

Troop and Patrol Organization

All Youth Leaders are expected to:

- Ø **Set a good example**
- Ø **Wear the uniform correctly**
- Ø **Live by the Scout Oath and Law**
- Ø **Attend all Troop functions**
- Ø **Earn advancement**
- Ø **Complete the Troop's Junior Leader Training Program**

In addition each respective Youth Leader has the following specific duties:

Senior Patrol Leader

- Ø Preside at all troop meetings, events, activities, and annual program planning conference
- Ø Maintain the spirit of the troop and encourage scout enthusiasm and active participation for all activities
- Ø Manage the Patrol Point System
- Ø Chair the Patrol Leaders' Council
- Ø Coach Patrol Leaders on their duties
- Ø Name appointed boy leaders with the advice and consent of the Scoutmaster
- Ø Assign duties and responsibilities to other leaders
- Ø Assist the Scoutmaster in training junior leaders
- Ø Must have been a Patrol Leader or Assistant Senior Patrol Leader

Assistant Senior Patrol Leader

- Ø Responsible for training and giving direct leadership to the following appointed junior leaders: scribe, librarian, troop historian, instructor, quartermaster, and chaplain aide
- Ø Help with leading meetings and activities as called upon by the Senior Patrol Leader.
- Ø Take over troop leadership in the absence of the senior patrol leader
- Ø Perform tasks assigned by the Senior Patrol Leader
- Ø Function as a member of the Patrol Leaders' Council
- Ø Support the Senior Patrol Leader

Venture Patrol Leader

- Ø Develop an active program for the Patrol
- Ø Provide leadership to a selected high-adventure activity
- Ø Keep members informed
- Ø Represent the patrol at all Patrol Leader Council meetings
- Ø Encourage members to take part in all troop activities
- Ø Locate and secure resources necessary for activities
- Ø Develop patrol spirit
- Ø Work with troop leaders to make the troop run well

Troop Treasurer

- Ø Record attendance at each troop meeting, outing and activity
- Ø Record dues at each troop meeting
- Ø Distribute activity beads based on attendance at outings
- Ø Maintain and distribute notepads and pencils at meeting
- Ø Attend and keep a log of Patrol Leaders' Council meetings
- Ø Maintain bulletin board
- Ø Work with the Troop Treasurer (Committee Member)
- Ø Appoint an Assistant to collect dues and record attendance in his absence

Troop Scribe

- Ø Gathers information from patrol scribes for the troop newsletter
- Ø Works with patrol scribes to publish monthly newsletter

Troop Web Master

- Ø Maintains up to date content for the troop website
- Ø Works closely with the adult leader in developing and improving the website

Troop Quartermaster

- Ø Keep records of patrol and troop equipment
- Ø Keep equipment in good repair
- Ø Issue equipment and see that it is returned in good order
- Ø Suggest new or replacement items
- Ø Work with the troop committee member responsible for equipment

Troop Historian

- Ø Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files
- Ø Take care of troop trophies and keepsakes
- Ø Keep information about troop alumni
- Ø Photograph trips and meeting activities
- Ø Prepare slide show for Parent Night presentation
- Ø Assist with troop public relations
- Ø Maintain troop awards

Troop Librarian

- Ø Establish and maintain a troop library
- Ø Maintain library of merit badge pamphlets
- Ø Maintain list of Merit Badge Counselors
- Ø Maintain library of audio visual material
- Ø Keep records on literature owned by the troop
- Ø Add new or replacement items needed
- Ø Have literature available for borrowing at troop meetings
- Ø Keep system to check literature in and out
- Ø Follow up on late returns

Instructor

- Ø Instruct Scouting skills as needed within the troop or patrols
- Ø Prepare well in advance for each teaching assignment
- Ø Assist with advancement and learning
- Ø Help Scouts with problems

Bugler

- Ø Keeps track of schedules
- Ø Set time at outings
- Ø Play bugle for reveille and taps and other occasions

Troop Guide

- Ø Help Scouts meet advancement requirements through First Class
- Ø Advise patrol leader on his duties and his responsibilities at Patrol Leaders' Council meetings
- Ø Attend Patrol Leaders' Council meetings with the new Scout
- Ø Patrol Leader
- Ø Prevent harassment of new Scouts by older scouts
- Ø Help Assistant Scoutmaster train new patrol leader when he takes office

- Ø Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors

Den Chief

- Ø Serve as the activities assistant at den meetings
- Ø Meet regularly with the Den Leader to review the den and pack meeting plans
- Ø If serving as a Webelos Den Chief, prepare the boys to join Boy Scouting
- Ø Project a positive image of Boy Scouting
- Ø Assist the Den Leader

Chaplain Aide

- Ø Assist Chaplain or religious coordinator in meeting the religious needs of troop members while on activities
- Ø Tell members of the religious emblem program of their faith

Game Master

- Ø Lead the troop by organizing and running the skill game competition
- Ø Develop a scoring sheet to emphasize the skill and teamwork standards for each game
- Ø Be a resource to the Patrol Leaders in selecting new troop wide fun games.
- Ø Insure that all games are a “safe haven” with no rough housing and that they appeal to all scouts

