

# **BOY SCOUT TROOP 658**

## **Position Description – Assistant Patrol Leader**

*This position will not give leadership credit for rank advancement to Star Scout but is a necessary prerequisite in order to be elected a Patrol Leader or selected as a Patrol Guide. After three successful months out of a term of four months as an Assistant Patrol Leader, the scout will be eligible to run for Patrol Leader or be appointed a Patrol Guide.*

### **SET THE EXAMPLE**

Live by the Scout Oath and Law.

Act in a mature manner.

Wear the uniform completely and correctly including the APL patch.

### **ATTENDANCE**

Attend at least four PLC meetings during his term.

Attend all Troop Meetings and Events.

Arrive at troop meetings 15 minutes early.

### **LEADERSHIP**

Provide one Pre-Patrol Meeting Plan form to the PL or PG at least 3 weeks in advance and work with the PL or PG on adjusting the plan in order to make the plan work.

Lead at least one patrol meeting during the term.

Act as the PL on at least one trip while under the watchful eye of the PL.

Complete one patrol meeting evaluation during the term.

Complete the call chart successfully at least 3 times during the three-month term.

### **ADVANCEMENT AND PARTICIPATION**

Give at least one review and recommendation which results in a scout advancing.

Take responsibility for the patrol at troop meetings, events, and outings in the absence of the PL or PG.

Strongly encourage patrol members through advancement and preparation for troop events and outings.

Encourage patrol attendance at troop meetings, events, and outings.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description – Patrol Leader**

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly.

Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star.

Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life.

Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle.

Wear the Patrol Leader patch.

Attend all Troop Meetings and Events.

Fulfill the planning, organization and running of the activity I have volunteered for or been assigned.

Attend all PLC meetings unless given the permission of the SPL at least a day in advance.

Arrive at troop meetings 15 minutes early.

Have the patrol arrive at troop meetings 15 minutes early when setup patrol.

Communicate promptly and reliably, including among the patrol and between the SPL and the patrol members.

Act as a source of information, experience, and advice for patrol members.

Keep my patrol members informed and contact them at least once each week by phone.

Plan and Conduct at least one patrol meeting every month from September through June.

Provide a Pre Patrol Meeting Plan form to the SPL at least 2 weeks in advance.

Preside at all Patrol meetings, events, and outings.

Make a determined effort to insure that all members attend patrol meetings. This includes giving the members a full two-week notice, speaking with them at least three times during the six days prior to the meeting including the day of the meeting.

Provide a Patrol Meeting Evaluation form to the SPL within 1 week after the meeting.

Develop patrol spirit by making and displaying a patrol flag at every meeting, making/obtaining patrol patches, and making a patrol yell.

Encourage complete patrol attendance at troop meetings, events, and outings.

Prepare the patrol to take part in Troop activities.

Take responsibility of the patrol at troop meetings, events, and outings.

Guide patrol members through advancement and preparation for troop events and outings and submission of every trip's menu at least two weeks before each trip.

Prepare patrol members for leadership.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# ***BOY SCOUT TROOP 658***

## **Position Description - Guide**

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

### **Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly. Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star. Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life.

Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle.

Wear the Guide patch.

Attend all PLC meetings unless given the permission of the SPL at least a day in advance.

Fulfill the planning, organization and running of the activity I have volunteered for or been assigned.

Attend all Troop Meetings and Events.

Arrive at troop meetings 15 minutes early.

Have the patrol arrive at troop meetings 15 minutes early when setup patrol.

Communicate promptly and reliably, including among the patrol and to the SPL, ASPL(s), and the other the PLC members.

Act as a source of information, experience, and advice for patrol members.

Keep my patrol members informed and contact them at least once each week by phone.

Plan and Conduct at least one patrol meeting every month from September through June.

### ***Organize patrol meetings around advancement.***

Provide a Pre-Patrol Meeting Plan form to the SPL at least 2 weeks in advance.

Preside at all Patrol meetings, events, and outings.

Make a determined effort to insure that all members attend patrol meetings. This includes giving the members a full two-week notice, speaking with them at least three times during the six days prior to the meeting including the day of the meeting.

