leadership Position Description**  
**Troop Bugler**

**General Information**

SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader and Assistant Scoutmaster.

**Description:** The Troop Bugler provides music at the opening of troop meetings when scheduled. At campouts, he plays Reveille at the start of each day and Taps and the closing of each day.

**Comments:** To be a good Troop Bugler you need to attend nearly all troop meetings and campouts.

**Qualifications**

**Age:** none

**Rank:** 1<sup>st</sup> class or above

**Experience:** Training and skill in the playing of a bugle.

**Performance Requirements**

**Training:** Meet with past Troop Buglar.

**Attendance:** You are expected to attend 67% of all troop meeting, Patrol Leaders Council meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office.

**Specific Leadership Responsibilities**

Attends and play bugle at troop meetings, programs and campouts.

Maintains selection of music for special events/programs.

## General Leadership Responsibilities

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Scouts Agreement; I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

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Signature Date

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\_\_\_\_\_  
Signature Date

## Troop 10

### Leadership Position Description

# Den Chief

#### General Information

SCOUT'S NAME \_\_\_\_\_

**Type:** Volunteer (with concurrence of Cub Scout Den Leader, Boy Scout Scoutmaster and Asst. Scoutmaster)

**Term:** 6 months

**Reports to:** Cub Scout Den Leader, Boy Scout Assist Scoutmaster

**Description:** Under the direction of the Cub Scout Den Leader, the Den Chief teaches skills and works with the Cub Scouts in the Den. He leads by example, being open-minded and fair in his dealings.

**Comments:** The Den Chief is a focal point in the Cub Scout Den. He needs to attend as close to all den meetings as possible. The Den Chief is a visual representative of the Boy Scouts of Troop 10

#### Qualifications

**Age:** none

**Rank:** 2<sup>nd</sup> Class or higher

**Experience:** Active in Boy Scout Troop for at least 6 months

#### Performance Requirements

**Training:** Den Chief Training available through Council. Meet with Den Leader. Gain/Maintain familiarity with basic Scout skills.

**Attendance:** You are expected to attend 67% of all Cub Scout Den Meetings, as well as 67% of all troop meeting, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office.

#### Specific Leadership Responsibilities

Helps the Cub Scout Den Leader lead meetings and activities.

Introduces Cub Scouts to new skills; helps train Cub Scouts in basic Scouting skills.

Generates an on-going interest in Scouting; provides a bridge for Cub Scouts graduating to Boy Scouts into Troop 10

### General Leadership Responsibilities

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Den Leader and Asst. Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

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Signature

Date

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\_\_\_\_\_

Signature

Date

## Troop 10

### Leadership Position Description

# Troop Historian

#### General Information

SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader and assigned Assist Scoutmaster

**Description:** The Troop Historian keeps a historical record or scrapbook of troop activities.

**Comments:** The true value of a good Historian does not show up until years later. The Historian provides material for display, articles for the web site and presentations of current activities. In addition, the work of the Historian provides a link with the past.

#### Qualifications

**Age:** none

**Rank:** none

**Experience:** none, but interest in photography and writing is helpful

#### Performance Requirements

**Training:** Meet with prior Troop Historian for Training.

**Attendance:** You are expected to attend 67% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office. Does attend the Patrol Leaders Council.

#### Specific Leadership Responsibilities

Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook. Note, this does not mean the Historian is responsible for all the writing, just that the information is retained.

Prepares written and photographic documentation of each Troop activity and includes in scrapbook (or web site) within one month of the event.

Takes care of troop trophies, ribbons, plaques and souvenirs of troop activities.

Keeps information (names, highest rank, membership dates) about former members of the troop.

## General Leadership Responsibilities

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Scouts Agreement; I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

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Signature

Date

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Signature

Date

## Troop 10

### Leadership Position Description

# Troop Guide

#### General Information

SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 6 months

**Reports to:** Scoutmaster and Assist Scoutmaster assigned to the New Boy Patrol

**Description:** The Troop Guide works with new Scouts. He helps them feel comfortable and encourages advancement from Scout through First Class.

**Comments:** The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes the first year fun and successful. This is an important position.

#### Qualifications

**Age:** 14 or older

**Rank:** Life or higher

**Experience:** none

#### Performance Requirements

**Training:** Self-review of Scout Craft Skills

**Attendance:** You are expected to attend 67% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office. Not required to attend the Patrol Leaders Council unless assisting new 1<sup>st</sup> year Patrol Leader.

#### Specific Leadership Responsibilities

Introduces new Scouts to troop operations. Teaches basic Scout skills. Helps new Scouts work toward First Class.

Guides new Scouts through early Scouting activities and Guides new Scouts to live by Scout Oath and Law.

Coaches the patrol leader of the new Scout patrol on his duties and works with the patrol leader at Patrol meetings.

Attends Patrol Leaders? Council meetings with the patrol leader of the new Scout patrol as necessary.

Assists the Assistant Scoutmaster with training.

Counsels individual Scouts on Scouting challenges.

### **General Leadership Responsibilities**

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Scouts Agreement; I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

---

Signature

Date

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Signature

Date

## Troop 10

### Leadership Position Description

# Troop Quartermaster

#### General Information

SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader and Troop Adult Quartermaster

**Description:** The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.

**Comments:** The Quartermaster does most of his work around camp outs. There are times when the Quartermaster has to be available to check equipment in and out.

