

# Troop 542 Job Descriptions – 2026/2027

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# THE SKILLS OF LEADERSHIP

## Skill #1: Communicating

- The most important skill of a leader
- Requires the ability to get your point across
- Requires you to listen to others
- Make sure you get feedback to be sure your message was understood

## Skill #2: Know and use the resources of the group

- There are two types of resources that a leader needs
  - Physical Resources – The things you need
  - Human Resources – The people and skills you need
- A good leader keeps people interested and involved enough to engage their brain and apply their talents.

## Skill #3: Set the Example

- A leader is a model whether he wants to be or not.
- Setting an example means doing the right things, and knowing why
- To set a good example here are things you need to do yourself; follow instructions, try harder, take the initiative, act mature, know your job,
- Behave such that you'll be pleased when others follow your example

## Skill #4: Represent the group

- It's likely that no matter what job you have, you'll need to represent a group of people some of the time.
- You can't represent a group unless you know what they think. You can't know what they think unless you ask.
- Make sure you get all the information, opinions, and ideas of your group before speaking for it.
- When you're representing your group; give the facts, respect the opinions of other groups, represent some things in private, and take notes.
- Remember to report back to your group so they'll know what is going on

## Skill #5: Evaluating

- In order to get a job done, you have to evaluate progress as it's happening and make corrections when needed.
- If you want to improve as a leader, you need to look back and evaluate how things went and what could be done better.

## Skill #6: Planning

- Proper Prior Planning Prevents Poor Performance
- Six steps to Proper Prior Planning:
  - Consider the task.
  - Consider the resources.
  - Consider alternatives.
  - Reach a decision.
  - Write it down and review it with the group.
  - Carry out the plan.
- You can use these steps in planning just about anything:

- Improve every time you plan by evaluating what you did last time.

## Skill #7: Sharing Leadership

- Just because you're a leader doesn't mean you have to do everything yourself. You can share the duties and responsibilities
- There are four ways for a leader to share leadership:
  - Directing – oversee every step
  - Coaching – step to the sideline and provide advice
  - Supporting – be available to answer questions
  - Delegating - Turn over full responsibility
- Use the technique appropriate to the person, share as much as possible

## Skill #8: Manage Learning

- There are five elements of effective teaching.
  - Know what you want the student to learn
  - Discover what the students do and don't know
  - Teach the skill
  - Apply what's been learned
  - Evaluate what happened to see if your goals were met
- Teach from the point of view of the student--not the teacher.
- Move from what is known to unknown, from simple to complex.

## Skill #9: Counseling

- Don't try to counsel above your abilities, get adult help
- Six keys to good counseling.
  - Listen Carefully
  - Try to Understand
  - Summarize
  - Give Information
  - Encourage the Person to Think of Solutions
  - Don't Give Advice

## Skill #10: Understanding the Characteristics and Needs of the Group

- A characteristic is "a trait, quality, or property such as; small, smart, or athletic
- A need is "a want or requirement for something such as; food, friendship, respect, confidence
- You must take the characteristics of people into account when assigning tasks, and make sure all their needs are met as the activity progresses.

## Skill #11: Controlling the Group

- If you practice the first 10 skills, controlling the group shouldn't be a problem
- Don't be a drill sergeant; remember our first goal is for everyone to have fun. It's not fun to be bossed around.

# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **SENIOR PATROL LEADER (Difficulty 5):**

### **OBJECTIVE:**

The Senior Patrol Leader (SPL) and his assistants run the Troop's whole program. Troop 542 encourages these Scouts to take on as much responsibility as they are willing to accept. The SPL's objective is to ensure that our Troop meetings and activities are fun, safe, and consistent with Scouting's ideals. He should do this while encouraging participation and promoting Scout spirit.

### **RESPONSIBILITIES:**

Because of the importance of this job, the SPL is expected to attend nearly 100% of Troop meetings and activities. He must be interested in the Scouting program, and the well-being of all the Scouts in the Troop.

Patrol Leaders (PL), Troop Guides, Scribe, Outdoor Ethics Guide, and Assistant Senior Patrol Leaders (ASPL) come under the SPL. It's important for the SPL to understand the duties of all his subordinates, properly delegate responsibilities to them, and follow up to make sure those responsibilities are being carried out.

The SPL is the key to operations within the Troop. He coordinates the Troop by running monthly Patrol Leader Council (PLC) meetings, sending messages out on the message chain, and organizing the program for camping trips.

During the week, the SPL devotes time to his job. He keeps in touch with the Scoutmaster and Patrol Leaders to make sure things are getting communicated and accomplished. He plans ahead for Troop meetings, courts of honor, and activities. He attends Troop committee meetings and conducts PLC meetings at least once a month.

On Monday nights, the SPL runs the Troop meetings; including knowing what advancement classes are being run, ensuring safe and fun activities and is the "go to" for Patrol Leaders and Guides. He helps organize the awards ceremonies.

On camping trips, he holds a leadership corps meeting to plan the weekend, and then carries out that plan. He is responsible for everything from equipment issues (overseeing Quartermasters) to the schedule.

Organize volunteers for Troop activities as needed, communicate relevant details to volunteers.

Summer camp is a very busy time for the SPL. He and the ASPLs are responsible for everything going on in the campsite. The SPL, with help from the PLs, worries about camp-wide activities, Troop activities, junior leader's meetings, retreat ceremonies, patrol operations, waiters, campsite cleanups, service project and Troop awards. The SPL oversees ASPLs to work with other junior leaders, cover advancement, equipment, the outpost hike, and the library.

Clearly, the Senior Patrol Leader must work closely with the ASPLs, Scoutmaster and other leaders. He should expect to be on the phone with the Scoutmaster at least once a week. He attends all Troop committee meetings where he represents the Scouts of the Troop. At the Troop committee he takes notes which he uses to convey information to the Patrol Leaders at the Patrol Leader's council meeting (usually the following evening).

### **QUALIFICATIONS:**

1. Be at the end of 9th grade or higher
2. Be Life or Eagle.
3. Be willing to put the Troop ahead of yourself
4. Exhibit a spirit of cooperation with the adult leaders.
5. Have a 75% attendance record at both meetings and activities in past year.
6. Have served at least one term as Patrol Leader, Troop Guide, Lead Instructor, or ASPL.
7. Although not required, it is beneficial to have completed a higher level junior leader training course

### **COMMITMENT:**

1. I will attend the spring ILST training course (date TBD).
2. I will not take a leave of absence during my time as SPL unless it is pre-coordinated with the Scoutmaster prior to submitting the application.
3. I will try to attend all Troop meetings and activities and promise not to miss more than 5 meetings and 2 activities during my year as SPL.
4. If I am forced to miss a meeting or activity, I will arrange for my ASPL-Patrols or other ASPL fill in for me and will make sure that he has everything he needs to do a good job.
5. I will be at summer camp and the summer planning meetings.
6. I will attend at least 8 of 9 Troop committee meetings.
7. I will devote several hours a week, in addition to time spent at Troop functions, to my role as SPL.
8. I will carry out the duties described above and as assigned by the Scoutmaster.

