



Expectations for All Positions of Responsibility

- Set a good example.
- Enthusiastically and correctly wear the Scout uniform (all four parts).
- Live by the Scout Oath and Law.
- Show Scout spirit.

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- Office terms are January 1 to June 30 and July 1 to December 31.

Troop 70



Senior Patrol Leader

- The senior patrol leader is the top leader of the troop; he is responsible for the troop's overall operation.
- With guidance from the Scoutmaster, he takes charge of troop meetings, of the patrol leaders' council, and of all troop activities, and he does everything he can to help each patrol be successful.
- He is responsible for annual program planning conferences and assists the Scoutmaster in conducting troop leadership training.
- The senior patrol leader presides over the patrol leaders' council and works closely with each patrol leader to plan troop meetings and make arrangements for troop activities.
- All members of a troop vote by secret ballot to choose their senior patrol leader.
- Rank and age requirements to be a senior patrol leader are determined by each troop, as is the schedule of elections.
- During a Scout's time as senior patrol leader, he is not a member of any patrol but may participate with a Venture patrol in high-adventure activities.

BSA Handbook

- Run all troop meetings, events, activities, and the annual program planning conference.
- Run the Patrol Leaders' Council (PLC) meetings.
- Appoint other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assign duties and responsibilities to other youth leaders.
- Assist the Scoutmaster with youth leaders' training.

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- The senior patrol leader must have earned at least First Class rank.
- The senior patrol leader is to be the sole conduit for making announcements to the troop.

Troop 70



Assistant Senior Patrol Leader

- The assistant senior patrol leader works closely with the senior patrol leader to help the troop move forward and serves as acting senior patrol leader when the senior patrol leader is absent.
- Among his specific duties, the assistant senior patrol leader trains and provides direction to the troop quartermaster, scribe, historian, librarian, instructors, and Order of the Arrow representative.
- During his tenure as assistant senior patrol leader he is not a member of a patrol, but he may participate in the high-adventure activities of a Venture patrol.
- Large troops may have more than one assistant senior patrol leader, each appointed by the senior patrol leader.

BSA Handbook

- Help the senior patrol leader lead meetings and activities.
- Run the troop in the absence of the senior patrol leader.
- Help train and supervise troop youths serving as the Scribe, Quartermaster, Instructor, Leave No Trace Trainer, Librarian, Historian, Webmaster, OA Team Representative and Chaplain Aide.
- Serve as a member of the patrol leaders' council.

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- The assistant senior patrol leader must have earned at least First Class rank.

Troop 70



Troop Guide

- The troop guide is both a leader and a mentor to the members of the new-Scout patrol.
- He should be an older Scout who holds at least the First Class rank and can work well with younger Scouts.
- He helps the patrol leader of the new-Scout patrol in much the same way that a Scoutmaster works with a senior patrol leader to provide direction, coaching, and support.
- The troop guide is not a member of another patrol but may participate in the high-adventure activities of a Venture patrol.

BSA Handbook

- Introduce new Scouts to troop operations.
- Shield new Scouts from harassment by older Scouts.
- Help new Scouts earn First Class rank in their first year.
- Guide new Scouts through early Scouting activities.
- Coach the patrol leader of the new-Scout patrol on his duties.
- Work with the patrol leader at patrol leaders' council meetings.
- Attend patrol leaders' council meetings with the patrol leader of the new-Scout patrol.
- Assist the assistant Scoutmaster with training.
- Counsel individual Scouts on Scouting challenges.

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- The troop guide must have earned at least First Class rank.
- There will be two Troop Guides – one senior and one junior – who each serve a total of twelve months, but ideally will overlap during a six month term with the senior educating the junior to assume the senior position during the next six months.

Troop 70



Patrol Leader

- The patrol leader is the top leader of a patrol.
- He represents the patrol at all patrol leaders' council meetings and the annual program planning conference and keeps patrol members informed of decisions made.
- He plays a key role in planning, leading and evaluating patrol meetings and activities and prepares the patrol to participate in all troop activities.
- The patrol leader learns about the abilities of other patrol members and fully involves them in patrol and troop activities by assigning them specific tasks and responsibilities.
- He encourages patrol members to complete advancement requirements and sets a good example by continuing to pursue his own advancement.