Provide a Patrol Meeting Evaluation form to the SPL within 1 week after the meeting.

Develop patrol spirit by making and displaying a patrol flag at every meeting, making/obtaining patrol patches, and making a patrol yell.

Encourage complete patrol attendance at troop meetings, events, and outings.

Prepare the patrol to take part in Troop activities.

Take responsibility of the patrol at troop meetings, events, and outings.

### ***Introduce the patrol to the advancement system, events, and troop structure.***

**Strongly encourage** patrol members through advancement and preparation for troop events and outings and submission of every trip's menu at least two weeks before each trip.

Prepare patrol members for leadership.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description – Den Chief**

The Den Chief assists the Den Leader of the den of Cub/Webelos scouts he is working with and promotes the spirit of scouting among the Cub Scouts in his pack.

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly.

Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star.

Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life.

Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle.

Wear the Den Chief patch.

Project a positive image of Boy Scouts.

Meet regularly with the Den Leader and review the den and pack meeting plans.

Attend all Den and Pack Meetings and Activities in which your Den members are participating.

Serve as an activities assistant at den meetings for an entire pack year.

If serving in a Webelos den, help prepare and encourage the boys to join Boy Scouts.

Communicate promptly and reliably to the SPL and the Den Leader on matters pertaining to his den and any interaction with the Troop.

Communicate promptly and reliably the SPL, ASPL(s), and the other the PLC members.

Attend PLC meetings when he has important material to communicate to the Troop.

Attend all Troop Meetings and Events. If a Pack or Den activity conflicts with a Troop activity, attendance at the Den or Pack activity satisfies the Troop attendance requirement, prior notice must be given to the SPL.

Attend all the Den Chief's own patrol meetings, events, and outings.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description - Scribe**

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly. Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star. Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life. Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle. Wear the Scribe patch.

Track attendance of all PLC meetings, troop meetings, events, and outings. Provide a monthly attendance list to the SPL and SM. Take and keep notes of PLC meetings. Communicate your attendance information promptly and reliably to the SPL.

Attend all PLC meetings. If planning an absence, arrange for another scout to take Minutes. Fulfill the planning, organization and running of the activity I have volunteered for or been assigned.

Attend all Troop Meetings and Events. If planning an absence, arrange for another scout to take attendance. Arrive at troop meetings 15 minutes early.

Communicate promptly and reliably to the SPL, ASPL(s), and the other the PLC members.

Attend all the Scribe's own patrol meetings, events, and outings.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description - Librarian**

The Librarian's job is to manage the troop's MB pamphlets, maps, advancement guides and other literature. He maintains an inventory of all of these items, issues and receives publications back and reports to the SPL and the PLC on any shortages or problems.

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly.

Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star.

Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life.

Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle.

Wear the Librarian patch.

Conduct an inventory with predecessor and successor and maintain the library during his term.

Bring the library to each troop meeting, advancement training day, and Summer Camp.

Issue literature and see that it is returned in good order.

Follow-up on over due items.

At least monthly check [www.meritbadge.com](http://www.meritbadge.com) for changes or updates to MB and advancement requirements.

Report to the SPL and PLC on possible additions or replacement items.

Attend all PLC meetings unless given the permission of the SPL at least a day in advance.

Fulfill the planning, organization and running of the activity I have volunteered for or been assigned.

Attend all Troop Meetings and Events.

Arrive at troop meetings 15 minutes early.

Communicate promptly and reliably the SPL, ASPL(s), and the other the PLC members.

Attend all the Librarian's own patrol meetings, events, and outings.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description – Troop Quartermaster**

The Quartermaster's job is to manage the troop's gear. He maintains the equipment inventory, issues and receives gear back and reports to the SPL and the PLC on any shortages or problems.

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly. Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star. Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life. Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle. Wear the Quartermaster patch.

Conduct an inventory with predecessor and successor and maintain the inventory during his term.

Keep equipment in good repair and assist users of equipment in the event of malfunction. Issue equipment and see that it is returned in good order. Hold issue's responsible for the condition and integrity of what is issued (i.e. insists on repair or replacement of damaged or lost equipment). Communicate promptly and reliably to the SPL and the PLC on possible additions or replacement items.

