

Troop 215 – Anderson, SC
Chartered By First Presbyterian Church
Leadership Job Descriptions & PLC Organization

Troop Leadership Positions:

Senior Patrol Leader (SPL)

Assistant Senior Patrol Leader (ASPL)

Patrol Leader (PL)

Quartermaster (Q)

Scribe (S)

Historian (H)

Librarian (L)

Chaplain Aide (CA)

Instructor (I)

Guide (G)

Junior Assistant Scoutmaster (JAS)

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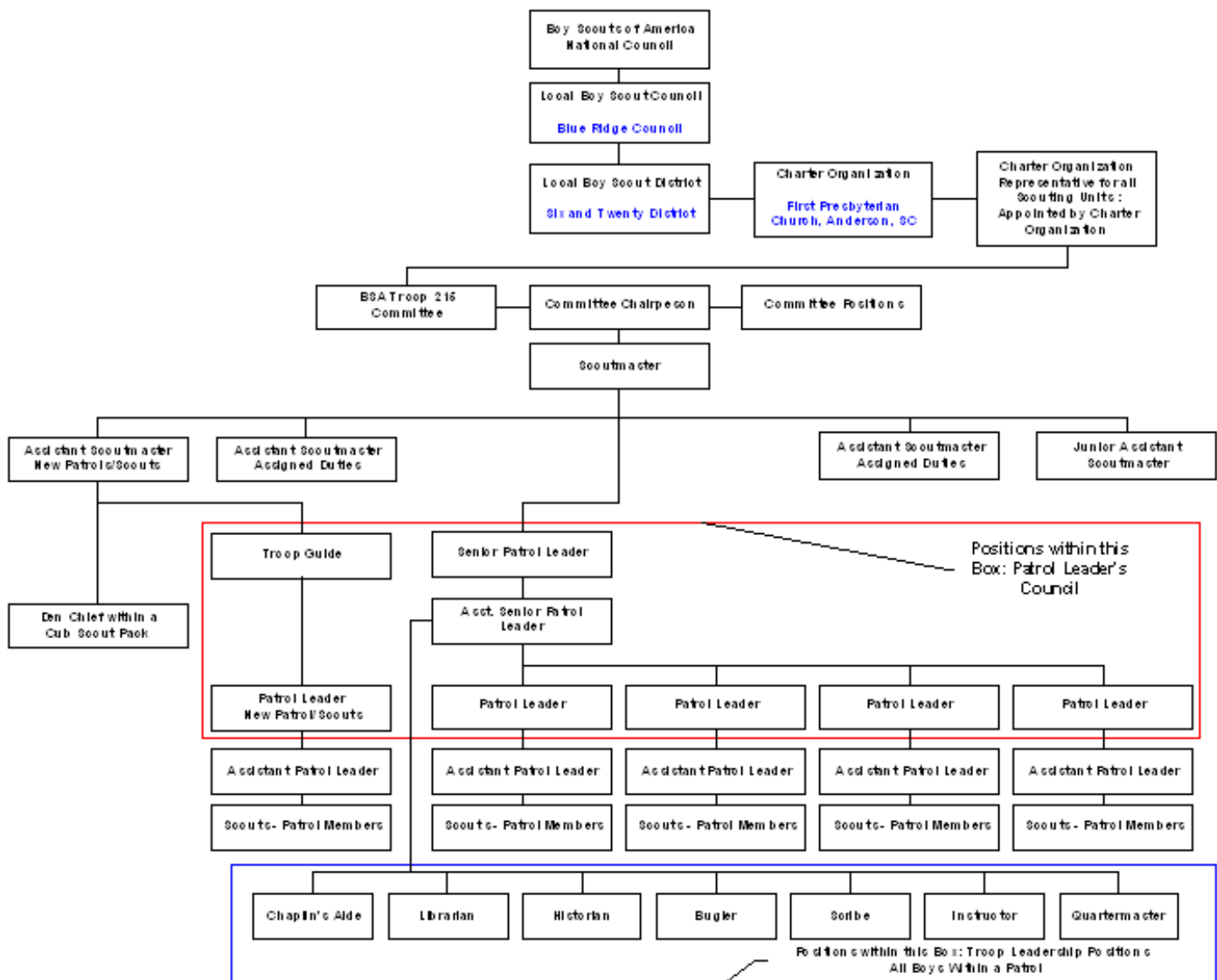
Patrol Leader's Council (PLC) :

[Senior Patrol Leader \(SPL\)](#)

[Assistant Senior Patrol Leader \(ASPL\)](#)

[Patrol Leader \(PL\)](#)

[Scribe \(S\)](#) – to take notes during the meeting



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Senior Patrol Leader

Job Description: The Senior Patrol Leader (SPL) is elected by the Scouts to represent them as the top junior leader in the troop.

