



PROGRAM STAFF GUIDE



**BOY SCOUT TROOP 555
NORTH STAR DISTRICT
LAS VEGAS AREA COUNCIL**



BOY SCOUTS OF AMERICA®



All members of the Scoutmaster Staff have the following responsibilities:

1. Set a good example;
2. Wear the scout uniform correctly;
3. Live by the Scout Oath and Law;
4. Show and help develop Scout Spirit;
5. Support the youth leaders.

In addition the responsibilities above, Troop 555 have identified specific areas of responsibility for the Scoutmaster Staff leaders. On the subsequent pages we identify the roles and responsibilities of each position, and then in highlight show the youth positions that come under the advisement of each position.



SCOUTMASTER



Scoutmaster

Per the troop policies and charter, the Scoutmaster is appointed by the Committee Chair for a minimum three-year term, and is the chief adult unit leader. This leader must be a former Boy Scout and must complete all required training within the first year, if not already trained. Ideally should be Wood Badge trained. The primary responsibilities for the Scoutmaster are:

1. Overall responsibility for execution of the program:
 - a. Design, adapt, and ensure a productive program according to BSA program documentation and guidelines;
 - b. Ensure Scouts receive quality program, instruction, training, and opportunities for advancement;
 - c. Create a harmonious scouting environment by ensuring planning of safe and healthy experiences (e.g. meetings, outings, etc) consistent with the Scouting program;
 - d. Establish and promote *Esprit de corps* within the unit to engender morale and strong team mentality for all members.
2. Reports to the Committee on status of program and activities:
 - a. Prepare a monthly oral report on activities, awards, issues, etc;
 - b. Work with Committee Chair on planned expenditures, needs, etc.
3. Advises the Senior Patrol Leader and the Patrol Leader's Council:
 - a. Works closely with SPL to ensure all duties and troop obligations are met, planned, etc;
 - b. Sits in on the PLC meeting to ensure a good, productive meeting and advise as necessary (does not lead the meeting)
 - c. Appoints Troop Guides to serve new scout patrols.
4. Oversees Assistant Scoutmasters in execution of their responsibilities:
 - a. Ensures assistants have tools and support needed for their roles;
 - b. Provides training and direction as appropriate.
5. Tour leader on outings and activities:
 - a. Goes on all outings whenever possible;
 - b. Ensures all safety and program controls are in place and observed at all times;
 - c. Ensures, through the youth officers, a quality program for the outing/activity.

Besides the aforementioned requirements, the qualities possessed by a good Scoutmaster must include patience and a cooperative spirit with the young men in charge of and participating within the troop.



Senior Patrol Leader

By majority vote of troop youth members, the Senior Patrol Leader is elected to a term of six months, is the chief officer in the youth leadership cadre, and reports to the Scoutmaster. He must be an accomplished Boy Scout who has previously served as a patrol leader and otherwise is approved to run by the Scoutmaster. He must be TLT-trained, and should be NYLT trained. The primary responsibilities of the Senior Patrol Leader are:

1. Plans and leads all troop meetings, events, activities, and the annual program planning conference;
2. Leads the Patrol Leader's Council;
3. Under advisement of the Scoutmaster, appoints Assistant Senior Patrol Leader (Program) and Assistant Senior Patrol Leader (Service).

Patrol Leader

The patrol leader is elected by the members of his patrol, by whatever means they prefer, for a period of six months, and reports directly to the Senior Patrol Leader. Patrol leaders cannot serve consecutive terms. The primary responsibilities of the patrol leader are:

1. Appoints the Assistant Patrol Leader and all other patrol positions;
2. Represents the patrol on the Patrol Leader's Council;
3. Plans and steers patrol meetings;
4. Helps Scouts advance;
5. Acts as the chief recruiter of new Scouts;
6. Keeps patrol members informed.



SENIOR ASSISTANT SCOUTMASTER (SENIOR ASM)



Senior Assistant Scoutmaster

Appointed by and reporting to the Scoutmaster the Senior Assistant Scoutmaster the executive officer of the Scoutmaster staff. He should have extensive experience in Scouting and must complete all required training within the first year, if not already trained. Ideally should be Wood Badge trained. The primary responsibilities of the Senior Assistant Scoutmaster are:

