



## Troop 29 Leadership Position Description

# ASSISTANT SENIOR PATROL LEADER I

### GENERAL INFORMATION

**Type:** Appointed by the Senior Patrol Leader

**Term:** 6 months

**Reports to:** Senior Patrol Leader

**Description:** The Assistant Senior Patrol Leader is the second highest-ranking junior leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

**Comments:** The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done. Close coordination & planning of meetings & activities with other troop junior leaders.

### QUALIFICATIONS

**Age:** 12 or older

**Experience:** PL or APL

**Rank:** 1<sup>st</sup> Class or higher

**Attendance:** 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

**Training:** You must attend the Troop Leader Training (TLT) even if you have attended in the past.

**Attendance:** You are expected to attend 80% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

**Effort:** You are expected to give this job your best effort. You are the backup to the SPL, so you must be prepared to fill in as needed.

### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Leading by example is an imperative part of this position. No slack will be given.

**Attendance:** Set the example by being an active Scout. Be early for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop in the absence of the Senior Patrol Leader.
- Helps train and supervise junior leaders to make sure they are performing their assigned duties:
  - ③ *Troop Scribe:* records are kept and turned into Troop Advancement Chair.
  - ③ *Troop Quartermaster:* is prepared for activities and campouts
  - ③ *Troop Guide:* in absence of ASPL II, encouraging and teaching skills needed to new Scouts for advancement
  - ③ *Troop Instructor:* makes sure proper instruction for Troop is being performed as needed for upcoming activities and advancement
  - ③ *Troop Librarian:* tracks current library contents
  - ③ *Troop Historian:* is documenting Troop activities
  - ③ *Troop Chaplain Aide:* is prepared for activities with Scout's Own chapel services.
  - ③ *Troop Bugler:* is working on learning and performing basic calls.
  - ③ *ASPL II:* is working with Troop Guide to instruct new Scouts properly
- Signs off on Patrol menus and duty rosters for campouts.
- Serves as assistant to the SPL at the PLC monthly meetings. He chairs the PLC meeting in the absence of the SPL
- Serves as a contributing member to the PLC, attends the monthly meetings to report on and answer questions pertaining to areas of his responsibilities. He is a voting member.
- Assures the Service Patrol is performing proper duties.



## Troop 29 Leadership Position Description

### ASSISTANT SENIOR PATROL LEADER II

#### GENERAL INFORMATION

**Type:** Appointed by the Senior Patrol Leader

**Term:** 6 months

**Reports to:** Senior Patrol Leader

**Description:** The Assistant Senior Patrol Leader is the second highest ranking junior leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop. With two ASPLs, this position is junior to the ASPL I and supports his needs as well.

**Comments:** The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done. Close coordination & planning of meetings & activities with other troop junior leaders.

#### QUALIFICATIONS

**Age:** 12 or older

**Rank:** 1<sup>st</sup> Class or higher

**Experience:** PL or APL

**Attendance:** 50% over the previous 6 months

#### PERFORMANCE REQUIREMENTS

**Training:** You must attend the Troop Leader Training (TLT) even if you have attended in the past.

**Attendance:** You are expected to attend 80% of all troop meetings, PLC meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

**Effort:** You are expected to give this job your best effort. You are the backup to the SPL, so you must be prepared to fill in as needed.

#### GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Leading by example is an imperative part of this position. No slack will be given.

**Attendance:** Set the example by being an active Scout. Be early for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Helps the Senior Patrol Leader lead meetings and activities.
- Runs the troop and PLC in the absence of the Senior Patrol Leader and first ASPL.
- Helps train and supervise the Troop Guide. He works with the Guide in teaching and monitoring new Scouts to the Troop, whether they have just crossed over or are new to Scouts.
- Monitors patrol assignments and makes sure each PL is encouraging advancement of his patrol members and equally assigning duties to different patrol members for campouts and activities.
- Serves as assistant to the SPL at the PLC monthly meetings. He chairs the PLC meeting in the absence of the SPL and the ASPL I.
- Serves as a contributing member to the PLC, attends the monthly meetings to report on and answer questions pertaining to areas of his responsibilities. He is a voting member.
- Assures the Service Patrol is performing proper duties.
- Makes sure PLs are adequately prepared for campouts and activities working with patrol scribes, QMs, grubmasters.