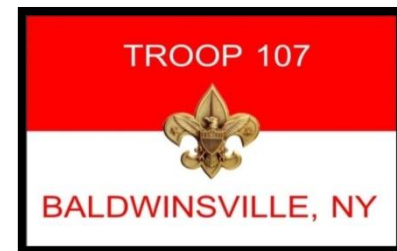




# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Senior Patrol Leader

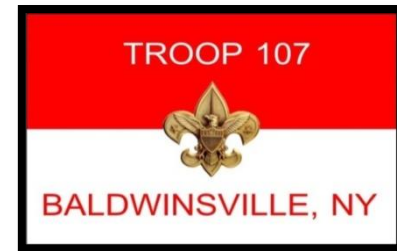
As senior patrol leader, I will manage my troop and:

- Assign duties and responsibilities to ASPL and PLs and make sure they are completed
- Maintain physical booklet that contains everything needed to complete your duties. At a minimum you will maintain duties and responsibilities of all jobs inside Troop 107 inside the SPL booklet
- Delegates task to the ASPL's. Makes sure an ASPL attends any meeting/function he will not be able to attend (troop, PLC, Committee Meeting, etc.)
- Plan ahead for and lead troop in all meetings, events, and outings
- Plan and run PLC meetings and troop meetings/campouts
- Ensure the troop is a safe place for everyone
- Leads all troop meetings, events, activities, and the annual program planning conference.
- Appoints other boy leaders with the advice and consent of the Scoutmaster.
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Maintain booklet and digital copy until new scout is assigned the position
- Attends at least 2/3 of the monthly events during his service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Assistant Senior Patrol Leader-Training

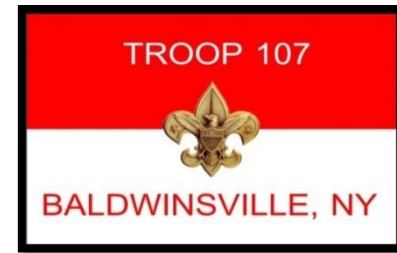
As assistant senior patrol leader for training, I will support the senior patrol leader and:

- Assign duties and responsibilities to troop leaders and make sure they are completed
- Maintain physical booklet that can be used to track training in the troop
- Work with adult scout leaders to track training of all scouts inside Troop 107
- Coordinate with Webmaster to put useful training tips on the troop website
- Responsible for training and direct leadership to the following appointed junior leaders within the training positions: Troop Guide, Instructor, Den Chief, and Patrol Leaders.
- Support and assist the SPL in all PLC meetings, troop meetings, and troop outings
- Lead troop in all activities when the SPL is unavailable
- Ensures junior leaders in the training realm complete all assigned tasks on a weekly basis.
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Attends at least 2/3 of the monthly events during his service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Patrol Leader

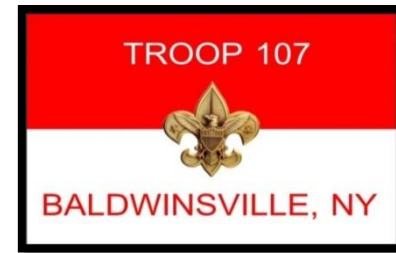
As patrol leader, I will do my best to build patrol spirit and lead my patrol and:

- Keep all patrol members informed of troop plans
- Track activities, attendance, and advancement of my patrol
- Volunteer myself and my patrol as needed to make the troop run well
- Prepare my patrol to successfully participate in all troop activities
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Attend at least 2/3 of the monthly events during the service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Assistant Patrol Leader

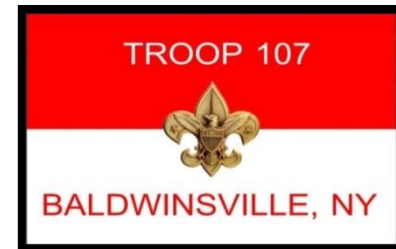
As assistant patrol leader, I will do my best to build patrol spirit and lead my patrol:

- Take charge of the patrol in the absence of the Patrol Leader
- Support patrol leader by keeping all patrol members informed of troop plans
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Attend at least 2/3 of the monthly events during the service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Instructor

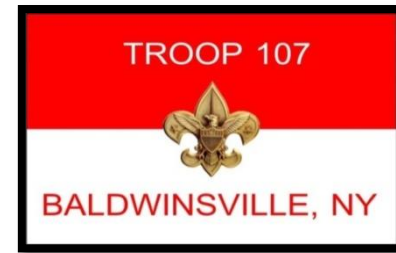
As assistant patrol leader, I will do my best to build patrol spirit and lead my patrol:

- Instruct Scouting skills as needed within the troop or patrols.
- Keep a notebook of related tips, games, and resources.
- Prepare well in advance for each teaching assignment.
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Attend at least 2/3 of the monthly events during the service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Den Chief

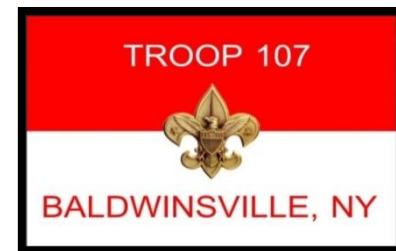
As Den Chief, I will do my best to work with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack and:

- Help out at weekly den meetings and monthly pack meetings
- Serve as the activities assistant at den meetings
- Meet regularly with the Den Leader to review the den and pack meeting plans
- Project a positive image of Boy Scouting
- Encourage Cub Scouts to join a Boy Scout troop upon graduation
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Attend at least 2/3 of the monthly events during the service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Troop Guide

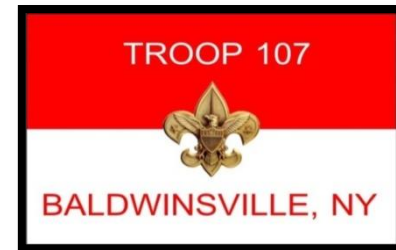
As a Troop Guide, I will do my best to work actively with new Scouts in the troop and:

- Reports to Assistant Senior Patrol Leader for Training
- Maintains a booklet that contains information on new scouts and where they are at in the rank advancement process
- Maintains birthdays of new scouts and celebrates that with the troop at scout meetings
- The Troop Guides introduce new Scouts to troop operations and helps them feel comfortable in the troop, and prevent harassment of new Scouts by older Scouts
- Teach skills and help new Scouts advance to First Class
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Attend at least 2/3 of the monthly events during the service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Assistant Senior Patrol Leader-Staff

As assistant senior patrol leader for staff, I will support the senior patrol leader and:

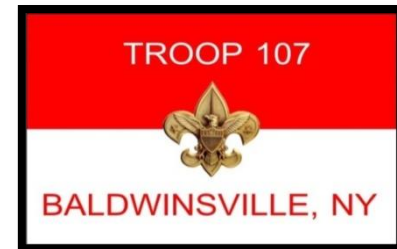
- Report to Senior Patrol Leader
- Maintain physical booklet that can be used to track staff duties and responsibilities in the troop
- Ensure troop Webmaster receives all staff information at the end of the month so that it can be posted to the Troop 107 website
- Assign duties and responsibilities to troop leaders and make sure they are completed
- Responsible for training and direct leadership to the following appointed junior leaders within the staff positions: Quartermaster, Webmaster, Historian, Scribe, Librarian, Chaplain, Artist, Photographer, and Spirit Maestro
- Support and assist the SPL in all PLC meetings, troop meetings, and troop outings
- Lead troop in all activities when the SPL is unavailable
- Ensures junior leaders in the training realm complete all assigned tasks on a weekly basis
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Maintain booklet and digital copy until new scout is assigned the position
- Attends at least 2/3 of the monthly events during his service period





