

Youth Leader Duties

General duties of all Junior Scout Leaders:

Being a Troop or Patrol Leader comes with many responsibilities. When you accept a position as a Junior Leader, you agree to provide service and leadership in our Troop. The position should be fun and rewarding, but the Troop runs a successful program only when the Junior Leaders fulfill their responsibilities. The Adult Leaders cannot oversee this program without Scout planning and participation. **Do not accept nomination for a position if you do not intend to fulfill the responsibilities.**

Communications are essential:

Many times meetings and plans change at the last minute. It is important that a method is available to notify all troop members quickly. As such, email and phone information are essential. Junior leaders are expected to take part in telephone trees and send/forward emails on a regular basis. Because of this, they are expected to check their messages regularly. They must also reply to voice and email communications quickly, when asked.

Attendance is essential:

Meetings depend upon leaders being present to fulfill their roles. It is understood that everyone can't possibly attend every meeting. Sometimes schedules require late arrival, or a change into a uniform. However, not being prepared to participate because of another, prescheduled, event is not acceptable. Leaders are expected to attend every regular meeting. If they are unable to attend they must notify the individual(s) to which they report in a timely fashion. Calling ten minutes before the meeting starts is **not** a timely fashion. Have your substitute ready and prepared the day before. Remember, the younger Scouts are depending on the Junior Leaders for guidance.

Delegation is a two-way street

Several of the senior positions have responsibilities that include delegation of tasks to other Junior Leaders. Remember, delegation does not mean you've washed your hands of the task. You are still ultimately responsible for the task. This means, if the boy you've delegated does not complete the task, it becomes your responsibility. Use your communication channels to follow the progress, and assure the task will be completed in a timely fashion. If more resources are needed, ask. If the task is too large, split it among several boys. If it appears that the task will not be finished, report that up the chain as soon as possible. This way other leaders can make the necessary adjustments.

Teamwork, Coaching and Counseling

As a Junior Leader, be sure to remember you are a role model for the younger scouts. Work to build teamwork in the troop and patrols. Provide an example of how Scouting should work, and how, as a team, you can accomplish more than as individuals. Help the younger scouts attain the skills you already have to move the troop forward. Learning to do so is probably the greatest skill you can learn from the Scouting program. Specifically, all Junior Scout Leaders have the following duties:

- Wear the Scout uniform correctly.
- Set an example for all the Scouts.
- Live by the Scout Oath and Law; Show Scout Spirit.

Specific duties for each position are listed on the following pages. Several positions have minimum rank requirements. This is to assure the Junior Leader has the necessary skills to fill the position and perform the duties required.

Senior Patrol Leader: The Senior Patrol Leader (SPL) is the master of ceremonies. He makes sure everything happens as planned. The SPL gets the meeting started, he helps Patrols do their business, he pays close attention and offers help as needed. He advises Patrol Leaders.

The Scoutmaster and the SPL depend each other. This relationship is the foundation upon which the whole Troop rests. As SPL, the Scoutmaster is your friend and leader. He will share some of his experiences with you. As a leader he'll back you up when you face tough challenges. The Scoutmaster is a key resource to the SPL. Communications is essential, in both directions.

The SPL is the lead Scout in charge of all troop meetings, events and activities. His job is to make **certain everything** goes as planned and that every Scout is prepared to do *their* part.

The Senior Patrol Leader is elected by Scouts as the junior leader of the troop. The SPL must be of rank, Star, Life or Eagle. The SPL reports to the Scoutmaster or the Assistant Scoutmaster.

The Senior Patrol Leader's Duties:

- Run all troop meetings, and events.
- **Must** inform Scoutmaster if he will be absent or late.
- Appoint the ASPL (with consent of Scoutmaster).
- Chair the Troop Leadership Council (TLC).
- Assign duties to other junior leaders.
- Help the Scoutmaster train junior leaders.

Assistant Senior Patrol Leader: The Assistant Senior Patrol Leader (ASPL) is the second highest youth position in the troop. The ASPL is appointed by the SPL, but Scoutmaster approval is needed.

