

**Boy Scouts of America**  
**T R O O P 6 8 0**  
Rancho Bernardo, California

**Exhibit B: Scout Leadership Responsibilities**

[Reference Article IV, Troop Organization]

**Responsibilities of each Troop leadership position**

- A. Junior Assistant Scoutmaster ("JASM"): Responsible to the Scoutmaster for:
  - 2. Helping the Scoutmaster and Assistant Scoutmaster(s) in running the Troop.
  - 3. Supervising and supporting other Scout leaders as assigned.
  - 4. Assisting the Senior Patrol Leader whenever he requests assistance in running orderly Troop activities.
  - 5. Helping train Scout leaders to perform their respective jobs better.
  
- B. Senior Patrol Leader ("SPL"): Responsible to the Scoutmaster for:
  - 2. Presiding at all Troop meetings, events, activities, and annual program planning conference.
  - 3. Serving as the chairperson of the Troop Leadership Council ("TLC").
  - 4. Appointing Scout leaders with the advice and consent of the Scoutmaster.
  - 5. Assigning duties and responsibilities to Scout leaders.
  - 6. Working with the Scoutmaster in training junior leaders.
  - 7. Setting a good example.
  - 8. Wearing the uniform correctly.
  - 9. Living by the Scout Oath and Law.
  - 10. Being accountable to the Scoutmaster or other Scouter(s) in charge of an activity for Troop discipline.
  
- C. Assistant Senior Patrol Leader ("ASPL"): Responsible to the SPL for:
  - 1. Assisting the SPL in:
    - a. Planning and leading Troop meetings and activities.
    - b. Keeping Troop members informed.
  - 2. Acting as the SPL when the SPL is absent.
  - 3. Acting as Sergeant-at-Arms for the Troop meetings, helping keep Troop meetings orderly.
  - 4. Assisting Scouts in advancing to the next higher rank.
  - 5. Participating and leading at least two outings/activities during tenure in office.
  - 6. Carrying out instructions and assignments given to him by the SPL.
  
- D. Scribe: Responsible to the SPL, for:
  - 1. Keeping Troop attendance record.
  - 2. Keeping a record of all Troop activities.
  - 3. Taking minutes at TLC meetings.
  - 4. Acting as SPL when the SPL and ASPL(s) are absent.
  
- E. Quartermaster: Responsible to the SPL, or designee, for:
  - 1. Keeping a detailed inventory of all Troop equipment, including camping gear, etc.
  - 2. Inspecting Troop equipment on a regular basis (at least once a quarter) and producing a status report of the equipment (items lost, broken, low in supplies, etc.).
  - 3. Supervising the distribution and collection of Troop equipment at various Troop activities.
  - 4. Assisting Troop members with obtaining equipment necessary for Troop outings/activities.

- F. Troop Guides: Responsible to Assistant Scoutmaster and/or Patrol Advisor for:
1. Helping Scouts meet advancement requirements.
  2. Advising the Patrol Leader on his duties and his responsibilities.
  3. Attending TLC meetings.
  4. Guiding Scouts through Troop experiences to help them become comfortable in the Troop and the outdoors.
  5. Acting as the SPL when the SPL, ASPL(s), and Scribe are absent.
  6. Function in various troop capacities as designated (e.g., troop webmaster, Trails N' Tracks editor)
- G. Patrol Leader ("PL"): Responsible to the SPL, or designee, for:
1. Planning and leading Patrol meetings and activities.
  2. Keeping Patrol members informed.
  3. Assigning each Patrol member a job to perform in the Patrol.
  4. Representing the Patrol at all TLC meetings and at the annual program planning conference.
  5. Communicating all information to and from the Patrol to the Scoutmaster, SPL, and the TLC.
  6. Working with other Troop leaders to make the Troop run well.
- H. Assistant Patrol Leader ("APL"): Responsible to the PL for:
1. Assisting the PL in:
    - a. Planning and leading Patrol activities.
    - b. Keeping Patrol members informed.
    - c. Preparing Patrol to take part in all Troop activities.
  2. Taking charge of the Patrol in the absence of the PL.
  3. Representing the Patrol at all TLC meetings in the absence of the PL.
  4. Performing duties and assignments as assigned by the PL.
- I. Librarian: Responsible to the SPL, or designee, for:
1. Maintaining Scouting literature and merit badge pamphlets owned by the Troop.
  2. Using a systematic method for loaning and collecting pamphlets and literature.
  3. Maintaining a complete inventory of merit badge pamphlets.
- J. Historian: Responsible to the SPL, or designee, for:
1. Collecting and caring for Troop photos, news stories, trophies, flags, scrapbooks and awards.
  2. Collecting and filing information about former Scouts and leaders.
  3. Keeping Troop attendance records in the absence of the Troop Scribe.
- K. Chaplain's Aid: Responsible to the SPL, or designee, for:
1. Assisting the Scoutmaster/Trek Leader in planning and carrying out nondenominational religious services at Troop meetings and activities.
  2. Encouraging Troop members to live up to the ideals of the Scout Oath, Law, Slogan and the Outdoor Code.
  3. Helping to see that religious holidays and religious observances are considered in the annual Troop program.
  4. Presenting invocation, benediction and/or other prayers at Scouting programs as appropriate
- L. Instructor: Responsible to the SPL, or designee, for:
1. Instructing Scouting skills within the Troop and patrols.
  2. Preparing well in advance for each teaching assignment.