1. Assumes role of Scoutmaster in his absence, as appointed:
 - a. Keeps current roster and troop meeting plans; attends PLC and other planning meetings; Stays abreast of all troop activities and functions.
2. Advises an Assistant Senior Patrol Leader:
 - a. Works to ensure ASPL has all troop jobs assigned and that they are being fulfilled as required;
 - b. Attends PLC and advises ASPL on any other duties he is assigned by SPL.
3. Serves as a Patrol Advisor:
 - a. Advises patrol leaders to ensure they have the tools and support needed for their roles;
 - b. Aid the patrol in developing a sense of patrol unity and purpose;
 - c. Encourage the patrol to earn or maintain the "Honor Patrol" distinction;
 - d. Help keep patrol members on task;
 - e. Encourage patrol participation in troop activities, and encourage patrol activities outside of troop activities;
 - f. Directly supervise patrol functions to ensure safety and adherence to BSA and troop aims, policies and procedures.
4. Assistant Tour leader on outings and activities
 - a. Goes on all outings whenever possible.
 - b. Ensures all safety and program controls are in place and observed at all times.
 - c. Ensures, through the youth officers, a quality program for the outing/activity.
5. Participate in as many patrol and troop activities as possible, and advise Scoutmaster if unable to make a meeting or event.

Assistant Senior Patrol Leader

Elected by the troop and reporting directly to the Senior Patrol Leader, the Assistant Senior Patrol Leader is co- executive officer of the youth leadership cadre. He must be an accomplished Boy Scout, preferably having completed prior service as a patrol leader. He does not automatically advance to become Senior Patrol Leader at the end of his term. He must be TLT-trained and should be NYLT-trained. The primary responsibilities of the Assistant Senior Patrol Leader are:

Assumes role of Senior Patrol Leader in his absence:

1. Helps the Senior Patrol Leader plan and lead meetings and activities;
2. Appoints and supervises the troop Scribe, Historian, Librarian, Chaplain Aide, OA Rep, Quartermaster and Webmaster;
3. Serves as a member of the Patrol Leader's Council.



Scribe

Appointed by and reporting to the Assistant Senior Patrol Leader (Program), the Scribe is the troop's secretary, recording all matters of importance. The primary responsibilities of the Scribe are:

1. Attends and keeps a log of Patrol Leaders' Council meetings;
2. Records individual Scout attendance at events;
3. Maintains activity permits and other important items as assigned.

Historian

Appointed by and reporting to the Assistant Senior Patrol Leader (Program), the Historian is the keeper of troop history and photographer. The primary responsibilities of the Historian are:

1. Takes and gathers pictures and facts about troop activities and events and keeps them in a historical album online;
2. Takes care of troop trophies, ribbons, and souvenirs of troop activities;
3. Keeps information about former notable members and events of the troop.

Librarian

Appointed by and reporting to the Assistant Senior Patrol Leader (Program), the Librarian is entrusted with the books and pamphlets owned by the troop. The primary responsibilities of the Librarian are:

1. Sets up and takes care of a troop library;
2. Keeps records of books and pamphlets owned by the troop;
3. Adds new or replacement items as needed;
4. Keeps books and pamphlets available for borrowing;
5. Keeps a system for checking books and pamphlets in and out.

Webmaster

Appointed by and reporting to the Assistant Senior Patrol Leader (Program), the Webmaster is responsible for updating the Troop Website and Facebook page with upcoming news and events. He will receive information to share from the SPL, ASPL, and Scoutmaster staff. The primary responsibilities of the Librarian are:

1. Updates the troop website and Facebook page;
2. Routinely asks for information share;
3. Keeps the website and Facebook page clean and fresh (no stale news);
4. Promotes the use of the website and Facebook page to all members.



Quartermaster

Appointed by and reporting to the Assistant Senior Patrol Leader (Service), the Quartermaster is the keeper of troop equipment. The primary responsibilities of the Quartermaster are:

1. Keeps records on patrol and troop equipment;
2. Makes sure equipment is in good working condition;
3. Issues equipment and makes sure it is returned in good condition;
4. Makes suggestions for new or replacement items;
5. Works with the Troop Committee member responsible for equipment;
6. Ensures the US and troop flags are present for all meetings, ceremonies, and outings.

Troop OA Representative

Appointed by and reporting to the Assistant Senior Patrol Leader (Service), the Troop OA Representative is the troop's link to the OA chapter. The primary responsibilities of the OA Representative are:

1. Attend all chapter meetings;
2. Work with the Chapter Chief and PLC to identify areas where the troop can serve and vice versa;
3. Inform all troop OA members of upcoming OA activities, meetings, ceremonies, etc;
4. Present a good example of the Order of the Arrow and foster interest by non-members.