Reports to the Scoutmaster.

Senior Patrol Leader duties:

- Runs all troop meetings, events, activities, and the annual program planning conference
 - Runs the [Patrol Leaders' Council](#) (PLC) meetings
 - Appoints other troop junior leaders with the advice and counsel of the Scoutmaster
 - Assigns duties and responsibilities to junior leaders
 - Assists the Scoutmaster with junior leader training
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
 - Lives by the Scout Oath and Law
 - Shows Scout spirit
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Assistant Senior Patrol Leader

Job Description: The Assistant Senior Patrol Leader (ASPL) is the second-highest-ranking junior leader in the troop. He is appointed by the Senior Patrol Leader (SPL) with the approval of the Scoutmaster. The ASPL acts as the senior SPL in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

Reports to the [SPL](#).

Assistant Senior Patrol Leader duties:

- Helps the SPL lead meetings and activities
 - Keeps meetings in order
 - Runs the troop in the absence of the SPL
 - Helps train and supervise the troop [scribe](#), [quartermaster](#), [instructor](#), [librarian](#), [historian](#), and [chaplain aide](#)
 - Serves as a member of the [Patrol Leaders' Council](#) (PLC)
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
 - Lives by the Scout Oath and Law
 - Shows Scout spirit
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Patrol Leader

Job Description: The Patrol Leader (PL) is appointed by his patrol and provides their leadership.

Reports to the [SPL](#).

Patrol Leader duties:

- Helps the SPL by leading his patrol in meetings and activities
 - Leads patrol meetings
 - Serves as a member of the [Patrol Leaders' Council](#) (PLC)
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
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Quartermaster

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

Reports to the Assistant Senior Patrol Leader ([ASPL](#)).

Quartermaster duties:

- Keeps records on patrol and troop equipment
 - Makes sure equipment is in good working condition
 - Issues equipment and makes sure its returned in good condition
 - Makes suggestions for new or replacement items
 - Works with the troop committee member responsible for equipment
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
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Scribe

Job Description: The scribe keeps the troop records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of dues, advancement, and Scout attendance at troop meetings.

Reports to the Assistant Senior Patrol Leader ([ASPL](#)).

Scribe duties:

- Attends and keeps a log of the [Patrol Leader's Council](#) (PLC) meetings
 - Records individual Scout attendance and dues payments
 - Records individual Scout advancement progress
 - Works with the Treasurer for maintaining records and finance
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
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Historian

Job Description: The Historian keeps a historical record or a scrapbook of troop activities.

Reports to the Assistant Senior Patrol Leader ([ASPL](#)).

Historian Duties:

- Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.
 - Takes care of troop trophies, ribbons, and souvenirs of troop activities
 - Keeps information about former members of the troop
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
 - Lives by the Scout Oath and Law
 - Show Scout spirit
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Librarian

Job Description: The Librarian takes care of troop literature.

Reports to the Assistant Senior Patrol Leader ([ASPL](#)).

Librarian duties:

- Sets up and takes care of the troop library
 - Performs an Inventory of all Meritbadge pamphlets every six months and gets with scouts who checked them out to return them and recommends to the committee pamphlets that need to be purchased or replaced.
 - Keeps records of books and pamphlets owned by the troop
 - Adds new or replacement items as needed
 - Keeps books and pamphlets available for borrowing
 - Keeps a system for checking books and pamphlets in and out
 - Follows up on late returns
 - Sets a good example
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Chaplain Aide

Job Description: The chaplain aide works with the Scout Master to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program.

Reports to the Assistant Senior Patrol Leader ([ASPL](#)).

Chaplain Aide duties:

- Assists the troop Chaplain with religious services at troop activities
 - Tells Scouts about the religious emblem program for their faith
 - Makes sure religious holidays are considered during troop program planning
 - Helps plan for religious observance in troop activities
 - Sets a good example
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Instructor

Job Description: The instructor teaches Scouting skills.

Reports to the Assistant Senior Patrol Leader ([ASPL](#)).

Instructor duties:

- Teaches basic Scouting skills in troop and patrols
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
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Guide

Job Description: The troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Reports to the Assistant Scoutmaster for First Class Emphasis (FCE).

Guide duties

- Introduces new Scouts to troop operations
 - Guides new Scouts through early Scouting activities
 - Helps new Scouts earn First Class rank in their first year
 - Teaches basic Scout skills
 - Counsels individual Scouts on Scouting challenges
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Junior Assistant Scoutmaster

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

Reports to the Scoutmaster.

Junior Assistant Scoutmaster duties:

- Functions as an Assistant Scoutmaster
 - Performs duties as assigned by the Scoutmaster
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
 - Lives by the Scout Oath and Law
 - Shows Scout spirit
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