The ASPL assumes all the duties of the SPL in his absence or when needed. He must maintain a consistent line of communications with the SPL, the SM and the Patrol Leaders. The ASPL must be at least of rank First Class. The ASPL reports to the SPL, the Scoutmaster, or the Assistant Scoutmaster.

Assistant Senior Patrol Leader's Duties:

- Help the SPL plan and lead meetings and activities.
- **Must** inform Senior Patrol Leader and Scoutmaster if he will be absent or late.
- Become Acting SPL when SPL is absent; **must** be present if SPL is absent.
- Serve as a member of the Troop Leadership Council (TLC).

Patrol Leader: The Patrol Leader (PL) is elected by his Patrol members as their leader. Consistent, quality and timely communications with the SPL, and ASPL are required. The Patrol Leader reports to the SPL, the Scoutmaster, or the Assistant Scoutmaster.

Patrol Leader Duties:

- Help the SPL by leading the Patrol during meetings and activities.
- **Must** inform Assistant PL and Senior Patrol Leader if he will be absent or late.
- Appoint the Assistant Patrol Leader
- Represent the Patrol at the Troop Leadership Council (TLC).
- Plan and lead Patrol Meetings.
- Help all Patrol Members advance in rank and earn merit badges.
- Keep patrol members informed.

Assistant Patrol Leader: The Assistant Patrol Leader is appointed by the Patrol Leader. The Assistant Patrol Leader reports to the Patrol Leader, or to the Senior Patrol Leader,

Assistant Patrol Leader's Duties:

- Help the Patrol Leader lead the Patrol during meetings and activities.
- **Must** inform Patrol Leader if he will be absent or late.
- Become Acting PL when PL is absent; **must** be present if PL is absent.
- Help the Patrol Leader plan and lead patrol meetings.
- Represent the Patrol at the Troop Leadership Council (TLC).
- Help build Patrol spirit.

Troop Guide: The Troop Guide works with new Scouts and helps them advance to First Class in their first year with the troop. The Troop Guide must be at least rank First Class. He reports to the Senior Patrol Leader and the Scoutmaster.

Troop Guide Duties:

- Introduce new Scouts to troop operations.
- Help new Scouts earn First Class rank within a year of joining the troop.
- Help guide activities of new Patrols; assist Patrol Leaders.
- Teach basic Scout skills.

Troop Scribe: The Troop Scribe keeps the troop records. He records the activities of the Troop Leadership Council (TLC) meetings and keeps a record of dues, advancement, and Scout attendance at troop meetings. He reports to the Assistant Senior Patrol Leader.

Troop Scribe duties:

- Attend and keep a log of Troop Leadership Council (TLC) Meetings and distributes copies to TLC Members and Adult Leaders.
- Record attendance at troop functions.
- Record advancement in troop records.
- Work with the troop committee members responsible for finance, records, and advancement.
- Have good attendance at Troop meetings.
- Attends at least 2/3 of each event type during his service period.

Troop Librarian: The Librarian takes care of troop literature. He reports to the Assistant Senior Patrol Leader

Librarian 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.
- Attends at least 2/3 of each event type during his service period.

Troop Quartermaster: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order. He must be available to equip trips and excursions before they leave based on written requests. He reports to the Assistant Senior Patrol Leader

Troop Quartermaster duties:

- Keep records on patrol and troop equipment.
- Keep equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the troop committee member responsible for equipment.
- Have good attendance at Troop meeting.
- Attends at least 2/3 of each event type during his service period.

OA Troop Representative: An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowmen and adult leaders and Scouts who are not presently members of the Order. He does this in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, he enhances the image of the Order as a service arm to his troop. He reports to the Assistant Senior Patrol Leader

OA Troop Representative duties:

- Serves as a communication link between the lodge or 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.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.
- Encourages 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.
- In addition to the Scout Oath and Scout Law, must live by the OA Obligation .

OA Troop Representative Qualifications:

- Under 18 years old
- Appointed by SPL with SM approval
- OA Member in good standing