BSA Handbook

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a specific task and help them succeed.
- Represent the patrol at all patrol leaders' council meetings and the annual program planning conference.
- Prepare the patrol to participate in all troop activities.
- Show and help develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Know the abilities of each patrol member and other leaders.

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- The patrol leader for the New Scout patrol must take care to distribute all responsibilities on camping trips among all members the patrol in order to facilitate their efforts to advance to First Class Rank in their first year.

Troop 70



Assistant Patrol Leader

- The assistant patrol leader works closely with the patrol leader to help the patrol move forward and serves as acting patrol leader when the patrol leader is absent.
- Serving as assistant patrol leader does not apply towards Positions of Responsibility requirements for Star, Life and Eagle requirements.

BSA Handbook

- Help the patrol leader plan and steer patrol meetings and activities.
- Help the patrol leader keep patrol members informed.
- Help the patrol get ready for all troop activities.
- Lead the patrol in the patrol leader's absence.
- Represent his patrol at patrol leaders' council meetings when the patrol leader cannot attend.
- Show and help develop patrol spirit.
- Work with other troop leaders to make the troop run well.

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- The assistant patrol leaders of each patrol will assist the scribe with recording attendance for their patrol members.

Troop 70



Troop Quartermaster

- The quartermaster is the troop's supply boss.
- He keeps an inventory of troop equipment and sees that the gear is in good condition.
- He works with patrol quartermasters as they check out equipment and return it, and at meetings of the patrol leaders' council he reports on the status of equipment in need of replacement or repair.
- In carrying out his responsibilities, he may have the guidance of a member of the troop committee.

BSA Handbook

- Keep records of patrol and troop equipment.
- Make sure equipment is in good working condition.
- Keep equipment storage space neat and clean.
- Issue equipment and make sure it is returned in good condition.
- Make suggestions for new or replacement items.
- Work with the troop committee member responsible for equipment.

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- The Troop quartermaster must have earned at least First Class rank.
- The quartermaster will be picked by the senior patrol leader, in consultation with the Scoutmaster and, as determined by experience, rank or time in Troop, will be designated as the leader of the Corps of Quartermasters.
- Each patrol will have an appointed quartermaster.
- The troop committee member responsible for equipment will serve as the adult advisor to the Corps of Quartermasters.
- Quartermasters have sole responsibility for loading the Troop trailer when it is used on camping trips.
- The Corps of Quartermasters will inspect troop equipment by functional groups on an annual schedule.

Troop 70



Scribe

- The scribe is the troop's secretary.
- Though not a voting member, he attends meetings of the patrol leaders' council and keeps a record of the discussions.
- He cooperates with the patrol scribes to record attendance and dues payments at troop meetings and to maintain troop advancement records.
- A member of the troop committee may assist him with his work.

BSA Handbook

- Attend and keep a log of patrol leaders' council meetings.
- Record individual Scout attendance and dues payments.
- Record individual Scout advancement progress.
- Work with the troop committee member responsible for records, finance and advancement.

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- The scribe must have earned at least First Class rank or have demonstrated proficiency in keeping records and receiving and disbursing funds while under adult supervision.
- The assistant patrol leaders of each patrol will assist the scribe with recording attendance for their patrol members.
- The troop committee's treasurer will assist the scribe with his duties.
- All payments of money for troop camping trips will be conveyed to the scribe, who will record the names of those intending to go; the scribe will dispense funds collected for each patrol to its designated grub master to obtain food and supplies for that camping trip.

Troop 70



Historian

- The historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia and makes materials available for Scouting activities, the media, and troop history projects.

BSA Handbook

- Gather pictures and facts about troop activities and keep them in a historical file, wall displays or scrapbooks.
- Take care of troop trophies, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop.