Attend all PLC meetings unless given the permission of the SPL at least a day in advance. Fulfill the planning, organization and running of the activity I have volunteered for or been assigned.

Attend all Troop Meetings and Events.  
Arrive at troop meetings 15 minutes early.

Communicate promptly and reliably to the SPL, ASPL(s), and the other the PLC members.

Attend all the Quartermaster's own patrol meetings, events, and outings.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description – Historian/Media-master**

The Historian's job is to document the activities which take place, take pictures, and produce at least two newsletters, either on paper or on the troop website, during his term. Unless the historian is also the Webmaster, he must work very closely with the Webmaster.

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly.

Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star.

Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life.

Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle.

Wear the Historian patch.

Write and solicit articles for the newsletter, website and for possible outside publication.

Bring a camera, still and or video, to each troop meeting, advancement training day, outing, activity and Summer Camp.

Record the activities of the Troop and make them available in the form of a newsletter either on paper or on the website.

Attend all PLC meetings unless given the permission of the SPL at least a day in advance.

Fulfill the planning, organization and running of the activity I have volunteered for or been assigned.

Attend all Troop Meetings and Events.

Arrive at troop meetings 15 minutes early.

Communicate promptly and reliably to the SPL, ASPL(s), and the other the PLC members.

Attend all the Historian's own patrol meetings, events, and outings.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description - Webmaster**

The Webmaster's job is to manage and update the Troop 658 website [www.troop658.com](http://www.troop658.com). The Webmaster works closely with the historian/media-master to publish stories and pictures of activities taking place within the Troop.

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly.

Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star.

Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life.

Prepare for and demonstrate the ability to successfully carry out a troop wide activity if attempting Eagle. Wear the Webmaster patch.

Maintain the integrity and security of the website.

Keep the website updated, at least weekly, with all of the current meeting and activity data.

Post documents and pictures as requested by the SPL, ASPL(s) and the SM.

Attend all PLC meetings unless given the permission of the SPL at least a day in advance.

Fulfill the planning, organization and running of the activity I have volunteered for or been assigned.

Attend all Troop Meetings and Events.

Arrive at troop meetings 15 minutes early.

Communicate promptly and reliably to the SPL, ASPL(s), and the other the PLC members.

Attend all the Webmaster's own patrol meetings, events, and outings.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description – Chaplain's Aide**

The Chaplain's Aide assists the Troop Chaplain with religious events within the Troop. He also works to promote the religious emblem program.

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly.

Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star.

Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life.

Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle.

Wear the Chaplain's Aide patch.

Attend all the Chaplain's Aide own patrol meetings, events, and outings.

Attend all Troop Meetings and Events.

Attend all PLC meetings unless given the permission of the SPL at least a day in advance.

Lead "Scouts own" services on campouts.

Be a recipient of at least one religious emblem prior to taking the position.

Assist the Troop Chaplain in meeting the religious needs of the Troop while on activities and during any session led by the Chaplain.

Educate the troop members about the religious emblem program for their faith.

Keep the troop leaders appraised of religious holidays when planning activities

Arrive at troop meetings 15 minutes early.

Fulfill the planning, organization and running of the activity I have volunteered for or been given.

Communicate promptly and reliably to the SPL and the Troop Chaplain on meeting the religious needs of the Troop.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description – Assistant Senior Patrol Leader**

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly.

Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star.

Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life.

Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle.

Wear the Assistant Senior Patrol Leader patch.

Attend all Troop Meetings and Events.

Fulfill the planning, organization and running of the activity I have volunteered for or been assigned.

Attend all PLC meetings.

Arrive at troop meetings 15 minutes early.

Have the patrol arrive at troop meetings 15 minutes early when setup patrol.

Communicate promptly and reliably, including between the Patrol Leaders and the SPL.

Act as a source of information, experience, and advice for all scouts.

Contact Patrol Leaders at least once a week by phone.

Act as Senior Patrol Leader when the SPL is absent.

Complete any other tasks as requested by the Senior Patrol Leader.

Attend Patrol Meetings when needed.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description – Venture Crew Chief**

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly.

Wear the Venture Crew Chief patch.