**MENTOR:** Scoutmaster

# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **ASSISTANT SENIOR PATROL LEADER – LOGISTICS (Difficulty 4):**

### **OBJECTIVE:**

The Assistant Senior Patrol Leaders (ASPL) help the SPL run the Troop's program. Troop 542 encourages these Scouts to take on as much responsibility as they are willing to accept. The ASPL for Logistics' objective should be to ensure safe and efficient operation of Troop functions. He should do this while encouraging participation and promoting Scout spirit.

### **RESPONSIBILITIES:**

Because of the importance of this job, all ASPLs are expected to attend nearly 100% of Troop meetings and activities. They must be interested in the Scouting program, and the well-being of all the Scouts. The ASPL for Logistics supervises the Quartermasters. This ASPL should familiarize himself with the job description for this position and work closely with these Scouts. Specific responsibilities may include:

1. Ensure positions are filled as needed for those under him on each trip. This may include stepping in to a role for a single event or helping to find a replacement.
2. Act as the lead Quartermaster, overseeing the loading and unloading of the equipment truck.
3. On camping trips and summer camp, ensure all cooking equipment is clean and dry prior to the equipment being packed away by the patrols.
4. For any damaged or missing equipment, ensure there is communication about this equipment to the ASM Logistics, so that the equipment can be repaired or replaced.
5. Help the Quartermasters be successful in the objectives of their positions, especially at summer camp and on camping trips.
6. Mentor these Scouts and provide feedback on their performance as needed and whenever one of them is scheduled for a review board.
7. Help the ASPL for Meetings run the activity on Monday night and ensure the necessary equipment is available.
8. Step in for the SPL if needed during a meeting or event.
9. Other duties as assigned by the SPL or Senior Leadership Team.

On Monday nights and on camping trips, all ASPLs assist the SPL in implementing the Troop's program. Summer camp is a busy time for the ASPLs. With the SPL, they are responsible for everything going on in the campsite. Working with other junior leaders, the ASPL for Logistics covers equipment management and helping with the Cradle of Liberty Troop Award. Clearly, the ASPLs must work closely with the SPL, Scoutmaster and other leaders. The ASPL for Logistics should also make sure the Quartermasters are properly taking care of equipment on trips. This includes working closely with adult mentors.

### **QUALIFICATIONS:**

1. Be at the end of 9th grade or higher
2. Be Life or Eagle.
3. Be willing to put the Troop ahead of yourself
4. Exhibit a spirit of cooperation with the adult leaders
5. Have a 75% attendance record at both meetings and activities in past year.
6. Although not required, it is beneficial to have completed a higher level junior leader training course.

### **COMMITMENT:**

1. I will attend the spring ILST training course (date TBD).
2. I will try to attend all Troop meetings and activities, and promise not to miss more than 10 meetings and 4 activities during my year as ASPL.
3. I will not take a leave of absence during my year as ASPL unless it is pre-coordinated with the Scoutmaster prior to submitting the application.
4. I will be at summer camp and the summer planning meetings.
5. I will carry out the duties described above and as assigned by my mentor or Scoutmaster.

**MENTOR:** ASM for Logistics

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **ASSISTANT SENIOR PATROL LEADER – PATROLS (Difficulty 4):**

### **OBJECTIVE:**

The Assistant Senior Patrol Leaders (ASPL) help the SPL run the Troop's whole program. Troop 542 encourages these Scouts to take on as much responsibility as they are willing to accept. The ASPL for Patrols' objective should be to help the SPL ensure that our patrols are functioning well, are active, fun and safe. He should do this while encouraging participation and promoting Scout spirit.

### **RESPONSIBILITIES:**

Because of the importance of this job, the ASPL is expected to attend nearly 100% of Troop meetings and activities. He must be interested in the Scouting program, and the well-being of all the Scouts.

The ASPL for Patrols works with the Patrol Leaders and Troop Guides. This ASPL should familiarize himself with the job descriptions for these positions and work closely with these Scouts. Specific responsibilities include:

1. Assist the SPL in communicating with the Troop by helping with the weekly message chain.
2. Support the Patrol Leaders and Troop Guides in the successful completion of objectives for their positions, especially at summer camp and on camping trips. If one of them is unavailable for an event, help arrange a suitable replacement.
3. Mentor these Scouts and provide feedback on their performance as requested, and whenever one of them is scheduled for a review board..
4. Distribute, collect, and review menu planning forms (and possibly other activity plans) to make sure this planning is being done properly.
5. Touch base with Patrol Leaders and Troop Guides prior to any outings that require advance preparation; confirm that each patrol is on track to be prepared for the event and offer assistance as needed.
6. Help all Patrol Leaders and Troop Guides get help and support as needed. Provide ongoing mentorship and training to PL's and Guides.
7. Ensure Den Chiefs are aware of and invite dens to Troop events. Help coordinate assistance needs at the Pack level.
8. Other duties as assigned by the SPL and Senior Leadership Team.

The ASPL for Patrols should be concerned with assimilation of new members. New Scouts won't enjoy the program if their patrol isn't functioning well. This is of special importance at summer camp and on camping trips. He should sit in with the First Year Scout Patrol regularly on trips and at meetings to help Troop Guides ensure this assimilation.

On Monday nights and on camping trips, all ASPLs assist the SPL in implementing the Troop's program. If the SPL is forced to miss a meeting or trip, ASPLs must be prepared to take on extra responsibilities.

Summer camp is a busy time for the ASPLs. With the SPL, they are responsible for everything going on in the campsite. The ASPL for Patrols is responsible for organizing the outpost hike, and making sure the patrols are all properly prepared for it.

Clearly, the ASPLs must work closely with the SPL, Scoutmaster and other leaders.

### **QUALIFICATIONS:**

1. Be at the end of 9th grade or higher
2. Be Life or Eagle.
3. Be willing to put the Troop ahead of yourself
4. Exhibit a spirit of cooperation with the adult leaders
5. Have a 75% attendance record at both meetings and activities in past year.
6. Have served at least one term as Patrol Leader, Troop Guide, or ASPL.
7. Although not required, it is beneficial to have completed a higher level junior leader training course.

### **COMMITMENT:**

1. I will attend ILST training (Date TBD).
2. I will try to attend all Troop meetings and activities and promise not to miss more than 10 meetings and 4 activities during my year as ASPL (this includes meetings and activities missed due to leave of absence).
3. I will be at summer camp and the summer planning meetings.
4. I will carry out the duties described above and as assigned by my mentor or Scoutmaster.

**MENTOR:** ASM for Patrols

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **ASSISTANT SENIOR PATROL LEADER – PROGRAM (Difficulty 4):**

### **OBJECTIVE:**

The Assistant Senior Patrol Leaders (ASPL) help the SPL run the Troop's whole program. Troop 542 encourages these Scouts to take on as much responsibility as they are willing to accept. The ASPL for Program's objective is to help the SPL oversee and run program opportunities. This person also oversees special programs as outlined below. He should do this while encouraging participation and promoting Scout spirit.

### **RESPONSIBILITIES:**

Because of the importance of this job, the ASPL is expected to attend nearly 100% of Troop meetings and activities. He must be interested in the Scouting program, and the well-being of all the Scouts.