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- The historian must have earned at least First Class rank.
- The historian stands in for the scribe(s) when they are unable to attend a meeting.
- On a regular basis (for example, after every camping trip), the historian is to visit social media sites (e.g., Facebook, Instagram, and so forth) where pictures and videos were posted for the event and download them to a local file to be used to prepare Troop slide shows and videos.
- Assisted by an adult member of the troop, prepare name boards for new members of the troop; permanently mount on the display wall the name boards of Scouts who earned Eagle rank and recycle for reuse the name boards of Scouts who have aged out without having earned Eagle rank.

Troop 70



Librarian

- The troop librarian oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists.
- He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned.
- He may also suggest the acquisition of new literature and report the need to repair or replace any current holdings.

BSA Handbook

- Set up and take care of a troop library.
- Keep records of books and pamphlets owned by the troop.
- Add new or replacement items as needed.
- Keep books and pamphlets available for use at meetings and for borrowing by Scouts working to earn merit badges.
- Keep a system for checking books and pamphlets in and out, and follow up on late returns.

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- The librarian must have earned at least First Class rank.

Troop 70



Instructor

- Each instructor is an older troop member proficient in a Scouting skill. He must also have the ability to teach that skill to others.
- An instructor typically teaches subjects that Scouts are eager to learn—especially those such as first aid, camping, and backpacking—that are required for outdoor activities and rank advancement.
- A troop can have more than one instructor.

BSA Handbook

- Teach basic Scouting skills in a troop and patrols.
- Prepare well in advance for each teaching assignment.
- Schedule and coordinate Merit Badge Counselor(s) for troop/scout instruction.

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- Any instructor must have earned at least First Class rank.

Troop 70



Leave No Trace Trainer

- The Leave No Trace trainer specializes in teaching Leave No Trace principles and ensuring that the troop follows these principles on outings.
- He can also help Scouts earn the Leave No Trace award.
- He should have a thorough understanding of and commitment to Leave No Trace.
- Ideally, he should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.

BSA Handbook

- Help minimize impact on the land by teaching members the principles of Leave No Trace and improving Scouts' outdoor ethics decision-making skills.
- Teach Leave No Trace skills as needed in the troop and patrols.
- Prepare well in advance for each teaching assignment.

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- The LNT trainer must have earned at least First Class rank.
- Each patrol, with the exception of the new Scout patrol, will have a Leave No Trace trainer, who, if he hasn't taken Leave No Trace training prior to being appointed in the position, will take the necessary training course shortly thereafter.

Troop 70



Chaplain Aide

- The chaplain aide assists the troop chaplain (usually an adult from the troop committee or the chartered organization) in serving the religious needs of the troop.
- He ensures that religious holidays are considered during the troop's program planning process and promotes the BSA's religious emblems program.

BSA Handbook

- Be mature and sensitive, and have earned the respect and trust of his fellow Scouts.
- Encourage saying of grace at meals while camping or on activities.
- Lead worship services on campouts.
- Tell troop members about the religious emblems' programs for their faith.
- Have received or be working on the requirements leading to the age-appropriate religious emblem for his faith.

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- The chaplain aide must have earned at least First Class rank.

Troop 70



Bugler

- The bugler plays the bugle (or a similar instrument in which he has an interest) to mark key moments during the day on troop outings, such as reveille and lights out.
- He must know the required bugle calls and should ideally have earned the Bugling merit badge.
- Serving as Bugler fulfills the Position of Responsibility requirement for advancement to Star and Life ranks only; it does not count for advancement to Eagle rank.

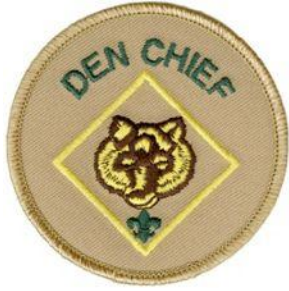
BSA Handbook

- Make appropriate bugle calls, as requested, at troop/team activities.

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- Specific responsibilities and conditions from our troop.

