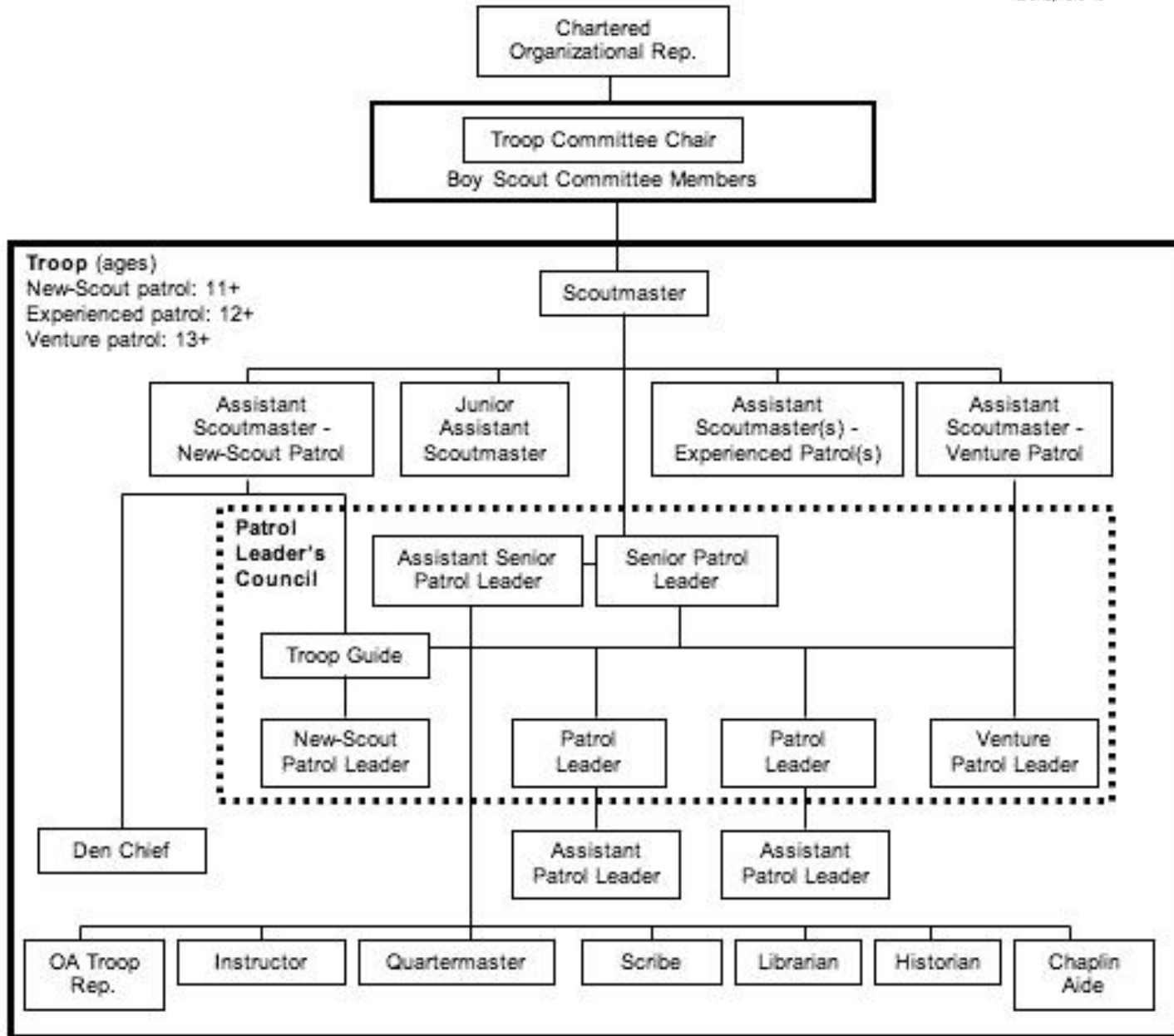


Boy Scout troop organization chart



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Patrol Leaders' Council

- PLC Members
- The patrol leaders' council is made up of the [Senior Patrol Leader](#), who presides over the meetings; the [Assistant Senior Patrol Leaders](#), all [Patrol Leaders](#), [Troop Guides](#), and others as determined by your PLC. The patrol leaders' council plans the yearly troop program at the annual troop program planning conference. The PLC then meets monthly to develop plans for upcoming meetings and activities.
- PLC meetings used to be called "Green Bar" meetings because of the green bars on some of the youth position patches.
- The PLC is composed of the following voting members:
- [Senior Patrol Leader](#) (SPL) - Elected by boys in the troop, SPL runs the Patrol Leaders' Council (PLC) meetings.
- [Patrol Leader](#) - Elected by his patrol, the PL represents his patrol PLC meetings and the annual planning conference. Reports PLC decisions to his patrol.
- [Assistant Senior Patrol Leader](#) - Serves as a member of the patrol leaders' council and fills in for the SPL as needed.
- [Troop Guide](#) - Attends patrol leaders' council meetings with the patrol leader of the new-Scout patrol.
- [Scribe](#) - Attends and keeps a log of patrol leaders' council meetings. The scribe is a non-voting member of the PLC; however in the practices of some troops, scribes have been granted voting privileges.
- At its monthly meetings, the PLC organizes and assigns activity responsibilities for the weekly troop meetings. The [troop committee](#) interacts with the patrol leaders' council through the Scoutmaster.
- Some troops' PLC includes others who may be assigned tasks and may be voting or non-voting members such as:
- [Instructors](#) - May be assigned training tasks or report on previous training
- [Quartermaster](#) - May report on condition and availability of equipment and needs
- [Librarian](#) - May report on condition and availability of the troop library and needs
- [Historian](#), [Chaplain Aide](#), etc.
- The PLC is guided by the [Scoutmaster](#) and has direct support by key [Troop Committee](#) members:
- [Troop Advancement Chair](#) ensures that the unit has at least monthly [boards of review](#) and quarterly [courts of honor](#).
