






Troop 104 Youth Positions of Responsibilities

Position	Emblem	Position Description	Position Responsibilities	Qualification
Senior Patrol Leader		With three green bars behind the Scout emblem, the senior patrol leader's shoulder patch symbolizes one of the oldest leadership positions in Scouting. The Boy Scouts of America has long recognized the senior patrol leader as the highest youth leadership position in a troop. They are the primary link between a troop's Scouts and its adult leaders. They shoulder the responsibility for leading meetings of the troop and the patrol leaders' council and provide valuable leadership in planning and carrying out the troop's program of outdoor activities, service projects, and events.	<ul style="list-style-type: none"> • Preside at all troop meetings, events, activities, and annual program planning conference. • Chair the patrol leaders' council. • Appoint youth leaders with the advice and consent of the Scoutmaster. • Assign duties and responsibilities to other youth leaders. Position Description: • Work with the Scoutmaster in training youth leaders. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. 	<p>Life or above</p> <p>Position is elected by Troop.</p>
Assistant Senior Patrol Leader		The assistant senior patrol leader is the second highest youth leadership position in the troop, working closely with the senior patrol leader to help the troop move forward. The assistant senior patrol leader acts as the senior patrol leader in the absence of the senior patrol leader or when called upon, and provides leadership to other youth leaders in the troop. The assistant senior patrol	<ul style="list-style-type: none"> • Be responsible for training and giving direct leadership to the following appointed youth leaders: historian, Order of the Arrow troop representative, scribe, librarian, instructor, quartermaster, and chaplain aide. • Help lead meetings and activities as called upon by the senior patrol leader. 	<p>Star or above</p> <p>Position is appointed by the Senior Patrol Leader with the advice and consent of the Scoutmaster.</p>


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		<p>leader is appointed by the senior patrol leader under the guidance of the Scoutmaster.</p>	<ul style="list-style-type: none"> • Guide the troop in the senior patrol leader's absence. • Perform tasks assigned by the senior patrol leader. • Function as a member of the patrol leaders' council. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. 	
Patrol Leader		<p>The patrol leader is the patrol's key leader, representing the patrol at all patrol leaders' council meetings and the annual program planning conference, and keeping patrol members informed of decisions made. Patrol leaders carry out planning, leading, and evaluating patrol meetings and activities, and assure patrols are prepared to participate in all troop activities. They keep their patrol intact so they can work together and share responsibilities to get things done. It is incumbent upon them to be a good example for the members of their patrol and the rest of the troop.</p>	<ul style="list-style-type: none"> • Plan and lead patrol meetings and activities. • Keep patrol members informed. • Assign each patrol member a task and help them succeed. • Represent the patrol at all patrol leaders' council meetings and the annual program planning conference. • Prepare the patrol to take part in all troop activities. • Show and help develop patrol spirit. • Work with other troop leaders to make the troop run well. • Know what patrol members and other leaders can do. • Set a good example. • Wear the Scout uniform correctly. 	<p>First Class or Above</p> <p>Position is elected by Troop.</p>


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			<ul style="list-style-type: none"> • Live by the Scout Oat and Scout Law 	
Assistant Patrol Leader		The assistant patrol leader helps the patrol leader in his absence.	<ul style="list-style-type: none"> • Help the patrol leader plan and lead patrol meetings and activities. • Help the patrol leader keep patrol members informed. • Help the patrol leader prepare the patrol to take part in all troop activities. • Lead the patrol in the patrol leader's absence. • Show and help develop patrol spirit. • Represent the patrol at all patrol leaders' council meetings in the patrol leader's absence. • Work with other troop leaders to make the troop run well. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. 	<p>Rank: Second Class or above</p> <p>Position is appointed by Patrol Leader with the advice and consent of the Senior Patrol Leader and Scoutmaster.</p>
Troop Guide		Troop guides serve as both a leader and a mentor to the members of the new-Scout patrol. The troop guide helps the patrol leader of the new-Scout patrol lead their patrol, so they can develop into a well-functioning group, working together harmoniously and productively.	<ul style="list-style-type: none"> • Introduce new Scouts to troop operations. • Guide new Scouts through early Scouting activities. • Shield new Scouts from harassment by older Scouts. • Help new Scouts earn the First Class rank in their first year. 	<p>Rank: First Class or above</p> <p>Position is appointed by Patrol Leader with the advice and consent of the Senior Patrol Leader and Scoutmaster.</p>