The ASPL for Program works with the Historian, Webmaster, Chaplain Aide, and Bugler. This ASPL should familiarize himself with the job descriptions for these positions and work closely with these Scouts. Specific responsibilities include:

1. Find a qualified substitute for the Historian or Chaplain Aide if absent at a meeting or activity.
2. Mentor these Scouts and provide feedback on their performance as requested, and whenever one of them is scheduled for a review board.
3. Make sure the Historian is maintaining the bulletin board and writing articles about events for distribution and promotion of the program.
4. Review the plans for the Interfaith Service to be held on camping trips with the Chaplain Aide, prior to the outing. Help to make sure the service goes well on the trip itself.
5. Take responsibility for Troop campfires, arrange MCs, help them come up with songs, skits, and cheers. Approve their plans and help patrols find skits and make sure the Troop rules for skits are followed.
6. Take responsibility for coordination of camping trip activities.
  - a. Plan an activity for Scouts not involved in advancement work.
  - b. Review the activities planned at least 2 months out and make sure everyone knows what they need to do to prepare for them.
7. Oversee and implement promotions for upcoming events and outings. Work with the Webmaster and adult leadership to build interest for program opportunities.

On Monday nights and on camping trips, all ASPLs assist the SPL in implementing the Troop's program. If the SPL is forced to miss a meeting or trip, ASPLs must be prepared to take on extra responsibilities.

Summer camp is a busy time for the ASPLs. With the SPL, they are responsible for everything going on in the campsite. Working with other junior leaders, the ASPL for Program ensures patrol and Scout participation in camp-wide programs, camp program messages are given to the PLC and the Troop campfire is successful.

Clearly, the ASPLs must work closely with the SPL, Scoutmaster and other leaders.

### **QUALIFICATIONS:**

1. Be at the end of 9th grade or higher
2. Be Life or Eagle.
3. Be willing to put the Troop ahead of yourself
4. Exhibit a spirit of cooperation with the adult leaders
5. Have a 75% attendance record at both meetings and activities in past year.
6. Be willing to serve as MC at events as needed.
7. Although not required, it is beneficial to have completed a higher level junior leader training course.

### **COMMITMENT:**

1. I will attend ILST training (Date TBD).
2. I will try to attend all Troop meetings and activities and promise not to miss more than 10 meetings and 4 activities during my year as ASPL (this includes meetings and activities missed due to leave of absence).
3. I will be at summer camp and the summer planning meetings.
4. I will carry out the duties described above and as assigned by my mentor or Scoutmaster.

**MENTOR:** ASM for Program

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **ASSISTANT SENIOR PATROL LEADER – MEETINGS (Difficulty 4):**

### **OBJECTIVE:**

The Assistant Senior Patrol Leaders (ASPL) help the SPL run the Troop's program. Troop 542 encourages these Scouts to take on as much responsibility as they are willing to accept. The ASPL for Meetings' objective is to ensure that the weekly Troop meetings and associated program are safe, fun, and educational. He should do this while encouraging participation and promoting Scout spirit.

### **RESPONSIBILITIES:**

Because of the importance of this job, all ASPLs are expected to attend nearly 100% of Troop meetings and activities. They must be interested in the Scouting program, and the well-being of all the Scouts.

Monday night meetings are often a fast-paced and challenging time to be sure all Scouts have a fun time and grow in Scouting. The ASPL for Meetings is vital in planning all aspects of this time. He must work with the PLC, adults, SPL and the other ASPL's. He is responsible to oversee the Bugler and Librarian and should have read and be familiar with their responsibilities. Specific responsibilities of this ASPL include:

1. Lead activity planning meetings (at least quarterly) with members of the PLC and other Scouts. Adult leaders who will be supporting these activities will also attend this meeting. The agenda at these meetings should include the following:
  - a. Plan the Meeting Programs for the next quarter. Offer a variety of activities that will appeal to the full spectrum of Scouts in our Troop. This may include guest speakers, demonstrations, training opportunities, or Scout-based activities.
2. With the support of adult leaders, the SPL, other ASPLs, and PLC members, organize and lead the Meeting Activity you've planned each Monday night. Try to make sure everyone has fun, nobody gets hurt (physically or emotionally), and nothing gets damaged.
3. Provide pre-meeting game time to Scouts as an option. This should be active and often outside (as weather permits). Maintain supplies for meeting games/activities and request additional supplies as needed.
4. On camping trips, work closely with the ASPL for Program to ensure a safe and fun program for all Scouts.
5. Provide a monthly report to the SPL to present to the Troop Committee. The first part of the report should detail what the activities at meetings in the previous month were and how well they worked out. The second part of the report should explain what the activities for the coming month will be.
6. Ensures that the SAFE checklist is followed for all meetings, camping trips and program activities (with the exception of supervision, which is the adult leader's responsibility).
7. Other duties as assigned by the SPL or Senior Leadership Team.

On Monday nights and on camping trips, all ASPLs assist the SPL in implementing the Troop's program. If the SPL is forced to miss a meeting or trip, ASPLs must be prepared to take on extra responsibilities.

Summer camp is a busy time for the SPL and ASPLs. They are responsible for ensuring a safe and fun experience for the entire troop. The ASPL for Meetings should be prepared to take daily minutes at the PLC meeting and work to mentor the Bugler and Librarian throughout the week.

Clearly, the ASPLs must work closely with the SPL, Scoutmaster and other leaders.

### **QUALIFICATIONS:**

1. Be at the end of 9th grade or higher.
2. Be Life or Eagle.
3. Be willing to put the Troop ahead of yourself.
4. Exhibit a spirit of cooperation with the adult leaders.
5. Have a 75% attendance record at both meetings and activities.
6. Although not required, it is beneficial to have completed a higher level junior leader training.

### **COMMITMENT:**

1. I will attend ILST training (Date TBD).
2. I will try to attend all Troop meetings and activities and promise not to miss more than 10 meetings and 4 activities during my year as ASPL (this includes meetings and activities missed due to leave of absence).
3. I will be at summer camp and the summer planning meetings.
4. I will carry out the duties described above and as assigned by my mentor or Scoutmaster.

**MENTOR:** ASM for Meetings

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **TROOP GUIDE (Difficulty 4):**

### **OBJECTIVE:**

Troop Guides act as the Patrol Leaders for new Scouts and are the people who help the newest Scouts understand the program and become assimilated into the Troop. They help the new Scouts fit into their patrol, get through their advancement, learn the Troop program and teach basic outdoor skills. Guides should also help the new Scouts learn how the patrol system works. Finally, Guides must act as the new Scout's big brother, ensuring emotional and physical safety.

### **RESPONSIBILITIES:**

Because of the importance of this job, Troop Guides are expected to attend nearly 100% of Troop meetings and activities. They must be interested in the Scouting program and have patience and care for the well-being of our youngest members.

The Troop Guide typically has a partner to help lead and organize the patrol; coordination within this team is extremely important. The Troop Guide is a vital link in the leadership chain. It is very important that he set a good example for his patrol members. If this job isn't done well, new Scouts might lose interest or lack the skills they need to be successful in their Scouting career.

