



**BOY SCOUTS OF AMERICA**

**TROOP 93 COMMITTEE HANDBOOK**

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July 2008

## INTRODUCTION

The Troop Committee is the foundation of a Boy Scout Troop. It is made up of registered adult leaders (scouters) who perform the many “behind the scenes” activities that support the troop. The Committee Chair (CC) is in charge of this group of adults. The Scoutmaster (SM) reports to the Committee Chair. The Assistant Scoutmasters (ASM) and Senior Patrol Leader (SPL) both report to the scoutmaster. The Committee Chair reports to the Charter Organization Representative (COR). The COR is the link between the sponsoring organization (the Pittsboro Lion’s Club is the sponsoring organization for Troop 93) and the troop.

The troop committee is responsible for assuring the troop has all the support to run smoothly. This covers financial, manpower, equipment, training, information distribution and decision making as necessary. The committee is made of registered adult leaders that fill many roles. Some positions are specific (Committee Positions section) and some are not. Often a committee member at large will be asked to help with a particular task. Any registered adult leader may be a member of the troop committee.

The committee as a minimum must consist of COR, CC, SM, and at least one ASM.

## TROOP HANDBOOK

The Troop 93 Handbook should be reviewed by all committee members. It provides troop specific policies and rules that are to be enforced by the scoutmasters and the troop committee. It also provides the troop level organizational structure.

## UNIFORMS

Certain Adult positions require uniforms (Scoutmaster, Assistant Scoutmasters and Committee Chair). Other adult positions may wear the uniform if desired. Troop 93 encourages all adult leaders to wear a uniform. It sets an example for the youth to wear their uniform and shows our troop pride. Adults should wear their uniforms to all Troop functions unless specifically told otherwise (e.g. trail maintenance or service projects where work clothes are more appropriate). If attending a troop camping trip we take clothes appropriate to the weather, but always wear the uniform while traveling. The Senior Patrol Leader will announce the class of uniform to be worn for each event. Uniforms are not required for the Troop Committee meeting. .

Uniform parts may be purchased from our Council Office Scout Shop in Raleigh. They may also be ordered from the Scout Supply Center catalog. Uniforms are sometimes available at the PTA Thrift Stores. Refer to the Troop 93 Handbook for additional information about the uniform.

## COMMITTEE RESPOSABILITIES

The troop committee is responsible to assure that the troop operates a safe exciting program in accordance with BSA polices. The committee reviews the financial condition of the troop and makes all significant financial decisions for the troop. The troop committee is responsible for serious disciplinary actions that can not be handled at the troop level by the Senior Patrol Leader and or Scoutmaster and his assistants. The committee periodically reviews the troop performance to assure it is providing an exciting and educational program for the youth. The committee is responsible for maintaining the troop web site and publication of the troop newsletter.

Each Troop Committee position has it own set of responsibilities that are as equally important to the overall operation of the troop. Individual position responsibilities are noted in the pages in the Committee Position section.

## COMMITTEE MEETINGS

The Committee meets every second Thursday of the month at 7:00pm at the Troop 93 Scout Hut unless announced otherwise. The meeting is held at the same time and place as the troop Patrol Leaders Conference (PLC) is held. The meeting generally lasts between an hour and half and two hours.

Each Committee Position and the Scoutmaster have an opportunity to present status, data or any issues. This allows the committee to hear from the various positions and discuss as necessary the details. The Committee Chair chairs the meeting and keeps the meeting focused and on time. During the course of the meeting as the PLC is wrapping up the Senior Patrol Leader (SPL) will report to the committee. This allows the SPL to report on status and any issues as necessary. Also the Committee can provide immediate feedback to the PLC if necessary.