#### Qualifications

**Age:** none

**Rank:** 1<sup>st</sup> class or higher

**Experience:** none

#### Performance Requirements

**Training:** Meet with past Troop Quartermaster for training.

**Attendance:** You are expected to attend 67% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office. Does attend the Patrol Leaders Council.

#### Specific Leadership Responsibilities

Keeps records on patrol and troop equipment.

Makes sure equipment is in good working condition.

Issues equipment and makes sure it is returned in good condition.

Makes suggestions for new or replacement items.

Works with the Committee member responsible for equipment.

Gets the US, troop, and patrol flags for meetings ceremonies and puts them away afterwards.

## General Leadership Responsibilities

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Scouts Agreement; I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

\_\_\_\_\_  
Signature Date

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\_\_\_\_\_  
Signature Date

## Troop 10

### Leadership Position Description

# Troop Librarian

#### General Information

SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader and Troop Advancement Committee Chairman

**Description:** The Troop Librarian takes care of troop literature.

**Comments:** The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

#### Qualifications

**Age:** none

**Rank:** none

**Experience:** none

#### Performance Requirements

**Training:** Meet with past Troop Librarian for training.

**Attendance:** You are expected to attend 67% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office. Does **not** attend the Patrol Leaders Council.

(Librarian is not part of the PLC)

#### Specific Leadership Responsibilities

Sets up and takes care of a troop library.

Keeps records of books and pamphlets owned by the troop.

Adds new or replacement items as needed.

Keeps books and pamphlets available for borrowing.

Keeps a system for checking books and pamphlets in and out.

Follows up on late returns.

### **General Leadership Responsibilities**

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Scouts Agreement; I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

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Signature Date

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\_\_\_\_\_  
Signature Date

## Troop 10

### Leadership Position Description

## Instructor

#### General Information

SCOUT'S NAME \_\_\_\_\_

**Type:** Volunteer (with concurrence of Scoutmaster)

**Term:** 6 months

**Reports to:** Scoutmaster and Assist Scoutmaster assigned to New Boy Patrol

**Description:** The Instructor teaches Scouting skills.

**Comments:** The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one Instructor.

#### Qualifications

**Age:** none

**Rank:** 1<sup>st</sup> Class or higher

**Experience:** none

#### Performance Requirements

**Training:** Self-review of Scout Craft Skills

**Attendance:** You are expected to attend 67% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office. Does **not** attend the Patrol Leaders Council.

#### Specific Leadership Responsibilities

Teaches basic Scouting skills in the troop and patrols. The instructor should give formal

instruction at least 4 (four) times during their term of office. They need to be prepared by knowing the requirement and the material they are instructing.

Prepares or maintains kits or displays for use in instruction of Scouting skills

## General Leadership Responsibilities

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Scouts Agreement; I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

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Signature

Date

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Signature

Date

## Troop 10

### Leadership Position Description

# Troop Guide

#### General Information

SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 6 months

**Reports to:** Scoutmaster and Assist Scoutmaster assigned to the New Boy Patrol

**Description:** The Troop Guide works with new Scouts. He helps them feel comfortable and encourages advancement from Scout through First Class.

**Comments:** The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes the first year fun and successful. This is an important position.

#### Qualifications

**Age:** 14 or older

**Rank:** Life or higher

**Experience:** none

#### Performance Requirements

**Training:** Self-review of Scout Craft Skills

**Attendance:** You are expected to attend 67% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office. Not required to attend the Patrol Leaders Council unless assisting new 1<sup>st</sup> year Patrol Leader.

#### Specific Leadership Responsibilities

Introduces new Scouts to troop operations. Teaches basic Scout skills. Helps new Scouts work toward First Class.

Guides new Scouts through early Scouting activities and Guides new Scouts to live by Scout Oath and Law.

Coaches the patrol leader of the new Scout patrol on his duties and works with the patrol leader at Patrol meetings.

Attends Patrol Leaders? Council meetings with the patrol leader of the new Scout patrol as necessary.

Assists the Assistant Scoutmaster with training.

Counsels individual Scouts on Scouting challenges.

### **General Leadership Responsibilities**

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Scouts Agreement; I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

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Signature

Date

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---

Signature

Date

## Troop 10

### Leadership Position Description

# Troop Scribe

#### General Information

SCOUT'S NAME \_\_\_\_\_

**Type:** Elected by members of the Troop

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader and Troop Advancement Committee Chairman

**Description:** The Scribe keeps the troop records. He records and publishes the activities of the Patrol Leaders? Council and keeps a record of Scout attendance at troop meetings.

**Comments:** To be a good Scribe you need to attend nearly all troop and Patrol Leaders Council meetings.

#### Qualifications

**Age:** none

**Rank:** 1<sup>st</sup> class or above

**Experience:** none

#### Performance Requirements

**Training:** You must attend the troop junior Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend 67% of all troop meetings, Patrol Leaders Council meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office.

#### Specific Leadership Responsibilities

Attends, keeps minutes, and publishes a log of Patrol Leaders Council meetings.

Records individual Scout attendance.

Works with the Troop Committee members responsible for records and finance.

### General Leadership Responsibilities

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Scouts Agreement; I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Signature

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Date