The Troop Guide should get to know and become friends with all the first year Scouts. Information gets to the youngest Scouts in the Troop through their Troop Guide. He is the one who attends leadership meetings and carries the information to his patrol members. He is responsible for the weekly message chain for his patrol. On outings, he is responsible to know the schedule and have his patrol ready for everything that happens.

At Troop meetings the Troop Guide works with the new Scouts in patrol corners. He teaches them how the Troop functions and helps them prepare for weekend activities. Troop Guides encourage younger Scouts in their advancement and help reinforce the skills needed for success.

During the week the Troop Guide devotes time to his leadership position. He coordinates patrol meetings, makes sure menus are ready for camping trips and shopping gets done, and prepares for events and trips.

On camping trips, the Troop Guide stays with the patrol of new Scouts, and teaches them everything they'll need to know when they move up into a regular patrol. The Troop Guide makes sure his patrol's campsite gets set up, meals get cooked, cleanup gets done, and that the patrol is prepared to participate in the rest of the Troop's activities. This involves patiently teaching scout skills and sometimes resolving disagreements among patrol members.

At summer camp, the Troop Guide is just that...he "guides" first-year scouts through their first week at camp. This involves encouraging Scouts with merit badges, advancement and the camp program. He must ensure the patrol is ready for the outpost hike, assign tent pairings, resolve conflicts, and answer questions about the camp program.

### **QUALIFICATIONS:**

1. Be at the end of 7th grade or higher.
2. Be Star or higher.
3. Have a 75% attendance record at both meetings and activities.
4. Be interested in working with younger Scouts.
5. Although not required, it is beneficial to have completed a Junior Leader Training course.

### **COMMITMENT:**

1. I will attend ILST training (Date TBD).
2. I will not take a leave of absence during my term as Troop Guide unless it is pre-coordinated with the Scoutmaster prior to submitting this application.
3. I will not miss more than 5 meetings and 2 activities during my year as Troop Guide
4. If I am forced to miss a meeting or activity, I will arrange the event with my partner Guide and will make sure that he has everything he needs to be successful.
5. I will be at summer camp and the summer planning meetings.
6. I will devote time at home (typically at least one hour per week), in addition to time spent at Troop functions, to my role as Troop Guide.
7. I will carry out the duties described above.
8. If coordinating a split term with another Scout, I will ensure a smooth transition and assist during the other half of the term.

**MENTOR:** ASM for Patrols

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **SCRIBE (Difficulty 4):**

### **OBJECTIVE:**

The Scribe's objective is to ensure that every badge earned by one of our Scouts is presented to him and properly recorded in our advancement records. A second objective is to ensure that every badge we present was earned properly. The records kept by the Scribe are vital to the entire advancement program. These include both attendance and advancement records. Attendance information maintained by the Scribe is used by progress review boards to determine that advancement candidates have fulfilled their participation requirement.

### **RESPONSIBILITIES:**

Few people recognize what the Scribe really does. He must be present at virtually all Troop meetings to keep accurate attendance records. He furnishes an attendance report to the SPL for the Troop committee each month. He also provides attendance information about Scouts who are up for advancement to the progress review board. He maintains the advancement records, updating them as Scouts complete requirements. He keeps track of who is due for progress awards, and schedules Scoutmaster's conferences and progress reviews. On the Monday before each parent's night, he collects the advancement information and turns it over to the Troop advancement chair who fills out the advancement reports for council and obtains the actual badges. During the week before a court of honor, the Scribe gets together with his assistants to prepare the awards for presentation. The details of the Scribe's duties are too intricate to be included in this job description, but they fit into seven broad categories:

1. Take attendance at meetings while overseeing his assistants
2. Schedule Scoutmaster's Conferences and Progress Reviews.
4. Participate in Court of Honor ceremonies. Compile advancement list for Court of Honor ceremonies.
5. Prepare a monthly Scribe's Report.
6. Prepare merit badge scheduling for summer camp and track the hundreds of earned badges throughout the week

Every badge a Scout earns is important to that Scout. The Scribe must do his job well to make sure that none of the awards are missed. He must also do what he can to guarantee that badges are not awarded unless all of the requirements have actually been met.

The Scribe needs to delegate portions of the job to his assistants so that they do enough leadership to qualify for their own advancement. As a minimum the assistants should help take attendance at meetings and help prepare badges for parent's nights. The Scribe must mentor and guide his assistants and provide regular reviews and feedback, especially if they are headed to a review board.

The Scribe is also a member of the PLC. He records minutes (notes) for the meetings as needed and helps the SPL ensure that tasks discussed are recorded properly.

### **QUALIFICATIONS:**

1. Be First Class or higher.
2. Have a 90% attendance record at Troop meetings.
3. The Scribe must be computer literate, and either be knowledgeable in or willing to learn basic Excel.
4. Strong understanding of and willing to learn Scoutbook administration.

### **COMMITMENT:**

1. I will attend ILST training (Date TBD).
2. I will try to attend all Troop activities and will not miss more than 5 meetings during my year as Scribe.
3. I will be at summer camp and the summer planning meeting.
4. I will devote time at home in addition to time spent at Troop functions, to my role as Scribe
5. I will carry out the duties described above.

**MENTOR:** Troop Committee Member for Advancement; Advancement Coordinator

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **PATROL LEADER (Difficulty 4):**

### **OBJECTIVE:**

The Patrol Leader's position is central to Scouting. The Scout program is based on the Troop being organized into patrols which are led by the Scouts themselves. In order for the program to work and be fun, patrols have to function well. The Patrol Leader's objective is to make this happen. The Patrol Leader supports the SPL in trying to ensure that his patrol's activities are fun, safe, and consistent with Scouting's ideals.

### **RESPONSIBILITIES:**

The Patrol Leader is a vital link in the leadership chain. He, more than any other leader, has direct contact with the Scouts in the Troop. It is very important that he set a good example for his patrol members. The Patrol Leader's most important functions are; helping the patrol work together, communications, leading the patrol on camping trips, and helping the younger Scouts learn. He also plans patrol meetings and activities.

It's the Patrol Leader's job to ensure things run smoothly, that the patrol has fun, is well behaved, is prepared for activities, has the right equipment, and works together. Of course, delegation is important; the Patrol Leader needs to delegate responsibility to the members of his patrol. However, the Patrol Leader is ultimately responsible for everything that happens in the patrol even when he has delegated some portion of his job to someone else. Proper follow up and feedback is crucial.

Information gets to the Scouts in the Troop through their Patrol Leader. He is the one who attends leadership meetings and carries the information to his patrol members. He is the key person in the message chain for his patrol. On outings, he is responsible to know the schedule and have his patrol ready for everything that happens.

At Troop meetings the Patrol Leader works with his patrol members to prepare for weekend activities. He also helps younger members of his patrol prepare for advancement by reviewing requirements and encouraging them. He should be knowledgeable of his patrol members' advancement status.

Patrol Leaders should hold patrol meetings in addition to Monday night gatherings when needed for special reasons.