# Boy Scout Troop 107

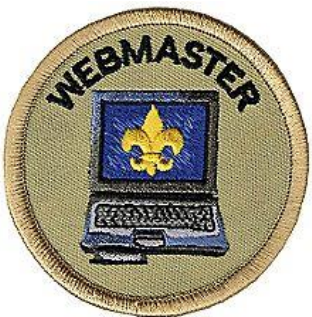
## Assigned Duties & Responsibility



## Quatermaster

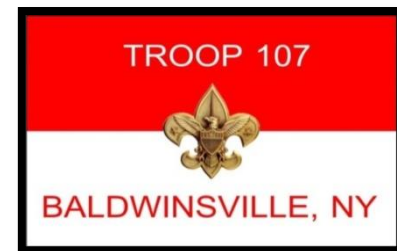
As a Quatermaster, I will do my best to keep track of troop equipment and sees that it is in good working order and:

- Reports to Assistant Senior Patrol Leader to Staff
- Maintain a book that keeps a current inventory of patrol and troop equipment
- Passes on booklet and records of inventory to new Quatermaster after he is appointed
- Send a digital copy of troop inventory to Webmaster and Historian once a month
- Keep equipment in good repair, arrange for repair as needed, and suggest new or replacement items
- Works with the Patrol Leaders for each event, and issues equipment ensures returned in good order
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Remains Quatermaster until new one is appointed, will pass on booklet, digital and hard copy records of inventory to the newly assigned
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Maintain booklet and digital copy until new scout is assigned the position
- Attends at least 2/3 of the monthly events during his service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



### Webmaster

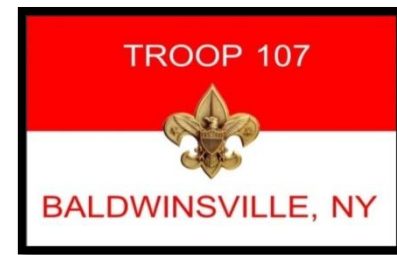
As troop Webmaster, I will do my best to improve communication in the troop and:

- Reports to Assistant Senior Patrol Leader for Staff
- Work with adult troop webmaster to maintain Troop 107 website
- Maintain a usable information site for use by scouts, parents, and interested boys
- Publish calendar, permission forms, news, and other information
- Publish documents, forms, and information requested by troop leaders
- Keep troop information up to date and published in a timely manner
- Report lack of staff information to Senior Patrol Leader at the first meeting of every month
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Attends at least 2/3 of the monthly events during his service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



### Scribe

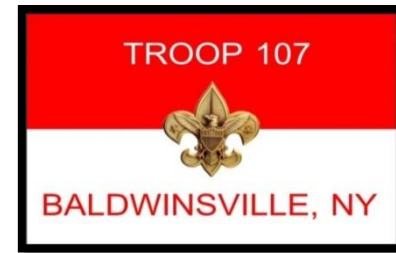
As troop Scribe, I will do my best to keep accurate records of troop events and:

- Reports to Assistant Senior Patrol Leader for Staff
- Act as the time keeper and note taker during PLCs
- Record on the web site once a month, an account of every event and troop meeting
- Collect attendance at every event and troop meeting
- Send records to troop Historian for chronological record keeping
- Arrange a replacement scribe for activities as needed
- Publish 2 newsletters about the troop's activities, once in the fall before Christmas break, and again, one month before the last meeting of the scouting year
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Attends at least 2/3 of the monthly events during his service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



### Librarian

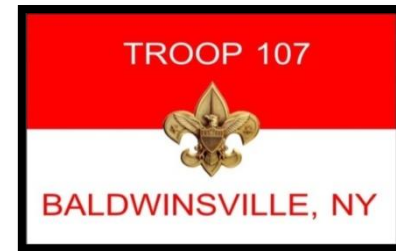
As troop Librarian, I will do my best to care of troop literature and:

- Reports to Assistant Senior Patrol Leader for Staff
- Maintain a booklet and system for checking books and pamphlets in and out
- Keep a digital copy of the troop library
- Send copy to Webmaster so it can be posted online for scouts to see
- 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
- Follow up on late returns
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Maintain booklet and digital copy until new scout is assigned the position
- Attends at least 2/3 of the monthly events during his service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Chaplain

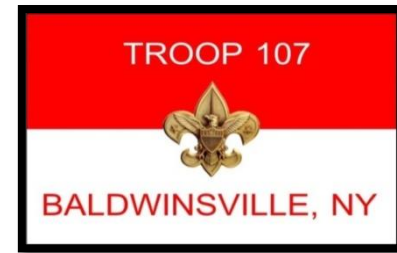
As troop Chaplain, I will do my best to meet the religious needs of the Scouts in the troop. Will also work to promote the religious emblems program and:

- Reports to Assistant Senior Patrol Leader for Staff
- Maintain booklet with all troop Chaplain information in it
- Send digital updates to Webmaster once a month regarding troop Chaplain activities
- Keep troop leader apprised of religious holidays when planning activities
- Encourage saying grace at meals while camping or on activities
- Keeps a file of religious services and prayers
- Tell Scouts about the religious emblem program of their faith
- Help plan for religious observance in troop activities
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Maintain booklet and digital copy until new scout is assigned the position
- Attends at least 2/3 of the monthly events during his service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Artist

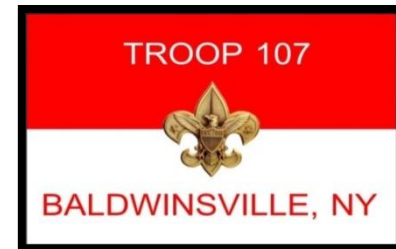
As troop Artist, I will do my best to render illustrations of troop events and campouts for historical reference and:

- Reports to Assistant Senior Patrol Leader for Staff
- Will render artistic drawing or piece of work created to showcase past campout or other significant scouting event
- Sends physical art pieces created to the Historian, and sends a digital copy of the piece to the Webmaster to showcase on the troop website
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Maintain booklet and digital copy until new scout is assigned the position
- Attends at least 2/3 of the monthly events during his service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Photographer

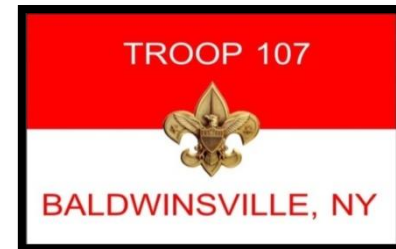
As troop Photographer, I will do my best to take and retain photographs of all troop events and campouts, and:

- Reports to Assistant Senior Patrol Leader for Staff
- Takes digital photographs of troop events and campouts
- Sends five digital photos of each event or campout to troop Webmaster so that the pictures can be placed on troop website
- Take head shots of scouts in the beginning of every scout year, or when new scouts crossover
- Create and Maintain an online digital library of troop photos using Gmail/Picasa website
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Maintain booklet and digital copy until new scout is assigned the position
- Attends at least 2/3 of the monthly events during his service period



# Boy Scout Troop 107

## Assigned Duties & Responsibility



## Spirit Maestro

As the troop Spirit Maestro, I will do my best to build esprit de corps in the troop and:

- Reports to Assistant Senior Patrol Leader for Staff
- Maintain a cheer book that can be used to hold all the different cheers used in the troop
- Develop Troop 107 cheer that will be posted on troop website
- Send webmaster troop cheers to be posted to troop website
- Lead troop and patrols in rousing cheers
- Provide joyful noise when requested by the senior scout leadership
- Have cheers printed so and passed out so all scouts in the troop can participate in new cheers
- Attend all PLC meetings and training sessions
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 5 to 10 months
- Maintain booklet and digital copy until new scout is assigned the position
- Attends at least 2/3 of the monthly events during his service period