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			<ul style="list-style-type: none"> • Coach the patrol leader of the new-Scout patrol on his or her duties. • Work with the patrol leader at patrol leaders' council meetings. • Attend patrol leaders' council meetings with the patrol leader of the new-Scout patrol. • Assist the assistant Scoutmaster with training. • Coach individual Scouts on Scouting challenges. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. • Teach basic Scout skills. 	
Quartermaster		<p>Quartermasters serve as the troop's supply boss. They keep an inventory of troop equipment and see that the gear is in good condition. They work with patrol quartermasters as they check out equipment and return it. At meetings of the patrol leaders' council they report on the status of equipment in need of replacement or repair. In carrying out their responsibilities, they may have the</p>	<ul style="list-style-type: none"> • Keep records of patrol and troop equipment. • Keep equipment in good repair. • Keep equipment storage area neat and clean. • Issue equipment and see that it is returned in good order. • Suggest new or replacement items. 	<p>Rank: Second Class or above</p> <p>Elected by Troop</p>



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		guidance of a member of the troop committee.	<ul style="list-style-type: none"> • Work with the troop committee member responsible for equipment. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. 	
Scribe		<p>The scribe is the troop's secretary. Though not a voting member, they attend meetings of the patrol leaders' council and keep a record of the discussions. They cooperate with the patrol scribes to record attendance and dues payments at troop meetings and to maintain troop advancement records. The troop scribe may be assisted by a member of the troop committee.</p>	<ul style="list-style-type: none"> • Attend and keep a log of patrol leaders' council meetings. • Record attendance and dues payments of all troop members. • Record advancement in troop records and on the Troop Advancement chart. • Set a good example. • Wear the Scout uniform correctly. • Work with the appropriate troop committee members responsible for finance, records, and advancement. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. • Handle correspondence appropriately 	<p>Rank: Second Class or above</p> <p>Elected by Troop</p>



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Den Chief		<p>Den chiefs are Scouts who assist a Cub Scout den leader or Webelos den leader. They are selected by the senior patrol leader and Scoutmaster, and approved by the cubmaster and the pack committee for recommendation to the den leader. Den chiefs help Cub Scouts advance through Cub Scout ranks and encourage Cub Scouts to join a troop upon graduation.</p>	<ul style="list-style-type: none"> • Serve as the activities assistant at den meetings. • Meet regularly with the den leader to review the den and pack meeting plans. • If serving as a Webelos den chief, help prepare youth to join a Scouts BSA troop. • Project a positive image of Scouting. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. 	<p>Rank: Second Class or above</p> <p>Position is approved by Scoutmaster. This position also requires approval from pack cubmaster and pack committee.</p>
Chaplain Aide		<p>Chaplain aides assist the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop. They lead the troop in opening or closing prayer and mealtime blessings. Chaplain aides ensure that religious holidays are considered during the troop's program planning process and promotes the BSA's religious emblems program.</p>	<ul style="list-style-type: none"> • Keep troop leaders apprised of religious holidays when planning activities. • Assist the troop chaplain or religious coordinator in meeting the religious needs of troop members while on activities. • Encourage saying grace at meals while camping or on activities. • Lead worship services on campouts. • Tell troop members about the religious emblems program for their faith. • Set a good example. 	<p>Rank: Scout or above</p> <p>Elected by troop</p>



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			<ul style="list-style-type: none"> • Wear the Scout uniform correctly. • Live by the Scout Oath and, Scout Law. • Show and help develop Scout spirit. 	
Historian		<p>The historian collects, assembles, and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia, and makes materials available for Scouting activities, courts of honor, the media, and troop history projects.</p>	<ul style="list-style-type: none"> • Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files. • Take care of troop trophies and keepsakes. • Keep information about troop alumni. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. 	<p>Rank: Tenderfoot or above</p> <p>Elected by troop</p>
Instructor		<p>Instructor is an older troop member proficient in a Scouting skill who must also have the ability to teach that skill to others. An instructor typically teaches subjects that Scouts are eager to learn—especially those such as first aid, camping, and backpacking—that are required for outdoor activities and rank advancement.</p>	<ul style="list-style-type: none"> • Instruct Scouting skills as needed within the troop or patrols. • Prepare well in advance for each teaching assignment. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. 	<p>Rank: Life or above</p> <p>Position is appointed by Patrol Leader with the advice and consent of the Senior Patrol Leader and Scoutmaster.</p>


