



# **Troop 1983 Staff Duties and Responsibilities**

March 16, 2010

## **ASPL-Regular Patrols:**

Supervise and support the regular patrols  
Collect and turn-in to the SPL permission forms/checks from the patrol leaders  
Work with the ASM(s)-Regular Patrols  
Serve as the SPL in his absence

## **ASPL-New Scouts:**

Supervise and support the Troop Guides and Den Chiefs  
Collect and turn-in to the SPL permission forms/checks from the patrol leaders  
Work with the ASMs-New Scouts  
Recommend scouts to serve as Troop Guides and Den Chiefs to the SPL and ASM-New Scouts

## **ASPL-Troop Staff:**

Supervise the troop staff  
Work with the ASM-Troop Staff  
Recommend scouts to serve in staff and instructor PoRs to the SPL and ASM-Troop Staff

## **Chaplains Aide:**

Maintain information about the religious award programs  
Give talk to troop about the religious award programs  
Give the opening invocation/prayer for Courts of Honor  
Coordinate scout participation for Scout Sunday at Vale Church  
Must be working on or have earned their religious award

## **Historian:**

Collect and catalog photographs and memorabilia of troop activities/events  
Provide CD of troop activity photos to Troop Webmaster  
Prepare a slideshow for the June Court of Honor of the program year  
Prepare a slideshow for the Sep/Oct Court of Honor of summer activities

## **Librarian:**

Maintain the troop library with current version of merit badge pamphlets  
Check-out and account for library items to troop members  
Prepare a summer camp library of appropriate merit badge pamphlets  
Keep a current roster of District/Troop merit badge counselors  
Provide blank blue cards to scouts  
Inform the ASM-Troop Staff when new merit badge pamphlets are needed

## **Quartermaster:**

Maintain accountability of troop/patrol equipment  
Ensure cleanliness and serviceability of troop/patrol equipment  
Plan and supervise Trailer Days at least twice a year  
Sell troop t-shirts during troop meetings  
Coordinate with designated troop committee member to reorder t-shirts  
Provide t-shirt money to Scribe

Inform the ASM-Troop Staff when new equipment and supplies are needed

**Scribe:**

Collect dues from patrol leaders

Maintain current dues status of each scout

Collect troop t-shirt money from the Quartermaster

Turn in collected money to ASM-Troop Staff at monthly PLC meeting

Attend the monthly PLC meetings as a non-voting member

Assist SPL during PLC meetings by taking notes/minutes/attendance

**Troop OA Representative:**

Represent the troop at OA chapter meetings

Explain what the OA is to members of the troop

Encourage the troop's OA members to stay active in the chapter

Coordinate and support the troop's OA elections

**Troop Guide:**

Provide guidance and direction to the New Scout patrol leader

Plan and conduct Tenderfoot thru 1st Class skill instruction during troop meetings and campouts of items not covered by the Instructor Corps

**Webmaster: TBD**

**Instructor Corps**

**Instructor - Scoutcraft:**

Provide instruction/certification in the Tenderfoot thru 1st Class requirements, specifically:

Tenderfoot: requirements,, 9, 10a, 10b, 11, and 12

2nd Class: requirement 7 and 8

1st Class: requirement 5, 8b, 8c, 8d, 9

Plan and conduct instruction in your skills monthly

**Instructor - Woodcraft:**

Provide instruction/certification in the Tenderfoot thru 1st Class requirements, specifically:

2nd Class: requirements 2, 6

1st Class: requirement 6

Plan and conduct instruction in your skills monthly

**Instructor - Campcraft:**

Provide instruction/certification in the Tenderfoot thru 1st Class requirements, specifically:

Tenderfoot: requirements 3 and 4, 5

2nd Class: requirements 1 and 3,

1st Class: requirement 1, 2, 4, and 7

Plan and conduct instruction in your skills monthly

**Leave No Trace Trainer: TBD**