Patrols are encouraged to organize patrol activities. These can be great fun, and patrols have done things like go skiing in the winter and climbing in the summer. Patrol activities must be approved by the Scoutmaster in advance.

On camping trips, the Patrol Leader makes sure his patrol's campsite gets set up, meals get cooked, cleanup gets done, handles patrol conflicts with help from Troop leadership, and ensures the patrol is prepared to participate in the rest of the Troop's activities.

At summer camp, the Patrol Leader will encourage Scouts with merit badges, advancement and the camp program. He must ensure the patrol is ready for the outpost hike, assign tent pairings, resolve differences, and answer questions about the camp program.

### **QUALIFICATIONS:**

1. Be at the end of 7th grade or higher. (You must be age eligible for the Eagle Patrol to be its leader).
2. Be First Class or higher (Life or higher for the Eagle Patrol)
3. Have at least a 75% attendance record at both meetings and activities.
4. Although not required, it is beneficial to have completed a Junior Leader Training course.

### **COMMITMENT:**

1. I will attend ILST training (Date TBD).
2. I will not take a leave of absence during my term as Patrol Leader unless it is pre-coordinated with the Scoutmaster prior to submitting this application.
3. I will not miss more than 5 meetings and 2 activities during my year as Patrol Leader.
4. If I am forced to miss a meeting or activity, I will arrange for my Assistant Patrol Leader or another patrol member to fill in for me and will make sure that he has everything he needs to do a good job.
5. I will be at summer camp.
6. I will devote at least one hour a week, in addition to time spent at Troop functions, to my role as Patrol Leader.
7. I will carry out the duties described above.
8. If coordinating a split term with another Scout, I will ensure a smooth transition and assist during the other half of the term.

**MENTOR:** ASM for Patrols

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **TROOP QUARTERMASTER (Difficulty 3):**

*Scouts will share responsibilities in this position, but effort will be evaluated based on experience and rank.*

### **OBJECTIVE:**

The Troop Quartermaster's (QM) objective is to make certain that the Troop has all the necessary equipment for its activities, and that the equipment is properly used, properly maintained, and doesn't get lost.

### **RESPONSIBILITIES:**

First and foremost, the Troop Quartermasters are team players. Although each may have different responsibilities (determined with the help of their mentor and/or Scoutmaster), all Troop QM's must be flexible and open to regular changes. The Troop QM team oversees the Patrol QM's and trains them in care and use of all gear.

The Quartermaster is responsible for safe and efficient use of all equipment. He manages the inventory and when equipment is damaged, he ensures repair or replacement. He maintains open communication in all duties with his mentor. The Troop Quartermaster team makes sure our Troop gear and cooking equipment are there and in shape to use when we need them.

Prior to outings, they make sure the equipment is ready, propane bottles are full, lanterns have globes and mantles, the rope box is stocked, axes are sharp, tents are repaired, patrol boxes are stocked (through PL or PQM), etc. He must also ensure that the Troop's lanterns are charged and ready for use.

On camping trips, the Quartermasters comes one hour early to oversee loading the equipment truck. Upon arrival at the campsite, they coordinate Troop gear (including lantern distribution, etc.), then distribute the equipment to patrols and help with campsite setup. Throughout the trip they watch to make sure equipment is well cared for. They perform maintenance as required. As we pack to leave, they inspect gear for necessary repair or replacement, and then help inventory patrol boxes and food storage to be certain everything is in order. When we get back, they oversee unloading the equipment and properly storing it in our shed.

At least six times a year the Troop Quartermaster team organizes and supervises work activities to inspect and maintain the equipment. This can be done on either evenings or weekends. These activities are over and above anything that gets done during regular Troop meetings or on camping trips.

The Quartermaster team schedules a Quartermaster's meeting at least once per quarter to review responsibilities with the other Troop and Patrol Quartermasters.

The Troop Quartermaster team is expected to provide a monthly report to the SPL who presents it at the Troop committee meeting.

The Troop Quartermasters must mentor the Patrol Quartermasters and provide feedback on their performance regularly, and whenever one of them is scheduled for a review board.

### **QUALIFICATIONS:**

1. Be First Class or higher.
2. Regular attendance on camping trips.

### **AUTOMOBILE:**

Although not required, it is a help if the Troop Quartermaster can drive. This makes it easier for him to get to the shed to check things out, and fix things up. It also makes it easier for him to get out to buy things when we need them.

### **COMMITMENT:**

1. I will try to attend all Troop activities, and promise not to miss more than 2 camping trips during my year as QM.
2. I will be at summer camp.
3. I will attend all Quartermaster work nights/days or arrange for appropriate coverage in a timely fashion.
4. I will devote time at home in addition to time spent at Troop functions, to my role as QM.
5. I will carry out the duties described above.

**MENTOR:** ASM for Logistics

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **LEAD INSTRUCTOR (Difficulty 3):**

### **OBJECTIVE:**

The Lead Instructor's objective is to help new Scouts learn the basic Scouting skills and advance to First Class. The team of Lead and Assistant Instructors tries to improve the level of knowledge of Scouting skills in the Troop so that Troop 542 will be more successful and ready for any type of program.

The Troop has a program divided into four segments to bring new Scouts through the ranks of Boy Scout, Tenderfoot, Second Class, and First Class. As a Lead Instructor you are responsible for at least one of these segments. Sometimes teaching through more than one segment is required to gain experience and show growth in this position.

### **RESPONSIBILITIES:**

As a Lead Instructor, you will take complete responsibility for part of the Troop 542 First Year Training Course. You will need to devote at least one quarter of the year to working with younger Scouts. During that quarter you won't work on a merit badge yourself, but instead, you'll present a segment of the training course to our first year members. **This leadership position will not qualify you for advancement until you have shown successful leadership through at least one three month segment.** Prior to teaching each Monday night, you will spend time at home preparing the material. During the quarter for which you are responsible, you must:

1. Maintain a detailed schedule showing what topics and requirements will be taught each Monday night and on the camping trips during that quarter. Since most instruction happens in small groups, you will oversee Assistant Instructors and mentor them in their leadership role.
2. While not quite as critical as training the new Scouts, you should realize that you are also strengthening the skills of the Assistant Instructors who were recently first year Scouts themselves.
3. Plan and carry out instruction and testing for camping trips and requirement make-up days during the quarter.
4. Prepare visual aids or gather necessary teaching materials for the classes.
5. Coordinate and monitor all the above activities to make sure classes are run well every Monday night and that the right requirements are properly covered on the camping trips and requirement make-up days.
6. Make sure requirements passed are recorded in our Troop records.

When it is not a quarter for which you are responsible, you should still expect to devote time on camping trips to help the other leads. Examples of specific skills that need to be worked on are:

1. Tote-N-Chip: Work with the younger Scouts on knife, ax and saw skills. Test them and issue Tote-N-Chip cards.
2. Knots and Lashings: Teach these skills as needed to pass the requirements for the ranks through 1st class.
3. Map, Compass, and Measurement: Work with the younger Scouts on these skills as needed.
4. First Aid: Help younger Scouts learn these skills.
5. Cooking: Review menu plans and help younger Scouts prepare for a trip.
6. Wildlife: Help younger Scouts identify plants and signs of animals.
7. Hiking: Be willing to go on hikes with younger Scouts that will help them meet their hiking requirements.
8. General camping skills such as putting up tents and dining flies.