- [Troop Equipment Coordinator](#) - work with the [Quartermaster](#) with unit equipment.
- [Troop Outdoor/Activities Chair](#) - secures tour permits and permissions and serves as transportation coordinator.



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Senior Patrol Leader



Job description: The senior patrol leader is elected by the scouts to represent them as the top junior leader in the troop.

Reports to: the Scoutmaster

Duties:

- Runs all troop meetings, events, activities, and the annual program planning conference
- Runs the patrol leaders' council meeting
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to junior leaders
- Assists the Scoutmaster with junior leader training
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



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Assistant Senior Patrol Leader



Job description: The assistant senior patrol leader is the second-highest junior leader in the troop. He is appointed by the senior patrol leader with the approval of the Scoutmaster. The assistant senior patrol leader acts as the senior patrol leader in the absence of the senior patrol leader or when called upon. He also provides leadership to other junior leaders in the troop.

Reports to: the senior patrol leader

Duties:

- Helps the senior patrol leader lead meetings and activities
- Runs the troop in the absence of the senior patrol leader
- Helps train and supervise the troop scribe, quartermaster, instructor, librarian, historian, and chaplain aide.
- Serves as a member of the patrol leaders' council
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



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Adult Patrol Advisor

- Responsibilities
 - To ensure the safety of [the Patrol Members](#).
 - To assist with discipline when required.
 - To assist [the Patrol Leader](#) make sure all the required tasks are accomplished on time and with at least a minimum standard of quality.
 - To act as a counselor to the Scouts, get to know them, their personalities, abilities, etc. The Patrol Advisor should also know, generally, where each of the Scouts is in terms of accomplishing the requirements for Rank Advancement and be able to direct them in accomplishing those requirements.