The minutes of the Committee meeting are published by the Secretary within a few days of the meeting and distributed to the committee members via e-mail. The troop newsletter is also published by the Secretary within a few days of the meeting and distributed to the entire troop via e-mail. The newsletter is then posted on the troop web page. The committee meeting minutes are not published on the web page. Copies of both the meeting minutes and newsletter are placed in the appropriate three ring binders in the scoutmaster's office in the scout hut. This allows for quick reference to past items and decisions if necessary.

## NEW SCOUT/PARENT ORIENTATION

This section is provided to help Leaders of Troop 93 have a documentation/guidance to aid in bringing new scouts and parents into the troop.

New scouts will enter Troop 93 from a bridging ceremony from our sister Pack. Pack 93, or join independently.

Scouts bridging will general come in numbers, 2 to 3 or as many as 12 – 14.

All new scouts must complete a scout application. The parent(s) are also encouraged to sign up as a scout leader (Committee Positions section list the many adult positions in the troop).

### Joining by Bridging

The Scoutmaster usually meets with the new den a couple of months before bridging. Most of the bridging scouts will have already visited the troop. Cub scouts are encouraged to visit a troop as part of their Arrow of Light Award. This helps them continuing their career in Boy Scouts. Prior to bridging, cub scouts will decide to carry on with Boy Scouts and with which troop. The Den Leader will usually inform the Troop of the boys wishes.

The cub scouts usually bridge during the Blue & Gold banquet. Customarily the Scoutmaster, Senior Patrol Leader and the new Patrol leader will attend. Troop 93 provides a bridge for this ceremony. Scouts bridging from the pack should receive:

- Troop t-shirt
- Boy Scout Handbook
- New green epaulet
- Troop 93 patch
- "Welcome to Troop 93" handout
- New Scout Application

The next troop meeting, the bridging Cub Scouts first meeting, should be a program to help the new scouts feel welcomed (new scout skill or similar program).

A parents meeting is held where leaders are introduced, information provided and questions answered. A troop Handbook should be provided. A list of Adult positions should be made available.

### Joining Individually

Any boy 11 years or older and has a belief in a supreme being can join Boy Scouting. A boy should visit with the troop (attend a scout meeting) once or twice. The parents are encouraged to talk with a couple of leaders.

Once the boy has decided to join, the troop will provide:

- Troop T-shirt
- Troop 93 patch
- New Scout Application

The parents should obtain troop information by meeting with troop leaders and receive a troop handbook. A list of Adult positions should be made available. The New Scout Application must be returned to the Troop before a scout may participate in campouts or other outdoor events.

### **COMMITTEE POSTION**

An adult scouter holds his or her leadership position for as long as the individual wishes. The troop Committee Chair may approach the scouter to discuss performance and may suggest that someone else fill the position if necessary. Occasionally, a leader may tire of a position and request to rotate into a new position for which (s)he feels qualified. These are all important positions and the work these volunteers do is vital to the success of the troop.

The following pages provide a Job Description of the Troop Committee positions that have been defined by BSA and our Troop. Each page includes a brief description of the position, position responsibilities and the expectations associated with the position. As noted above there are Committee Members "At Large" that do not have a defined job description. Any registered adult may be part of the troop committee and participate in the troop committee meetings. Unregistered parents are welcome to visit the Committee meetings and to express their comments as non-voting guests.



**Troop 93  
Leadership Position Description**

**Charter Organization Representative**

- Type:** Appointed by Charter Organization  
**Reports to:** Charter Organization  
**Description:** The link between the Charter Organization and the Troop  
**Comments:** The entire troop organization reports to the Charter Organization Representative

**QUALIFICATIONS**

- Experience:** None, however must be a member of the Charter Organization. Should be knowledgeable about Troop organization. The COR has ultimate responsibility for the functions of the Troop. Therefore ideally will have training in many areas of troop function and be able to step in as an emergency replacement for any key Troop leader.

**PERFORMANCE REQUIREMENTS**

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
- **Attendance:** You are expected to attend all Troop Committee meetings as necessary.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform: Uniform Optional** - Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Is the liaison between the Troop and the Charter Organization (the Pittsboro Lions Club).