### **QUALIFICATIONS:**

1. Be Star or higher.
2. Have served as an assistant instructor or Lead in the past
2. Regular attendance on camping trips.

### **COMMITMENT:**

1. For at least one quarter of the year I will not take a merit badge, but will teach younger Scouts instead. (If you will not be available for any of the quarters, specify this on your application. They run Sept to Dec., Jan. to March, and April to June). Sea Base or Philmont participants will not be able to do this in the spring quarter.
2. I will not take a leave of absence during the quarter I am responsible for.
3. During the quarter of the year that I am responsible for, I will attend all Troop meetings and camping trips.
4. I will devote time at home in addition to time spent at Troop functions, to my role as a Lead Instructor.
5. I will carry out the duties described above.

**MENTOR:** ASM for First Year Program

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **CHAPLAIN AIDE (Difficulty 3):**

**(EFFORT EXPENDED MUST BE COMMENSURATE WITH THE SCOUT'S RANK):**

### **OBJECTIVE:**

To promote the observance of a Scout's first duty, *Duty to God*, and the twelfth Scout law, *A Scout is Reverent*, as part of our Troop's program. This is done in four ways: by coordinating our camp interfaith services, by ensuring our participation in interfaith services at Summer Camp, by keeping Scouts informed about the possibility of working on religious awards, and by helping with preparations for Scout Sunday.

### **RESPONSIBILITIES:**

Camp inter-faith services:

1. Work with the Scoutmaster to select songs, readings and prayers prior to the outing.
2. Consider selecting a youth oriented story or reading of some kind, or even some words of your own.
3. Plan the order of the service, coordinate the participants, and lead it.
4. Prepare a handout with the service including songs and reading, and ensure enough copies are brought on the trip.

Summer Camp services:

1. When we get to camp, find out when interfaith services will be held and work with the SPL to ensure the Troop's attendance or conduct one on our site.
2. Promote Scouts of specific faiths to attend the worship service of their faith.

Religious awards:

1. Gather materials about religious award opportunities.
2. As needed, provide a presentation and overview of options for obtaining various religious awards.
3. Be sure the presentations you make are inclusive.

Scout Sunday:

1. Be aware of when Scout Sunday is coming up (it's the second Sunday in February)
2. In early January talk over the details with the Coordinator.
3. Line up some volunteers for music, ushers and other needs.
4. Get the SPL or some other senior Troop member to lead the Scout Oath
5. Provide all the names of the participants two Monday's prior to the date
6. Talk about it at the meetings for at least the two weeks prior to the service

### **QUALIFICATIONS:**

1. Be First Class or higher.

### **COMMITMENT:**

1. I will not miss more than 3 trips that require a service.
2. I will devote time at home, in addition to time spent at Troop functions, to my role.
3. I will carry out the duties described above.

**MENTOR:** ASPL for Programs

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **WEBMASTER (Difficulty 3):**

### **OBJECTIVE:**

This job has three important objectives. First, the Webmaster keeps information put out to the Troop members and families through the website up-to-date and correct. As a key communication tool, our website has extensive information and keeping it current and accurate is important for the overall Troop program.

The second objective is publicity for the Troop. Publicity helps us to recruit new members, and makes it easier for us to get support when we need adult help, someone is planning a service project, we need a favor from Scout headquarters, or even if we just need door prizes for our dinner. Publicity for the Troop within Supplee Church (via their link to our web page and copies of the newsletters that we leave there) helps the church congregation be aware of the good that Scouting is doing in their community.

Finally, the Webmaster helps maintain a record of Troop activities through web photos, and posting Historian articles.

### **RESPONSIBILITIES:**

Since the Webmaster often works “behind the scenes” and directly with the Scoutmaster, his responsibilities are not always known to most Scouts. These responsibilities may change throughout the year.

The Webmaster has the following duties:

- 1) Provide material for the web page and publish information created by the Historian or others.
  - a) This must be done in a very time-sensitive manner. Announcements are updated weekly and new material is needed regularly.
- 2) Regularly inspect the Troop’s web page for current information and submit necessary changes; offer suggestions for improvement and maintaining consistency
- 3) Work directly with the technology team to keep the Troop’s digital presence up to date.

This job requires extra time because you would work on it at home, but if you like to write and work with computers, it could be the job for you. Extensive training is required for website maintenance and design. The Webmaster typically works independently and must be able to maintain strict deadlines for publishing material.

The Webmaster must be proficient with the use of email and check their account sometimes daily.

### **QUALIFICATIONS:**

1. Be First Class rank or higher.
2. Have solid writing skills.
3. Although not required, it would be helpful for the Webmaster to have a laptop for regular use at meetings. At a minimum, access to a computer with Internet access and e-mail is required.
4. Extensive computer skills to update a web page (training provided) and browse efficiently.
5. Although not required, it would help for the Webmaster to have a basic knowledge of HTML and CSS coding.

### **COMMITMENT:**

1. I will carry out the duties described above.
2. If I take a leave of absence from trips and meetings, I will continue to fulfill my duties as Troop Webmaster.
3. I will devote a lot of time outside of Troop meetings and activities to my duties as Webmaster.

**MENTOR:** Adult Troop Webmaster

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **OUTDOOR ETHICS GUIDE (and Troop Service Coordinator) (Difficulty 3):**

### **OBJECTIVE:**

To make the Scouts in our Troop more aware of the environment and the role they can play in protecting it. This role also works to enhance Scouts' connection to the community through service. To make sure the Troop lives up to the Outdoor Code on our activities and has a positive impact on community members in need. To use the resources of the Troop to promote environmental awareness and to carry out environmental and service projects in our community.

### **RESPONSIBILITIES:**

The Outdoor Ethics Guide tries to make sure the Troop is environmentally aware by researching environmental issues and making presentations at Troop meetings at least two times a year. He must schedule with the SPL to present these.

This Scout is responsible to enhance the Troop's awareness of local humanitarian needs and will work with their mentor to organize service opportunities for all Scouts. This may include scheduling with local food pantries or non-profit organizations serving the community.

On camping trips, he is responsible for recycling. He brings recycling containers, encourages people to use them, and makes sure recyclables are properly disposed of when we get home. He also pays attention to how the Scouts are treating the environment and using fire to make sure our behavior is consistent with the outdoor code. This may include assuming the role of fire marshall as needed.

Responsibilities of this job also include being involved in the annual Scouting for Food drive and organizing and leading at least 4 Troop service projects per year. These may be with environmental organizations or local humanitarian groups (such as food pantries and shelters).

### **QUALIFICATIONS:**

1. Be a First Class Scout who is 14 years or older
2. Understand and live up to the Outdoor Code
3. Show interest in helping others and limiting the environmental impact of the Troop

### **COMMITMENT:**

1. I will try to attend all Troop activities, and promise not to miss more than 4 activities during my year as Outdoor Ethics Guide. (This includes activities missed due to leave of absence)
2. I will organize and take part in all Ecology and Service projects
3. I will devote time at home, in addition to time spent at Troop functions, to my role.
4. I will carry out the duties described above.