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<p>Librarian</p>		<p>Troop librarians oversee the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. They check out these materials to Scouts and leaders and maintain records to ensure that everything is returned. They may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.</p>	<ul style="list-style-type: none"> • Establish and maintain a troop library. • Keep records on literature owned by the troop. • Add new or replacement items as needed. • Have literature available for borrowing at troop meetings. • Maintain a system to check literature in and out. • Follow up on late returns. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. 	<p>Rank: Tenderfoot or above</p> <p>Elected by troop</p>
<p>Webmaster</p>		<p>Troop webmasters are responsible for maintaining the troop's website. They make sure that information posted on the website is correct and up to date and that the privacy of youth and adult troop members is protected. A member of the troop committee may assist them with their work.</p>	<ul style="list-style-type: none"> • Establish and maintain a safe and secure troop website. • Ensure that the troop website is a positive reflection of Scouting to the public. • Work with the scribe to manage the troop's electronic communication tools. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. 	<p>Rank: Second Class or above</p> <p>Elected by troop</p>


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Bugler		<p>The bugler plays the bugle (or similar instrument) to mark key moments during the troop meeting, such as assembly, or on troop outings, such as reveille, mess call, and lights out. The bugler must know the required bugle calls and ideally should have earned the Bugling merit badge or be working toward earning it.</p>	<ul style="list-style-type: none"> • Makes appropriate bugle calls, as requested, at troop meetings and activities. • Sets a good example. • Wears the Scout uniform correctly. • Lives by the Scout Oath and Law. • Shows Scout spirit. 	
OA Representative		<p>Order of the Arrow representatives serve as a communication link between the troop and the local Order of the Arrow lodge. By enhancing the image of the Order as a service arm to the troop, they promote the OA, encourage Scouts to take part in all sorts of camping opportunities, and helps pave the way for older Scouts to become involved in high-adventure programs.</p>	<ul style="list-style-type: none"> • 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 programs. • 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 lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members. • Set a good example. 	<p>Rank: Must be member of OA</p> <p>Appointed by SPL and Scoutmaster</p>

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			<ul style="list-style-type: none"> • Wear the Scout uniform correctly. • Live by the Scout Oath, Scout Law, and OA Obligation. • Show and help develop Scout spirit 	
Outdoor Ethics Guide		<p>Outdoor ethics guides help troops plan and conduct an outdoor program that emphasizes effectively practicing the Outdoor Code, the Leave No Trace principles, and the Tread Lightly! principles. Guides work to help Scouts improve their outdoor ethics decision-making skills to help minimize impacts as they hike, camp, and participate in other outdoor activities. In particular, they should support Scouts who are working to complete the relevant requirements for the Tenderfoot, Second Class, and First Class ranks.</p>	<ul style="list-style-type: none"> • Have a thorough understanding of and commitment to Leave No Trace principles and Tread Lightly! guidelines. • Help the troop plan and conduct an outdoor program that effectively practices the principles of outdoor ethics. • Help Scouts improve their outdoor ethics decision-making skills to minimize impacts as they participate in outdoor activities. • Support Scouts who are working to complete the relevant requirements for the Scout through First Class ranks. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. 	Rank: Second Class or above

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<p>Junior Assistant Scoutmaster</p>		<p>A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the Scoutmaster to serve as a junior assistant Scoutmaster (JASM). The junior assistant Scoutmaster functions just like an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 years of age or older). In this capacity, junior assistant Scoutmasters (a troop may have more than one) follow the guidance of the Scoutmaster in providing support and supervision to other youth leaders in the troop. Upon their 18th birthday, a junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster.</p>	<ul style="list-style-type: none"> • Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older). • Accomplish any duties assigned by the Scoutmaster. • Set a good example. • Wear the Scout uniform correctly. • Live by the Scout Oath and Scout Law. • Show and help develop Scout spirit. 	<p>Appointed by Scoutmaster</p>
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