Ceremony Chief

- Ø Ensure that the troop meeting ceremonies (opening and closing) are high caliber
- Ø Be a resource to the Patrol Leaders in selecting new openings and closings
- Ø Teach patrols the proper procedures in leading ceremonies
- Ø Establish a Troop Honor Guard

Order of the Arrow Troop Representative

- Ø Continue to provide service and leadership to the troop
- Ø Serve as a communication link between the lodge or chapter and the troop
- Ø Encourage year round and resident camping in the troop
- Ø Encourage older Scout participation in high adventure programs
- Ø Encourage Scouts to actively participate in community service projects
- Ø Assist with leadership skills training in the troop
- Ø Encourage Arrowmen to assume leadership positions in the troop
- Ø 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

- Ø Set a good example
- Ø Enthusiastically wear the Scout uniform correctly
- Ø Live by the Scout Oath and Law
- Ø Show Scout spirit

Junior Assistant Scoutmaster

- Ø Function as an Assistant Scoutmaster
- Ø Accomplish any duties assigned by the Scoutmaster

Patrol Organization

All Youth Leaders are expected to:

- Ø **Set a good example**
- Ø **Wear the uniform correctly**
- Ø **Live by the Scout Oath and Law**
- Ø **Attend all Troop functions**
- Ø **Earn advancement**
- Ø **Complete Troop 19's Junior Leader Training Program**

In addition each respective leader has the following specific duties:

Patrol Leader

- Ø Plan and lead two patrol meetings or patrol activities each month
- Ø Keep patrol members informed
- Ø Assign each patrol member a job and help them succeed
- Ø Display your patrol flag at meetings and activities
- Ø Represent the patrol at the monthly Patrol Leader Council meeting and at the annual program planning conference
- Ø Prepare the patrol to take part in all troop activities
- Ø Develop patrol spirit and control
- Ø Work with other troop leaders to make the troop run well
- Ø Know what patrol members and other leaders can do
- Ø Support advancement for the patrol
- Ø Coordinate patrol outings
- Ø Keep track of all patrol members on outings
- Ø Strive to earn the BSA National Honor Patrol Award
 - Patrol Spirit
 - Patrol Meetings (2 per month)
 - Outdoor Events
 - Service Projects
 - Advancement
 - Membership
 - Uniform
 - Patrol Leaders' Council
- Ø Strive to earn the Troop Honor Patrol Point System

Assistant Patrol Leader

- Ø Assist the patrol leader in:
 - -planning and leading patrol meetings and activities
 - -keeping patrol members informed
 - -preparing the patrol to take part in all troop activities
- Ø Take charge of the patrol in the absence of the patrol leader
- Ø Represent the patrol at the Patrol Leader Council meetings in the absence of the patrol leader
- Ø Help develop patrol spirit
- Ø Work with other troop leaders to make the troop run well

Patrol Treasurer

- Ø Reports attendance and dues to troop scribe

Patrol Scribe

- Ø Provides patrol information to the Troop Scribe for publication
- Ø Assists with the production of the monthly newsletter and Web page

Patrol Quartermaster

- Ø Maintain and inventory patrol equipment
- Ø Keep equipment in good repair
- Ø Issue equipment and see that it is returned in good order
- Ø Suggest new or replacement items
- Ø Maintain patrol flag

Additional patrol jobs that can be assigned as needed:

- Ø **Patrol First Aider:** This duty goes to the member of the patrol with the most interest and expertise in first aid. He will assemble a patrol first aid kit useful for troop skill games and the Klondike derby.
- Ø **Patrol Grub Master:** Responsible for planning and buying of food for camps, hikes and patrol meetings. This should be rotated and an experienced scout and parent should accompany a newer scout when shopping.
- Ø **Patrol Librarian:** builds up a library of training books and charts and keep good care of them.

- Ø **Patrol Hike Master and Patrol Camp Master:** These two patrol members will be the experts in hiking and camping, and will lead the planning of patrol hikes and camps.
- Ø **Patrol Instructor:** in charge of instructing in skills. You can have different instructors to specialize in knots, fire building, compass, first aid, etc.
- Ø **Patrol Chaplain Aide:** says prayers and leads the religious activities in the Patrol.
- Ø **Patrol Musician:** if you have a guitar player or a musician of any sort, duty can be fitted in.
- Ø **Patrol Cheer Master:** your most enthusiastic and loudest scout to lead your patrol cheer.
- Ø **Patrol Ceremony Chief:** researches ideas and teaches the patrol new openings and closings to use at troop meetings.
- Ø **Patrol Photographer:** a member who is keen on photography.
- Ø **Patrol Newsletter Reporter:** provides a short report on activities to the Troop Newsletter Editor.

With all these things to be done, clearly some patrol members will undertake more than one job.

It is a good idea when giving responsibility to look for and people who are capable, sometimes it is necessary to persuade people to do jobs.

Additional Patrol Jobs is reprinted in part from ScoutWeb South Africa