**MENTOR:** Troop Committee Member for Ecology and Service

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **DEN CHIEF (Difficulty 3):**

### **OBJECTIVE:**

To help a local cub pack provide the best possible program for the boys in the den.

To make sure the boys in your den know about Troop 542 and are ready and excited to join Boy Scouts when they are of age.

### **RESPONSIBILITIES:**

This is a very challenging job, but can be very rewarding. A Den Chief works with a Cub Scout den in one of the local Packs. He regularly attends both den and pack meetings where he helps the den leader. He is able to help the Cub Scouts find out what Boy Scouts are like.

You will be a friend to the boys in the den, providing leadership, and showing them what it's like to be a Boy Scout.

You will help the den leader make the program as strong and interesting as possible.

Depending on Cub Scout age, invite your den to participate in at least one of our camping trips. On that trip you will function like a Troop Guide helping them plan and prepare meals, and coordinating their participation in our activities.

Older dens should be invited to visit at least one Troop meeting so they can see how Troop 542 works and get excited about crossing over to Boy Scouts.

This job requires a lot of extra time because the Den Chief must attend Cub Scout den and pack meetings in addition to our own Troop meetings. It is a good job for someone whose parent is a Cub Scout den leader.

Since the Den Chief represents our Troop in the eyes of the cub pack he serves, it is important to us that he does a good job. You must be prepared to devote time outside of regular Troop activities to prepare for you den meetings.

### **QUALIFICATIONS:**

1. Be First Class or higher. Or working close to this achievement.
2. Arrange with a Cub Scout den leader to work with their den. Do not apply for this position unless you already have a den lined up, you know their meeting time, and you're sure you'll be able to be there. The Adult Mentor (listed below) can help connect you with a den.

### **COMMITMENT:**

1. I will try to attend all den activities, and promise to attend at least 80% of the den and pack meetings during my year as Den Chief.
2. If camping is age appropriate, I will serve as my den's guide on a Troop camping trip.
3. I will notify the Den Leader in advance if I need to miss a meeting.
4. I will devote time at home in addition to time spent at Troop functions, to my role as Den Chief.
5. I will carry out the duties described above.

**MENTOR:** Troop Committee Member for Den Chiefs

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **HISTORIAN (Difficulty 2):**

### **OBJECTIVE:**

This job has three important objectives. First is to help enable good communication within the Troop by helping to publish our quarterly newsletter *The Eagle*. We want our Scouts and their families to know what's going on and to be drawn to participate because they read about the fun things we do. This includes writing up summaries of the Troop trips throughout the year.

The second objective is publicity for the Troop. Publicity helps us to recruit new members, and makes it easier for us to get support when we need adult help, someone is planning a service project, we need a favor from Scout headquarters, or even if we just need door prizes for our dinner. Publicity for the Troop within Supplee Church (via their link to our web page and copies of the newsletters that we leave there) helps the church congregation be aware of the good that Scouting is doing in their community.

Finally, the Historian keeps information put out to the Troop members and families through website articles, the bulletin board, and photo documentation up-to-date and correct.

### **RESPONSIBILITIES:**

Since the Historian often works “behind the scenes” and directly with the Scoutmaster and Committee Chair, his responsibilities are not always known to most Scouts. These responsibilities may change throughout the year.

The Historian has the following duties:

- 1) Provide material for the web page, the church newsletter, and *The Eagle* about every Troop activity.
  - a) This must be done within a day or two after each activity and emailed to your mentor or a designee as soon as it's written; This article will be posted on the web immediately, and used in the church's published bulletin.
  - b) Provide a written summary of the all trips and Troop activities though out the year. If you weren't on the activity, interview a few folks who were and then write about it.
  - c) The objective of the article is to tell about what happened on a trip in a way which will make the reader want to come along the next time.
  - d) For the church newsletter, the articles tell the congregation what our Troop is doing. Tell about the last month's activity, Eagle awards, God and Country awards, and service projects. Always mention our meeting time (Mondays at 7:30) and include instructions on how to get involved or join the Troop.
- 2) Regularly inspect the Troop's web page for current information and submit necessary changes; offer suggestions for improvement and maintaining consistency
- 3) Update and maintain the Troop's bulletin board
  - a) Hang up the latest *Eagle*. Get two copies so you can have both sides of all pages.
  - b) Hang up pictures from our outings
  - c) Pick a theme four times a year and put together pictures and material to illustrate it.
- 4) Update the rank advancement board quarterly.

This job requires extra time because you would work on it at home, but if you like to write and work with computers, it could be the job for you.

### **QUALIFICATIONS:**

1. Be First Class or higher.
2. Have solid writing skills.
3. Access to a computer with Internet access and e-mail.
4. Sufficient computer skills to produce nice looking written material.

### **COMMITMENT:**

1. I will carry out the duties described above.
2. I will devote a lot of time outside of Troop meetings and activities to my duties as Historian.
3. I will attend a minimum of 50% of Troop trips.

**MENTOR:** Committee Member for Publicity and ASPL for Program

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **ORDER OF THE ARROW TROOP REPRESENTATIVE (Difficulty 2):**

**(EFFORT EXPENDED MUST BE COMMENSURATE WITH THE SCOUT'S RANK):**

### **OBJECTIVE:**

An Order of the Arrow Troop Representative is the Scout liaison serving between the local OA Lodge and Chapter and the Arrowmen of his Troop. In his Troop he serves as a communication and program link to the OA members and Adult Leaders and Scouts who are not presently members of the OA. He does this in a manner that strengthens the mission of the Lodge and meaning of the Order of the Arrow, as an honor society of Scout elected members. By setting an appropriate example he enhances the image of the OA as a Service organization for his Troop and others.

### **RESPONSIBILITIES:**

1. Attend chapter meetings and participate actively in OA events and projects.
2. Bring back information from chapter meetings and present it to the other OA members in our Troop.
3. Help coordinate OA elections.
4. 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.

### **QUALIFICATIONS:**

1. Be an OA member in good standing.

### **COMMITMENT:**

1. I will carry out the duties described above.
2. I will attend 80% of our chapter meetings.
3. I will participate in at least two chapter or lodge events other than the regular meetings.

**MENTOR:** Troop OA Coordinator

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **ASSISTANT SCRIBE (Difficulty 2)**

**(QUALIFIES AS LEADERSHIP FOR STAR AND LIFE ONLY):**

### **OBJECTIVE:**

To help the Scribe ensure that every badge earned by one of our Scouts is presented to him and properly recorded in our advancement records. A second objective is to ensure that every badge we present was earned properly. The records kept by the Scribe are vital to the entire advancement program. These include both attendance and advancement records

### **RESPONSIBILITIES:**

Works with the Scribe to help keep the Troop records. Understands all the Scribe's duties so he can fill in:

1. Assists the Scribe in taking roll at weekly meetings.
2. Helps the Scribe with the record keeping that needs to be done at the end of each quarter prior to an awards ceremony.
3. Assists the Scribe in preparing the awards envelopes for each Court of Honor meetings.
4. Spends a lot of time before and at Summer Camp making sure all advancement paperwork is in order.