Duties include:

- Attending Committee meetings as needed
- Reports to the Charter Organization troop information as needed



## Troop 93 Leadership Position Description

### Committee Chairman

#### GENERAL INFORMATION

- Type:** Appointed by Charter Organization Representative (COR)  
**Reports to:** COR  
**Description:** In charge of Troop Committee.  
**Comments:** The Committee Chairman runs the Committee meetings, receives reports from troop adult positions, facilitates the decision making of the Committee

#### QUALIFICATIONS

- Experience:** Previous scout service desired. Working knowledge of the Troop Adult and youth structure, previous management experience desired.

#### PERFORMANCE REQUIREMENTS

- **Training:** Complete Fast Start tape, New Leader Essential, Scoutmaster/Assistant Scoutmaster Specific Training, Introduction to Outdoor Leader Skills, Youth Protection Training
- **Desired training:** First Aid and CPR Training , Wood Badge Training
- **Attendance:** You are expected to attend troop meetings, troop outings as needed, all Committee meetings and all District Roundtable meetings.

#### GENERAL LEADERSHIP RESPONSIBILITIES

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

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

The Committee Chairman directs the activities of the troop committee. Chairman's responsibilities include supporting the troop program and handling troop administration. Specific duties include overseeing troop finances, fund-raising, troop communications, and handling boards of review.

Duties include:

- Runs the Committee meeting
- Attends monthly District Roundtable meeting and reports as necessary to the troop committee.
- Assure troop records are maintained (Committee minute minutes).
- Assure troop is supported as necessary.
- Oversee the troops financial affairs.
- Assist the Scoutmaster in completing the troop's annual re-charter.
- Assure troop adheres to BSA policies.
- Presents all Adult Leader's application to the committee for an acceptance vote
- Assure Newsletter is published monthly



## Troop 93 Leadership Position Description

### Secretary

**Type:** Appointed by Committee Chairman  
**Reports to:** Committee Chairman  
**Description:** Maintains and distributes records.  
**Comments:** Takes meeting minutes, publishes meeting minutes and publishes Newsletter.

#### QUALIFICATIONS

**Experience:** Typing/computer basic skill necessary

#### PERFORMANCE REQUIREMENTS

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
- **Attendance:** You are expected to all attend Troop Committee meetings.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** **Uniform optional** -Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Assures all meeting minutes are accurately recorded. Assure Newsletter is published monthly

Duties include:

- Attending all Committee meetings and record minutes
- Provides meeting minutes to all committee and all adult leaders (via e-mail)
- Makes sure monthly Newsletter is published and distributed to all troop members (via e-mail)
- Maintains e-mail list for newsletter and Committee meeting distribution
- Maintains troop roster and schedule which are generally set twice a year and update as needed



## Troop 93 Leadership Position Description

### Treasurer

#### GENERAL INFORMATION

- Type:** Appointed by Committee Chairman  
**Reports to:** Committee Chairman  
**Description:** In charge of Troop Funds.  
**Comments:** Manages the troop's financial affairs.

#### QUALIFICATIONS

- Experience:** The Treasurer is the Financial Officer of the troop. Previous accounting experience desired. Working knowledge bookkeeping and troop structure/organization

#### PERFORMANCE REQUIREMENTS

- **Training:** Complete Fast Start tape, Youth Protection Training
- **Desired training:** New Leader Essential
- **Attendance:** You are expected to attend Troop meetings as applicable and all Committee meetings.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** **Uniform optional** - Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

The Treasurer handles all troop funds and disbursements. Keeps a troop checking account, maintains all Scout individual balances, and collects campout fees, dues, and other contributions.

Duties include:

- Maintain Troop checking account
- Maintain all Troop funds and maintains association with Harold Boone Fund treasurer.
- Member of the board of directors for the Harold Boone Memorial Scouting Fund, Inc.
- Tracks individual scout's accounts as necessary.
- Disperse funds as necessary
- Tracks event accounts as necessary (summer camp, high adventure, etc).



