## Troop Job Description
## SCOUTMASTER

- Train and guide boy leaders to run their Troop.
- Work with and through responsible adults to give Scouting to boys.
- Meet regularly with the Patrol Leaders' Council (PLC) for training and planning of Troop activities.
- Attend all Troop meetings or have a qualified adult substitute.
- Assist the Troop Chairman in planning the Troop Committee meeting agenda.
- Attend Troop Committee Meetings
- Conduct or delegate Scoutmaster conferences for all rank advancements and youth personal development as needed.
- Encourage Scouts th attain First Class rank in their first year and at least one rank advancement per year after that.
- Provide a systematic recruiting plan for members and see that they are properly registered.
- Make it possible for each Scout to experience at least ten (10) days and nights of camping each year.
- Participate in Council and District Activities.
- Take part in Webelos Scout graduation ceremonies in Packs related to your Troop.

## Troop Job Description
## CHAIRMAN

- Organize the Committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the Chartered Organization Representaive and the Scoutmaster.
- See that Troop leaders and Committee members have training opportunities.
- Interpret national and local Council policies to Troop.
- Work closely with Scoutmaster in preparing Troop Committee meeting agendas.
- Call, preside, and promote attendance at monthly Troop Committee meetings and any special meetings that may be called.
- Ensure Troop representation at monthly Roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for Charter review and recharter annually.

## Troop Job Description
## SECRETARY (MEMBERSHIP)

- Keep minutes of meetings and send out Committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of Troop events and activities.
- Conduct the Troop resource survey.
- Responsible for seeing that all members are registered with the Scout Service Center.
- Plan for family night programs and family activities.
- Plan the charter presentation program.
- Invite all Webelos Scout families to participate in appropriate Troop programs and arrange for welcome of graduating Webelos.
- Work to achieve Troop's membership goal.

## Troop Job Description
## ASSISTANTT SCOUTMASTER (PHYSICAL ARRANGEMENTS)

- Be responsible to the Scoutmaster for Troop physical arrangements.
- Work with the Troop Quartermaster and Troop Committee members (outdoor/activities).
- Arrange for use of Troop equipment by Webelos Den.
- Be responsible for the care and neat appearance of all equipment.
- Be responsible for the health and safety in all Troop affairs.
- Participate in training.

## Troop Job Description
## ASSISTANTT SCOUTMASTER (ACTIVITIES)

- Serve as the Troop leader in the absence of the Scoutmaster.
- Be responsible to the Scoutmaster for program and activities of the Troop.
- Work with the Assistant Senior Patrol Leader in administering Troop operations.
- Work with Webelos Den Leader(s) related to the Troop.
- Coordinate joint Webelos Den-Troop activities.
- Assist in securing instructors for Webelos activities badges and Boy Scout skills.
- Be responsible for Troop's participation in District and Council actives.
- Attend training courses and Roundtables.

## Troop Job Description
## ASSISTANTT SCOUTMASTER (PATROL ADVISOR)

- Serve as Advisor for a Patrol.
- Serve as a resource for the Patrol.
- Attend Patrol meetings regularly.
- Recruit others to assist.
- Involve the resources of the Scout families.
- Support the Patrol Leader in planning activities.
- Aid the Patrol Leader in leading activities.
- Report to Scoutmaster on Patrol needs.
- Attend training courses and Roundtables.

## Troop Job Description
## FRIENDS OF SCOUTING ENROLLMENT CHAIRMAN

- Build organization to enroll parents and Scouters in the Troop as a member of Friends of Scouting.
- Enroll as a member of Friends of Scouting.
- Attend kick-off meeting.
- Follow-up until all cards are accounted for.
- Give recognition to contributors.

## Troop Job Description
## SERVICE/GOOD TURN

- Stimulate community Good Turns and service projects.
- Serve as Counselor for advancement service projects.
- Approve Eagle Scout service projects.
- Promote Service projects for chartered organizations.
- Oversee Scouting for Food & Clothing Drive.

## Troop Job Description
## TREASURER

- Handle all Troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Maintain checking and savings accounts.
- Train and supervise the Troop Scribe in record keeping.
- Receive Troop income each week from the Troop Scribe.
- Keep adequate records in the Troop/Team Record Book.
- Supervise the camp savings plan.
- Report to the troop Committee at each meeting.
- Lead in the preparation of the annual Troop budget.

## Troop Job Description
## OUT/DOOR ACTIVITIES

- Supervise and help procure camp equipment.
- Work with Quartermaster on inventory, storage, and proper maintenance of Troop equipment.
- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Encourage monthly outdoor activities or special activities.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at Troop campouts, camporees, and summer camp to reach the goal of one outing per month.

## Troop Job Description
## ADVANCEMENT

- Encourage Scouts to advance in rank.
- Arrange and conduct monthly Troop boards of review.
- Conduct frequent courts of honor, at least quarterly.
- Develop and maintain a Merit Badge Counselor list.
- Make a prompt report on the correct form to the Council Service Center when a Troop board of review is held. Secure badges and certificates.
- Work with the Troop Scribe to maintain all Scout advancement records.
- Work with the Troop librarian to build and maintain a Troop library of merit badge pamphlets.

## Troop Job Description
## CHAPLAIN

- Provide a spiritual tone for Troop meetings and activities.
- Give guidance to the Chaplain Aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Provide opportunities for Boy Scouts to grow in their duty to God and their fellow Scouts.

Reproduce and cut these apart and use them as you are recruiting adults to fill vacant positions in the Troop.

These can also be useful in improving a current leaders effectiveness.