This position is intended for someone who would like to become Scribe on a long term basis, but needs to learn the duties.

### **QUALIFICATIONS:**

1. Be First Class or higher.
2. Access to a computer and internet at home.

### **COMMITMENT:**

1. I will try to attend all Troop meetings and activities.
2. I will devote time at home in addition to time spent at Troop functions, to my role as Scribe
3. I will carry out the duties described above.

**MENTOR:** Scribe

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **QUARTERMASTER FOR PATROL (Difficulty 1):**

### **(QUALIFIES AS LEADERSHIP FOR STAR ONLY):**

#### **OBJECTIVE:**

The Patrol Quartermaster's (PQM) objective is to make certain that the patrol has all the necessary equipment for its activities, and that the equipment is properly used, properly maintained, and doesn't get lost.

#### **RESPONSIBILITIES:**

The Patrol Quartermaster is responsible for the patrol's equipment and works to make sure nothing gets lost or damaged. If equipment is damaged, he tries to get it repaired or reports it to the Troop QM team for replacement. He makes sure his patrol box, patrol's food box, and other patrol gear is all there and in shape to use when needed.

When we have a camping trip, the PQM should arrive 30 minutes early to ensure his patrol's gear is ready and loaded on the truck. During the trip he should watch what's going on in his area to make sure equipment isn't being abused or misused. He makes sure things are put away when not in use, and properly cleaned and packed at the end of the weekend. The PQM works with the Troop QM's to inventory patrol equipment and mark damaged gear. This includes tents, tarps, and other patrol-based equipment that were used by the patrol. He also helps maintain and clean Troop equipment as requested by the Troop QM's. When he gets home from the trip he helps unload the truck and makes sure his patrol's equipment is secure in the shed and loaded in the proper location.

Throughout the year, the Troop Quartermasters will schedule meetings and work activities to inspect and maintain the equipment. Patrol Quartermasters are expected to attend and help with these.

#### **QUALIFICATIONS:**

1. Be First Class or higher.

#### **COMMITMENT:**

1. I will try to attend all Troop camping trips, and promise not to miss more than 4 during my year as PQM.
2. I will participate in the scheduled Quartermaster meetings, work days, and work nights; I will arrange for coverage from my patrol if I cannot attend.
3. I will devote time at home, in addition to time spent at Troop functions, to my role as PQM.
4. I will carry out the duties described above.

**MENTOR:** Troop Quartermasters; ASM for Logistics

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **ASSISTANT PATROL LEADER FOR ECOLOGY AND SERVICE (Difficulty 1):**

### **(QUALIFIES AS LEADERSHIP FOR STAR ONLY):**

#### **OBJECTIVE:**

To make the Scouts in the patrol more aware of the environment and community service opportunities and how to get involved. To help the Troop live up to the Outdoor Code and Duty to Others through action.

#### **RESPONSIBILITIES:**

Helps the Outdoor Ethics Guide make sure the Troop is environmentally aware. You can do this by helping him with ecology presentations, and with communications.

Assists the Outdoor Ethics Guide (and Troop Service Coordinator) in organizing and preparing for service opportunities. This may include promoting events to Troop members, contacting Scouts to join an event, or being an example for others during a day of service.

Makes sure the members of the patrol follow the outdoor code. This includes making sure all recyclable items from his patrol are disposed of properly by placing them in the Troop's recycling containers. Responsible for watching cleanup after meals on camping trips to be sure everything was done properly, waste was properly disposed of, and equipment was cleaned and put away. He also helps the Outdoor Ethics Guide dispose of recyclable material when we get home.

When our Troop has an ecology or service project, you should encourage your patrol members to come. You should lead by example by coming yourself.

#### **QUALIFICATIONS:**

1. Be First Class or higher.

#### **COMMITMENT:**

1. I will try to attend all Troop activities, and promise not to miss more than 4 activities during my year as APL for Ecology/Service.
2. I will attend all of the Troop's ecology/service events.
2. I will devote time at home, in addition to time spent at Troop functions, to my role.
3. I will carry out the duties described above.

**MENTOR:** Outdoor Ethics Guide

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **BUGLER (Difficulty 1):**

**(QUALIFIES AS LEADERSHIP FOR STAR AND LIFE ONLY; EFFORT EXPENDED MUST BE COMMENSURATE WITH THE SCOUT'S RANK):**

### **OBJECTIVE:**

The bugler's objective is to get Troop members to the right place at the right time during our activities. This is sometimes accomplished by playing bugle calls, but the objective is broader than that. A secondary objective is to add to the atmosphere and sense of togetherness on Troop activities by playing bugle calls.

### **RESPONSIBILITIES:**

On camping trips and at summer camp the bugler attends the Jr. Leader's meetings where he keeps track of the daily schedule. He then posts the schedule on the bulletin board or white board, and keeps it up to date.

The bugler wears a watch, makes sure he has an alarm clock, and sets the Troop clock up in a common area on camping trips and at summer camp. Throughout the day, the bugler keeps track of time and takes the appropriate steps to help the SPL be sure the Troop gets where it needs to go. This may involve playing a bugle call, reminding the SPL that it's time to fall in, or managing the schedule board.

At summer camp, the bugler gets to drive everyone out of bed at camp each morning with a bugle call. He sometimes plays the bugle for ceremonies at summer camp.

At meetings, the Bugler may be asked to help maintain the schedule and dismiss patrols or classes throughout the night. Twice a year, the Bugler should prepare a presentation on proper uniform insignia and set the example by always wearing his uniform correctly and proudly.

### **QUALIFICATIONS:**

1. Be First Class or higher.
2. Be a reasonably good trumpet or bugle player

### **COMMITMENT:**

1. I will try to attend all camping trips, and promise not to miss more than 3 of them during my year as Bugler.
2. I will attend summer camp.
3. I will carry out the duties described above.

**MENTOR:** ASPL for Meetings

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# TROOP 542 LEADERSHIP POSITIONS – 2026/2027

## **JUNIOR ASSISTANT SCOUTMASTER:**

*Scouts must receive approval from the Scoutmaster prior to applying for this position.*

### **OBJECTIVE:**

To help the Troop in the capacity of Assistant Scoutmaster, but before reaching the age of 18. To serve as an example for younger Scouts and help support the Troop in a variety of ways.

### **RESPONSIBILITIES:**

The duties are the same as an adult Assistant Scoutmaster. Scouts holding this position are the ones the Scoutmaster can lean on most for support. The responsibilities for a JASM vary based on the current Troop needs. Sometimes this may involve a specific ongoing project or oversight role. A JASM works side-by-side with the Scoutmaster and Assistant Scoutmasters in coordinating and guiding the overall Troop program. Their key role is to mentor and guide other junior leaders in the Troop.

### **QUALIFICATIONS:**

1. Be working on or have completed the rank of Eagle.
2. Have received approval by the Scoutmaster to apply for JASM.
3. Be at least 16 years old.
4. Have served in a senior leadership position in the Troop (such as SPL, ASPL, etc.).

**MENTOR:** Scoutmaster

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