## Troop 93 Leadership Position Description

### Advancement Chair

#### GENERAL INFORMATION

**Type:** Appointed by Committee Chairman

**Reports to:** Committee Chairman

**Description:** In charge of Troop Advancement Records.

**Comments:** The Advancement Chair is responsible for all ranks and merit badge records for each youth (Council & troop levels). The records are maintained on a computer database.

#### QUALIFICATIONS

**Experience:** Some computer skills are necessary. Experience in record keeping desired. Understanding of troop structure and scout advancement requirements desired

#### PERFORMANCE REQUIREMENTS

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
  
- **Attendance:** You are expected to all attend Troop meetings and all Committee meetings.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** **Uniform optional** - Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

The Advancement Chair handles all the youths' rank and merit badge records.

Duties include:

- Maintains computer and paper records of youth advancement and adult training
- Assure scouts follow advancement procedures (completion of a rank, Board of Review and Merit Badge counselor selection).
- Maintains rank patch stock.
- Acquires ranks and merit badge patches as necessary
- Submits records to Council office as necessary on appropriate BSA forms
- Prepares items for Court of Honor
- Periodically checks Council's records to assure accuracy, especially for Life scouts
- Schedule Scoutmaster Conferences and Board of Reviews
- Maintains Merit Badge Counselor list and adult applications for merit badge counselors



**Troop 93**  
**Leadership Position Description**

**Building & Grounds Facilitator**

**Type:** Appointed by Committee Chairman  
**Reports to:** Committee Chairman  
**Description:** In charge of Scout Building Maintenance.  
**Comments:** Maintains all functions associated with the Scout hut (routine as well as unscheduled events).

**QUALIFICATIONS**

**Experience:** Prior building management desired. Some understanding of building construction, building maintenance and building systems (electrical, Plumbing, HVAC) is desired.

**PERFORMANCE REQUIREMENTS**

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
  
- **Attendance:** You are expected to all attend Troop Committee meetings.

**GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** **Uniform optional** - Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Assure the building is maintained, systems are properly maintained (HVAC, well).

Duties include:

- Have grass cut regularly (trimming as necessary)
- Assist in Annual Fire Marshall inspection
- Assure all routine maintenance on the HVAC system is performed (filter changes, etc)
- Have repairs as necessary performed
- Assure building maintenance and consumable items are stocked (bulbs, floor, mops, toilet paper, paper towels, etc)
- Report building condition/needs/repairs at each Committee meeting
- Maintains schedule of building use (Cub Scouts, Boy Scouts, Girl Scouts and Lion's Club)



**Troop 93  
Leadership Position Description**

**Fund Raising Chair**

- Type:** Appointed by Committee Chairman  
**Reports to:** Committee Chairman  
**Description:** In charge of Troop Fundraising activities.  
**Comments:** Assure all fundraising activities are coordinated properly, all appropriate monies received and properly noted by the Treasurer.

**QUALIFICATIONS**

- Experience:** Prior Fundraising experience is desired. Understanding of BSA policies desired (will require knowing once in position).

**PERFORMANCE REQUIREMENTS**

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
- **Attendance:** You are expected to attend Troop meetings as applicable and all Committee meetings.

**GENERAL LEADERSHIP RESPONSIBILITIES**

- Uniform:** **Uniform optional** - Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Assure all the troop Fund Raising activities are properly staffed, follow BSA policy's and are supported as necessary (materials and budgets). Troop 93's generally has three fund raising activities: popcorn, holiday season ham sale and UNC football (via Pack 93)

Duties include:

- Assuring a Popcorn Kernel in place each year (Kernel will require District level interfacing)
- Assure all necessary materials for each Fund Raising activity are in place (tickets for ham sale, etc)
- Assure all monies are properly collected and ear marked as necessary (by item or youth)
- Assure all safety procedures and necessary equipment is in place to support fund raiser
- Provide proper follow-up after each Fundraising activity to allow for improvement next year.