Attend all Troop meetings and events unless there is a Venture Team conflict.

Attend all PLC meetings unless there is a Venture Team conflict.

Arrive at troop meetings 15 minutes early.

Actively participate as a member of the Senior Patrol (Gray Box) and assist the SPL as requested.

Plan, Organize and Lead all Troop High Adventure Activities including a minimum of two Venture Crew activities per year, one of which should be a long-term backpack.

Review backpacking plans for all troop backpacking activities with the designated scout trip planner.

Teach the scout trip planners the techniques necessary to develop backpack profiles, choose routes and determine food requirements for extended trips.

Communicate promptly and reliably, including the SPL, PLC, Assistant Scoutmaster for Venturing Activities, Scoutmaster, and the Troop.

Act as a source of information, experience, and advice for all scouts.

Train and mentor future Venture Crew Chiefs

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description –Senior Patrol Leader**

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly. Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star. Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life.

Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle.

Wear the Senior Patrol Leader patch.

Attend all Troop Meetings and Events.

Attend all PLC meetings.

Arrive at troop meetings 15 minutes early.

Organize and execute all meetings and events on the troop calendar, including troop meetings, PLC meetings, trips, and ATD's.

Communicate promptly and reliably, including between PLC, Scoutmasters, and Troop.

Act as a source of information, experience, and advice for all scouts.

Contact Patrol Leaders at least once a week by phone.

Complete any other tasks as requested by the Scoutmaster.

Attend Patrol Meetings when needed.

Develop troop spirit.

Encourage scouts' attendance at meetings, events, and outings.

Prepare the troop to take part in Troop activities.

Take responsibility of the troop at meetings, events, and outings.

Guide scouts through advancement and preparation for troop events and outings.

Prepare scouts for leadership.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description – Instructor**

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly.

Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star.

Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life.

Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle.

Wear the Instructor patch.

Attend all Troop Meetings and Events.

Attend Patrol Meetings when needed.

Fulfill the planning, organization and running of the activity I have volunteered for or been assigned. Eagle Project satisfies this requirement concurrently.

Attend all PLC meetings.

Arrive at troop meetings 15 minutes early.

Communicate promptly and reliably with the SPL.

Act as a source of information, experience, and advice for all scouts.

Teach and instruct scouts as a group and/or individually at troop meetings and Advancement Training Days as requested by the SPL.

- Review and report weekly calls
- Review all menus, offer suggestions, train as necessary and approve final versions
- Review and critique PPMP's and PM reports, help SPL supervise Patrol Meeting
- Teach and prepare scouts for advancement

Complete any other tasks as requested by the Senior Patrol Leader and Scoutmaster.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

# **BOY SCOUT TROOP 658**

## **Position Description – Assistant Senior Patrol Leader (NS)**

*Credit for this position is governed by the Troop 658 Definitions for Test Boards and Holding Leadership Positions effective April 1, 2013.*

Minimum requirements to fulfill leadership requirements of the specific position:

**Live by the Scout Oath and Law.**

**Set a good example** by acting mature and wearing the uniform completely and correctly.

Prepare for and demonstrate the ability to plan for and teach a scout skill if attempting Star.

Prepare for and demonstrate the ability to plan, organize, and run an activity if attempting Life.

Prepare for and demonstrate the ability to successfully carryout a troop wide activity if attempting Eagle.

Wear the Assistant Senior Patrol Leader patch.

Attend all Troop & PLC Meetings and Events.

Fulfill the planning, organization and running of the activity I have volunteered for or been assigned.

Arrive at troop meetings 15 minutes early.

Supervise any New Scout patrol when it is the setup patrol and insure that the new scouts arrive at troop meetings 15 minutes early. Do not leave until all clean up is complete.

*Contact every Patrol Guide at least once each week (on Thursday or Friday) and review the results of weekly calls. Call all new scouts not reached by the Patrol Guides.*

*Concentrate on helping the PG's in motivating their scouts to attend activities. Collect and be the initial reviewer, providing suggestions to PG's on menus, pre-patrol meeting plans, and patrol meeting reports, prior to submission to the SPL.*

Attend and Supervise the advancement process for each New Scout patrol. Assist the PG's in training, giving reviews and attend all New Scout patrol meetings.