Chaplain Aide

Appointed by and reporting to the Assistant Senior Patrol Leader (Program), the Chaplain Aide is the member charged with ensuring the troop's observation of the twelfth point of the Scout Law. The primary responsibilities of the Chaplain Aide are:

1. Tells Scouts about the religious emblem program for their faith;
2. Makes sure religious holidays are considered during troop program planning;
3. Helps plan for religious observance in troop activities and outings.

Instructor

Appointed by and reporting to the Assistant Senior Patrol Leader (Service), Instructors teach specific scout skills, such as First Aid, Knots, Lashings, etc, and also serve during the Troop Leadership Training weekends. The primary responsibilities of the Historian are:

1. Train scout skills such as First Aid, Knots, Lashings as directed by the Patrol Leader's Council;
2. Serve as trainers during the Troop Leadership Training weekends.



ASSISTANT SCOUTMASTER (ASM)



Assistant Scoutmaster

Appointed by and reporting directly to the Scoutmaster the Assistant Scoutmaster is the staff member responsible for overseeing training, service, and logistics for the troop as performed or delegated by the Assistant Senior Patrol Leader (Service). He should have experience or knowledge of Scouting and must complete all required training within the first year, if not already trained. Ideally should be Wood Badge trained. The primary responsibilities of the Assistant Scoutmaster (Service) are:

1. Assumes role of Scoutmaster in his absence, as appointed:
 - a. Keeps current roster and troop meeting plans; attends PLC and other planning meetings; Stays abreast of all troop activities and functions.
2. Advises the Assistant Senior Patrol Leader (Service)
3. Serves as a Patrol Advisor:
 - a. Advises patrol leaders to ensure they have the tools and support needed for their roles;
 - b. Aid the patrol in developing a sense of patrol unity and purpose;
 - c. Encourage the patrol to earn or maintain the "Honor Patrol" distinction;
 - d. Help keep patrol members on task;
 - e. Encourage patrol participation in troop activities, and encourage patrol activities outside of troop activities;
 - f. Participate in as many patrol and troop activities as possible, and directly supervise patrol functions to ensure safety and adherence to BSA and troop aims, policies and procedures.
4. Participate in as many patrol and troop activities as possible, and advise Scoutmaster if unable to make a meeting or event.

Assistant Senior Patrol Leader

Elected by the troop and reporting directly to the Senior Patrol Leader, the Assistant Senior Patrol Leader is co- executive officer of the youth leadership cadre. He must be an accomplished Boy Scout, preferably having completed prior service as a patrol leader. He does not automatically advance to become Senior Patrol Leader at the end of his term. He must be TLT-trained and should be NYLT-trained. The primary responsibilities of the Assistant Senior Patrol Leader are:

Assumes role of Senior Patrol Leader in his absence:

1. Helps the Senior Patrol Leader plan and lead meetings and activities;
2. Appoints and supervises the troop Scribe, Historian, Librarian, Chaplain Aide, OA Rep, Quartermaster and Webmaster;
3. Serves as a member of the Patrol Leader's Council.



JUNIOR ASSISTANT SCOUTMASTER (JASM)



Junior Assistant Scoutmaster

Appointed by and reporting directly to the Scoutmaster the Junior Assistant Scoutmaster is the staff member responsible for working with the newer, less experienced Scouts in the troop and ensuring that, under the supervision of the Scoutmaster, all Scouts advance to the rank of First Class Scout. He must be an accomplished Boy Scout at least sixteen years of age but not yet eighteen. He should be TLT and NYLT trained, and must undertake the Youth Protection Training as all staff members. The primary responsibilities of the Junior Assistant Scoutmaster are:

1. Overall is responsible for developing a creative Trail to First Class skills program for those Scouts working on the lower ranks;
2. Advises the Troop Guides;
3. Participate in as many patrol and troop activities as possible, and advise Scoutmaster if unable to make a meeting or event.

Troop Guide

Appointed by the Scoutmaster, the Troop Guide is an accomplished senior scout whose role is to advise new patrol leaders and their members. The primary responsibilities of the Troop Guide are:

1. Lives, eats, and serves with the patrol to which he is assigned;
2. Introduces new Scouts to troop operations;
3. Guides new Scouts through early Scouting activities;
 - a. Acts as a liaison between new and older Scouts;
 - b. Helps new Scouts on their Trail to First Class program;
 - c. Teaches basic Scout skills.
4. Coaches the patrol leader of the new scout patrol:
 - a. Attends patrol meetings;
 - b. Attends PLC meetings with the patrol leader.
5. Serves until all members of the new patrol reach Tenderfoot.