## Troop 93 Leadership Position Description

### Web Master

**Type:** Appointed by Committee Chairman  
**Reports to:** Committee Chairman  
**Description:** In charge of Troop Web Page.  
**Comments:** Assure Web Page is updated regularly with current information. Maintains the Web Page as necessary.

#### QUALIFICATIONS

**Experience:** Web Master experience desired. Some computer skills required. Knowledge of BSA policies desired (will require knowing once in position)

#### PERFORMANCE REQUIREMENTS

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
  
- **Attendance:** You are expected to all attend Troop Committee meetings.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** **Uniform optional** - Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

Assure the troop Web Page is updated regularly. Coordinates with Pack 93 as necessary for links and additional information.

Duties include:

- Assures BSA policies are met
- Posting and maintaining troop schedule on Web Page
- Posting Troop Newsletter monthly
- Encourage use of Web Page by Troop participants.



## Medical Officer

- Type:** Appointed by Committee Chairman  
**Reports to:** Committee Chairman  
**Description:** In charge of Troop Medical Forms for youth and adults.  
**Comments:** Assures each member has updated medical form(s) and the appropriate form for an event (see Specific Responsibilities).

### QUALIFICATIONS

- Experience:** Previous medical knowledge desired (ability to “flag” special needs). Good organizational skills.

### PERFORMANCE REQUIREMENTS

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
  
- **Attendance:** Not specifically required. Will need to attend troop meetings prior to some outings to status needed data.

### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** **Uniform optional** - Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

### SPECIFIC LEADERSHIP RESPONSIBILITIES

Assure the troop medical forms are updated as needed.

Duties include:

- Assures BSA policies are met
- Assure proper confidentiality
- Assures proper forms are used for each attending scout to special events (summer camp, high adventure trips, etc)
- Maintains an up to date travel folder (all current applicable forms)



## Troop 93 Leadership Position Description

### Scoutmaster

#### GENERAL INFORMATION

- Type:** Appointed by Troop Committee  
**Reports to:** Committee Chair  
**Description:** In Charge of the Youth of the troop.  
**Comments:** The Scoutmaster is the adult focal point of the troop. He needs to attend as close to all troop functions as possible.

#### QUALIFICATIONS

- Experience:** Previous scout service desired. Working knowledge of the Troop Youth positions. Previous experience as an Assistant Scoutmaster desired.

#### PERFORMANCE REQUIREMENTS

- **Training:** Complete Fast Start tape, New Leader Essential, Scoutmaster/Assistant Scoutmaster Specific Training, Introduction to Outdoor Leader Skills, Youth Protection Training, Safe Defense Swim Training, Safety Afloat Training
- **Desired training:** First Aid and CPR Training , Wood Badge Training
- **Attendance:** You are expected to attend all troop meetings, troop outings, Committee meetings and District Roundtable meetings.

#### GENERAL LEADERSHIP RESPONSIBILITIES

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

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

The Scoutmaster actively participates in weekly Troop meetings and monthly outings. The Scoutmaster is also encouraged to participate in other formal and informal Leader Training Programs when offered.

Duties include:

- Supervise the Troop programs at the Troop and Patrol level
- Responsible for semi-annual Junior Leader Training for elected and appointed boy leaders. Coordinates this with the PLC Facilitator.
- Go camping with the Scouts.
- Conduct scout training and sign advancement requirements.
- Discipline the Scouts as needed.
- Perform various tasks to support components of the Troop.
- Act as coaches, counselors, and advisors to the Troop Junior Leaders.
- Perform Scoutmaster conference at appropriate times (rank advancements or at other times when scouts need encouragement).
- Complete the troop's annual re-charter and completing the Quality Unit application
- Represent the troop at the District Planning and District Roundtable meetings
- Supervise Assistant Scoutmasters
- Attend some Pack 93 Committee meetings, as needed