Troop 70



Den Chief

- The den chief works with a den of Cub Scouts and with their adult leaders.
- He takes part in den meetings, encourages Cub Scout advancement, and is a role model for younger boys.
- A Webelos den chief can help plan and assist with the leadership of Webelos den meetings and field activities.
- He can lead songs and stunts, and encourage Webelos Scouts to progress into the Boy Scout troop.
- Serving as den chief can be a great first leadership experience for a Scout.

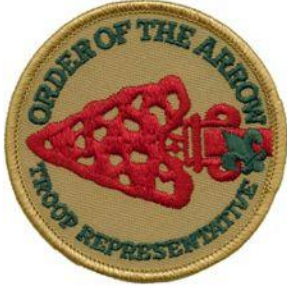
BSA Handbook

- Project a positive image of Boy Scouting.
- A den chief serves at the request of the Cubmaster.
- He is selected by the senior patrol leader and Scoutmaster in a Boy Scout troop.
- He is approved by the Cubmaster and the pack committee for recommendation to the Den Leader. The den chief helps Cub Scouts advance through Cub Scout ranks and encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Serve as the activities assistant at den meetings.

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- The den chief must have earned at least First Class rank.

Troop 70



Order of the Arrow Representative

- The Order of the Arrow representative serves as a communication link between the troop and the local Order of the Arrow lodge.
- By enhancing the image of the Order as a service arm to the troop, he promotes the Order, encourages Scouts to take part in all sorts of camping opportunities, and helps pave the way for older Scouts to become involved in high-adventure programs.
- The OA troop representative assists with leadership skills training.
- He reports to the assistant senior patrol leader.

BSA Handbook

- The Order of the Arrow Troop/Team Representative is a youth serving his troop as the primary liaison to the troop/team's lodge or chapter.
- Provide a communication and programmatic link from the troop to and from all Arrowmen, Scouts who are not presently members of the Order, and adult leaders.
- These efforts are meant to assist the unit and its members in achieving the mission of the Boy Scouts of America, and at the same time fulfilling the lodge's role in the Strategic Plan of the Order of the Arrow of being an integral part of the council.
- By setting a good example, he will enhance the image of the Order as a service arm to his unit.
- Encourage year-round and resident camping in the troop.

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- Be a member of Nentego Lodge and keep his membership paid up during his term in office.
- Provide timely announcements to the senior patrol leader of upcoming Lodge events.
- In consultation with the Scoutmaster, the OA representative will set the date of the OA election for the troop and he will communicate that request to the Powder Mill Chapter.

Troop 70



Troop Webmaster

- The troop webmaster is responsible for maintaining the troop's website.
- He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected.
- A member of the troop committee may assist him with his work.

BSA Handbook

- Work with various unit members on needed topics.
- Ensure the Web site and other social media channels used by the troop are as youth-run as possible
- Help out Web site where needed.

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- The webmaster must have earned at least First Class rank.
- Must have Facebook account (or access thereto) and some knowledge of website updating software's operation.
- Create an Event in Facebook for each of Troop's fund-raising activities as they are scheduled.
- Conduct one "link audit" on Troop 70's website during six-month term in office to ensure that information trails remain current.
- Post weekly "ePeacemaker" newsletter of upcoming events by no later than two days before the Troop's regularly scheduled meeting.

Troop 70



Junior Assistant Scoutmaster

- A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the senior patrol leader, with the advice and consent of the Scoutmaster, to serve as a junior assistant Scoutmaster.
- These young men (a troop may have more than one junior assistant Scoutmaster) follow the guidance of the Scoutmaster in providing support and supervision to other boy leaders in the troop.
- Upon his 18th birthday, a junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster.

BSA Handbook

- Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 to 21 years of age or older).
- Perform duties as assigned by the Scoutmaster.

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- Ideally, the Scout must have successfully completed National Youth Leader Training (NYLT), equivalent training in the goals and methods of the Boy Scouts of America program (e.g. OA leadership training), or equivalent experience (e.g., have conducted and completed an Eagle Scout project) or have served as SPL for this Troop.
- A junior assistant Scoutmaster is authorized to sign off on requirements for rank advancement up through First Class.

Troop 70