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Patrol Leader



- Responsibilities
 - “ When you accepted the position of patrol leader, you agreed to provide service and leadership to your patrol and troop. No doubt you will take this responsibility seriously, but you will also find it fun and rewarding. As a patrol leader, you are expected to do the following: Plan and lead patrol meetings and activities.
 - Keep patrol members informed.
 - Assign each patrol member a specific duty.
 - Represent his patrol at all patrol leaders' council meetings and the annual program planning conference.
 - Prepare the patrol to participate in all troop activities.
 - Work with other troop leaders to make the troop run well.
 - Know the abilities of each patrol member.
 - Set a good example.
 - Wear the Scout [uniform](#) correctly.
 - Live by the [Scout Oath](#) and [Law](#).
 - Show and develop patrol spirit.



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Assistant Patrol Leader



Job description: The assistant patrol leader is appointed by the patrol leader and leads the patrol in his absence.

Reports to: The patrol leader

Duties:

- Helps the patrol leader plan and steer patrol meetings and activities
- Helps his keep patrol members informed
- Helps the patrol get ready for all troop activities
- Represents his patrol at patrol leaders' council meetings when the patrol leader cannot attend
- Lends a hand controlling the patrol and building patrol spirit
- Sets a good example
- Wears the uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit.



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Troop Scribe



- Keep Troop record book up-to-date. If not present at a meeting or outing, prearrange for another Scout to gather the information for recording later.
- Write letters on behalf of the Troop -- letters of inquiry, thank you letters to all who assist the Troop in any way, invitations to special guests to Troop events and to Webelos who visit the Troop. Some letters may be at the request of leaders, but most should be spontaneous when an outside individual has assisted the Troop. Letters should be brought to Troop meetings whenever possible to be approved before mailing and so that the Troop is aware of what correspondence is being mailed out in its name. A file of all such correspondence is to be kept by the Scribe.
- Act as recording secretary for Patrol Leaders' Council meetings, in particular, noting action items and who is responsible for the action. Based on the discussions, prepare the final Troop meeting plans and distribute to the Patrol Leaders.
- Collect camping money for trips from patrols, recording who has paid and passing the list and money onto the adult leader in charge of the trip.
Keep the camping log up-to-date and monitor participation by patrols so that the Troop qualifies for the National Camping Award.
- As Troop Scribe, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.



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Boy Quartermaster



Job description: The quartermaster keeps track of troop equipment and sees that it is in good working order.

Reports to: the senior patrol leader

Duties:

- Keeps records on patrol and troop equipment
- Makes sure equipment is in good working condition
- Issues equipment and makes sure it's returned in good condition
- Makes suggestions for new or replacement items
- Works with the troop committee member responsible for equipment
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



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Librarian



- Keep an archive on places to go and trips the Troop has made. A short write-up of each past trip -- indicating numbers to call for reservations, facilities, positive/negative things, etc. Also collect and catalog articles on potential places the Troop could go on outings. Provide this information to people planning future trips as requested.
- Keep a library of merit badge pamphlets and other Troop materials available for check out and use by Troop members and leaders. Keep track of who has what and be responsible for getting materials returned. Keep an inventory of all library materials.
- Keep an archive on all fund-raising activities similar to the outings archive. Keep an archive on all Troop special events -- including courts of honor, etc. -- with information on equipment needs, facilities, and ceremony scripts.
- As Troop Librarian, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.



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Troop Historian



Job description:

- Keep a journal of Troop events for historical purposes. Include photographs and maps when possible. Make entries to the Historian blog site.
- Maintain a troop slide show for showing at the annual Troop Dinner and to Cub Scout Packs. Obtain slides from recent trips to keep the show current, removing slides from older trips and returning them to their owners.
- Gather as much history of the Troop as possible, in whatever form is available. Talk to former members of the Troop and record conversations on tape. Collect pictures and other artifacts when available.
Take care of Troop trophies, ribbons, and other awards.
- As Troop Historian, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.