**Troop 93**  
**Leadership Position Description**  
**Assistant Scoutmaster, General**

**GENERAL INFORMATION**

- Type:** Appointed by Troop Committee and Scoutmaster  
**Reports to:** Scoutmaster  
**Description:** Along with the Scoutmaster , In Charge of the Youth of the troop.  
**Comments:** The Assistant Scoutmaster (ASM) is to support the Scoutmaster as the adult focal point of the troop. The ASM needs to attend as close to all troop functions as possible. The ASM may need to fill-in as the Scoutmaster

**QUALIFICATIONS**

- Experience:** Previous scout service desired. Working knowledge of the Troop Youth organization

**PERFORMANCE REQUIREMENTS**

- **Training:** Complete Fast Start tape, New Leader Essential, Scoutmaster/Assistant Scoutmaster Specific Training, Introduction to Outdoor Leader Skills, Youth Protection Training, Safe Defense Swim Training, Safety Afloat Training
- **Desired training:** First Aid and CPR Training , Wood Badge Training
- **Attendance:** You are expected to attend most of the troop meetings, troop outings as practical. You may need to attend Committee meetings or District Round Table meetings.

**GENERAL LEADERSHIP RESPONSIBILITIES**

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

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

The Assistant Scoutmaster actively participates in weekly Troop meetings and monthly outings as needed. The Assistant Scoutmaster is also encouraged to participate in other formal and informal Leader Training Programs when offered.

Duties include:

- Supervise the Troop programs at a Troop and Patrol level, as needed
- Going camping with the Scouts.
- Conduct scout training and sign advancement requirements.
- Participate in disciplining Scouts with the Scoutmaster as directed.
- Perform various tasks to support components of the Troop.
- Act as coaches, counselors, and advisors to the Troop Junior Leaders.
- Special tasks as directed by the scout master (i.e. New Scout Advancement, etc).
- Attend some Pack 93 Committee meetings, as needed



**Troop 93**  
**Leadership Position Description**  
**Assistant Scoutmaster, Lead**

- Type:** Appointed by Scoutmaster  
**Reports to:** Scoutmaster  
**Description:** The Assistant Scoutmaster that can drop into the Scoutmaster's position most quickly.  
**Comments:** The Lead Assistant Scoutmaster (ASM) is to support the Scoutmaster as the adult focal point of the troop. The Lead ASM needs to especially attend as close to all troop functions as possible. The Lead ASM will be expected to fill-in for the Scoutmaster, as needed

#### **QUALIFICATIONS**

- Experience:** Previous scout service desired. Working knowledge of the Troop Youth organization

#### **PERFORMANCE REQUIREMENTS**

- **Training:** Complete Fast Start tape, New Leader Essential, Scoutmaster/Assistant Scoutmaster Specific Training, Introduction to Outdoor Leader Skills, Youth Protection Training, Safe Defense Swim Training, Safety Afloat Training
- **Desired training:** First Aid and CPR Training , Wood Badge Training
- **Attendance:** You are expected to attend most of the troop meetings, troop outings as practical. You may need to attend Committee meetings or District Round Table meetings.

#### **GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** Set the example by wearing your uniform correctly.

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

#### **SPECIFIC LEADERSHIP RESPONSIBILITIES**

The Lead Assistant Scoutmaster actively participates in weekly Troop meetings and monthly outings as needed. The Lead Assistant Scoutmaster is also encouraged to participate in other formal and informal Leader Training Programs when offered.