Attend and Supervise the activities of the new scout patrols at meetings and on trips and assist the PG's in maintaining order and compliance with Troop Policies, assisting with discipline problems.

Act as a source of information, experience, and advice for all scouts.

Act as Senior Patrol Leader SPL if requested by the SPL.

Complete any other tasks as requested by the Senior Patrol Leader.

Attend other Patrol Meetings when requested.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*

**BOY SCOUT TROOP 658**  
**Leadership and Advancement Policy**  
**Definitions for Test Boards**  
**And**  
**Holding Leadership Positions**  
**Effective April 1, 2013**

Leadership Position Description: The currently published leadership position description on the Troop 658 website.

Leadership Position Possible Scores (determined by the SPL, or in the case of Eagle, by the Scoutmaster, and issued on a monthly basis):

**E - Excellent:** The scout leader completed all of the requirements set forth in the leadership position description.

**S – Sufficient:** The scout leader did not complete a requirement set forth in the leadership position description, but Grace Period or Special Circumstances (defined below) applied.

**I - Insufficient:** The scout leader did not complete a requirement set forth in the leadership position description. This score is usually reserved for misses of “minor” requirements, i.e. those that do not have a negative impact on the scout leader’s patrol or other troop members.

**P - Probation:** The scout leader failed to complete multiple “minor” requirements in a single month, or alternatively, failed to complete a more significant requirement that resulted in a negative impact on patrol or other troop members. This score may also be used if a scout leader is earning insufficient scores in multiple consecutive months and not improving on problem areas.

**F - Fired:** While on probation during a given month, a scout leader fails to comply with one or more additional requirements of the leadership position description, OR earns a score of probation in the previous two consecutive months and does not improve, OR goes on probation four times within the troop’s annual term. The scout leader is removed from the leadership position, and cycles to the back of the waiting list for leadership positions.

Leadership Position scores **E** and **S** are the only ones that count toward satisfying Requirement 5 for Star or Life Rank, or Requirement 4 for Eagle. **Once a month of leadership is earned, it is never lost.**

## Leadership Position Grace Period and Special Circumstances:

1. Any scout in a new leadership position cannot be fired in his first month, except in a case of violating the "TROOP 658 GENERAL POLICY FOR CONDUCT."
2. A 1<sup>st</sup> class scout in his first term as a Patrol Leader or Patrol Guide shall have the first 2 months as a grace period, during which time, if the scout earns a score of **I** in a given month, it shall be automatically converted to **S**.
3. For each 10 months (cumulative) as a 1<sup>st</sup> Class scout in a leadership position, a scout shall be allowed to miss up to 2 PLC required events and still earn a score of **S** for the month in which he missed an event, provided that he:
  - a. Gives 3 weeks or more advanced notice of such absence to the Scoutmaster and SPL and gains their approval (note: approval will only be granted if there is sufficient remaining leadership at the planned event) AND
  - b. Provides a detailed plan to the Scoutmaster and SPL 2 weeks before the event outlining how his leadership duties will be covered by other troop leaders AND
  - c. Ensures the plan provided above is implemented leading up to the event AND
  - d. Meets all the other requirements of his position during the month.
4. For each 10 months (cumulative) as a Star scout in a leadership position, a scout shall be allowed to miss 1 PLC required event and still earn a score of **S** for the month in which he missed an event, provided that he does steps a, b, c, and d in paragraph 3 above.
5. Per the Troop Committee, during a scout calendar year (September through August), each scout leader shall also be allowed one "unexcused two week notice absence" and one "no-notice absence" for family reasons. In the case of these absences, the scout leader is still expected to work with the Scoutmaster and SPL to ensure his duties are covered at the event he will be missing, but, assuming he does so, and assuming he completes all his other leadership requirements for the month, he will not receive a score of **P**. Instead, he will earn a score of **I**.

*Any scout in a leadership position who violates the "TROOP 658 GENERAL POLICY FOR CONDUCT" may be removed from his leadership position depending on the severity of the violation. The "TROOP 658 GENERAL POLICY FOR CONDUCT" shall be part of this position description by reference.*