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Chaplain Aid



Job description: The chaplain aide works with the troop chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblem program.

Reports to: the assistant senior patrol leader

Duties:

- Assists the troop chaplain with religious services at troop activities
- Tells Scouts about the religious emblem program for their faith
- Makes sure religious holidays are considered during troop program planning
- Helps plan for religious observance in troop activities
Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit



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Instructor



Job description:

- Instruct members of the Troop in Scouting skills as needed. Work with the PLC in planning meeting programs, arranging for whatever materials may be needed.
- Work with the Troop Guide(s) and Patrol Leaders in setting up learning situations for the new Scouts to work on Scouting skills and advancement. Recruit additional help when needed.
- When the Troop is working on a merit badge together, arrange for additional support as needed.
- Recruit merit badge counselors if unavailable within the Troop.
- As Instructor, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.



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Troop Guide



Job description:

- Work with the New Scout Patrol(s) to ensure that they learn how to participate in Scouting in our Troop.
- Train the New Scout Patrol Leader in how to run a patrol.
Help them plan for all outings, including equipment lists, menu planning, etc.
- Help the new Scouts with advancement through First Class, either by teaching the required skills or by setting up situations for meeting the requirements.
- As Troop Guide, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.



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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 Arrowman 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.

- **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.

- Sets a good example

- enthusiastically wears the Scout uniform correctly.

- Lives by the Scout Oath, Scout Law and OA Obligation

- Shows Scout spirit

- **OA Troop Representative Qualifications:**

- Under 18 years old

- Appointed by SPL with SM approval

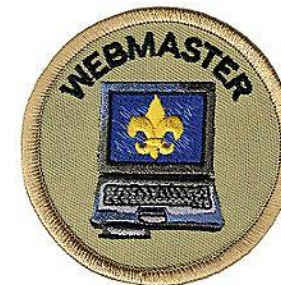
- OA Member in good standing

- **OA Troop Representative Reports To:**

- Assistant Senior Patrol Leader



Troop Webmaster



Job description: The webmaster is responsible for the content management of the troop website, blogs and the upkeep of the troop e-calendar.

Reports to: Adult Webmaster

Duties:

- Attend the web training class organized by the Adult Webmaster.
- Get familiar with the BSA Blog Publishing and Moderation Guideline. Make sure all posts and comments on Troop123 Blog Site comply to the guideline.
- Google calendar entries
- "T-123 Announcements" Blog site owner
- Enthusiastically wear the Scout Uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.



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Junior Assistant Scoutmaster



Job description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18 and be an Eagle Scout. He is appointed by the Scoutmaster because of his demonstrated leadership ability.

Reports to: Scoutmaster

Duties:

- 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.
- Attends at least 5/6 of the PLC meetings occurring during his service period.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.



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Den Chief



Job description: The Den Chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack.

Reports to: The Den Leader in the pack and the Assistant Scoutmaster for the New Scout Patrol in the troop.

Duties:

- 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, prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Know the purposes of Cub Scouting.
- Encourage Cub Scouts to join a Boy Scout troop upon graduation.
- Help out at weekly den meetings and monthly pack meetings.
- Attends at least 2/3 of the den meetings/events during his service period.
- Be a friend to the boys in the den.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by Scout Oath and Law.
- Show scout Spirit.



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Troop Job Description Agreement

- As _____, I promise to do my best to fulfill the requirements of this position during the coming year. I understand that my performance in this position will be evaluated by the Senior Patrol and the adult leaders on the basis of my abilities and the job description given above, as well as the demonstration of Scout Spirit and leadership at Troop meetings and other events.

Scouts Signature

Date

- I consent to my son's participation in the above leadership role. I hereby indicate my understanding and agreement with the Troop 123's job description, and to support my son in carrying out those responsibilities.

Parents or Guardian Signature

Date