Duties include:

- Supervise the Troop programs at a Troop and Patrol level, as needed
- Going camping with the Scouts.
- Conduct scout training and sign advancement requirements.
- Participate in disciplining Scouts with the Scoutmaster as directed.
- Perform various tasks to support components of the Troop.
- Act as coaches, counselors, and advisors to the Troop Junior Leaders.
- Special tasks as directed by the scout master (i.e. New Scout Advancement, Scoutmaster Conferences, etc).
- Help direct the efforts of other Assistant Scoutmasters
- Attend some Pack 93 Committee meetings, as needed



**Troop 93**  
**Leadership Position Description**

**Assistant Scoutmaster, New Scout Advancement**

- Type:** Appointed by Scoutmaster  
**Reports to:** Scoutmaster  
**Description:** Works with new scouts to help/guide their advancement requirements efforts.  
**Comments:** Works closely with new scout through their first year in scouting. Helps scouts to understand requirements, teaches needed skills and encourages scouts as necessary

**QUALIFICATIONS**

- Experience:** Knowledge of the Tenderfoot, Second Class and First requirements.

**PERFORMANCE REQUIREMENTS**

- **Training:** Complete Fast Start tape, New Leader Essential, Scoutmaster/Assistant Scoutmaster Specific Training, Introduction to Outdoor Leader Skills, Youth Protection Training, Safe Defense Swim Training, Safety Afloat Training
- **Desired training:** First Aid and CPR Training , Wood Badge Training
- **Attendance:** You are expected to attend most of the troop meetings, troop outings as practical. You may need to attend Committee meetings or District Round Table meetings.

**GENERAL LEADERSHIP RESPONSIBILITIES**

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

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Provide a welcoming environment to new scouts. Assist and encourage new scouts such that a scout can become independent in fulfilling each rank's advancement requirements

Duties include:

- Help scouts to understand advancement process
- Provide skills based training as necessary.
- Assure scouts learn the "Learn it, then Earn it philosophy".
- Encourage new scouts to attend summer camp.
- Report to the Scoutmaster on a regular basis the new scouts progress
- Supervise Troop Guides or Instructors assigned to new scouts



**Troop 93**  
**Leadership Position Description**

**Travel Coordinator**

**GENERAL INFORMATION**

**Type:** Appointed by Scoutmaster

**Reports to:** Scoutmaster

**Description:** In charge of Troop travels.

**Comments:** Travel Coordinator assure all tour permits, reservations and other travel arrangements as necessary are completed correctly and on time. Coordinates transportation of troop (drivers) as necessary.

**QUALIFICATIONS**

**Experience:** No prior experience necessary.

**PERFORMANCE REQUIREMENTS**

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
  
- **Attendance:** You are expected to attend Troop meetings and Committee meetings as necessary. Attending troops outings is desired.

**GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

The Travel coordinator assure all troop travels are properly conducted

Duties include:

- Submitting applicable BSA tour permits
- Assure appropriate reservations are made as necessary.
- Assures that appropriate vehicles and drivers are available for each trip, prior to the trip. Assure all drivers are qualified.
- Assure all non-BSA permits as necessary are acquired.



**Troop 93**  
**Leadership Position Description**

**Patrol Leaders Council Facilitator**

**Type:** Appointed by Scoutmaster  
**Reports to:** Scoutmaster  
**Description:** Advisor to the Patrol Leaders Council (PLC).  
**Comments:** Helps the PLC to be as effective as possible. Works behind the scenes as much as possible allowing the youth to plan programs and outings.

**QUALIFICATIONS**

**Experience:** None required, previous facilitator experience desired. Some previous scouting experience desired. Trip planning experience desired.

**PERFORMANCE REQUIREMENTS**

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
  
- **Attendance:** You are expected to attend all PLC meetings.

**GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Patrol Leaders Council Facilitator will aid the PLC meetings in keeping the meeting focused on task. Guide the Senior Patrol leader at the PLC such that activities are in support of the youth's advancements and the troops outdoor activities.

Duties include:

- Attend all PLC's
- Assure troop's calendar meets the needs and desires of the troop. Scheduled outdoor activities are planned adequately (location, time of year, within troop budget, etc)
- Assure that the troop meetings support the scheduled trips and outdoor activities, as well as the needs of the troop youth (advancement as necessary).
- Facilitate PLC as necessary
- Reports to the scoutmaster regularly the progress of the PLC
- Maintains a list of acceptable programs/trips to be used as necessary
- Coordinates PLC Training



**Troop 93  
Leadership Position Description**

**Troop Meeting Program Advisor**

- Type:** Appointed by Scoutmaster  
**Reports to:** Scoutmaster  
**Description:** Assure Troop Program schedule is maintained and program needs are met.  
**Comments:** The Program Director assures that the youth are performing as necessary to make sure the Troop Program schedule is maintained and program needs are met. Assures programs follow BSA guidelines.

**QUALIFICATIONS**

**Experience:** In depth knowledge of Youth positions and responsibilities. .

**PERFORMANCE REQUIREMENTS**

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
  
- **Attendance:** You are expected to all attend Troop meetings and all Committee/PLC meetings.

**GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

The Program Director assures all program needs are met.

Duties include:

- Assure guest speakers have been appropriately contacted by assigned youth (may necessitate making the contact)
- Works closely with the PLC Facilitator to assure PLC training and troop meeting programs support the troop's outdoor activities and large trips as necessary
- Helps troop youth develop a program on short notice, if necessary.
- Assure all necessary resources are in place to support each troop meeting program
- Helps with menu planning and duty rosters to assure they are complete 2 weeks before a trip and the remainder of the troop program is conducted as scheduled
- Encourages the Patrol method (assist in patrol meeting, assure patrol continuity on outings, encourage patrol competition, etc)



**Troop 93**  
**Leadership Position Description**

**Baden Powell Award Coordinator**

- Type:** Appointed by Scoutmaster  
**Reports to:** Scoutmaster  
**Description:** In charge of maintaining Patrol scores  
**Comments:** Scores the patrols, posts the scores at each meeting and assists in award presentation at the end of each youth leadership cycle.

**QUALIFICATIONS**

**Experience:** No prior experience required.

**PERFORMANCE REQUIREMENTS**

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
  
- **Attendance:** You are expected to all attend Troop meetings and all Committee meetings as needed, see Specific Leadership Responsibilities.

**GENERAL LEADERSHIP RESPONSIBILITIES**

**Uniform:** Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

The Baden Powell Patrol Coordinator maintains all scoring records for each patrol and posts the results each week.

Duties include:

- Scores each patrol according to established rules:
- Take roll at each troop meeting and outing
- Tally's scores each week (attendance, No. in uniform, attendance on weekend activities)
- Adds rank advancement points to a Patrol scores as necessary
- Provides additional points for meals and activities performed by each patrol as necessary
- If unable to attend a meeting or outing making sure that the responsibility has been reliable delegated



## Troop 93 Leadership Position Description

### Troop Chaplain

#### GENERAL INFORMATION

**Type:** Appointed by Scoutmaster

**Reports to:** Scoutmaster

**Description:** In charge of Troop religious programs. Registered as Assistant Scoutmaster

**Comments:** Assure that a Sunday service is conducted on every troop weekend outing. Works as resource to Chaplain's Aid (youth position).

#### QUALIFICATIONS

**Experience:** Previous scouting experience desired. .

#### PERFORMANCE REQUIREMENTS

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
  
- **Attendance:** You are expected to attend Troop meetings and troop outings.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set the example by wearing your uniform correctly at troop meetings and other formal events.

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

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

The Troop Chaplain assures the troops religious needs are met.

Duties include:

- Assure that each weekend outing has a religious service
- Advises troop Chaplain's Aid as necessary
- Promotes religious service, observances and Duty to God.
- Provides information to interested scouts about "God and County" programs
- Assure diversity in religion within the troop and nurtures respect for diverse religious beliefs