

Troop 4:

Leadership Nomination Form

revised: Sept. 14, 2022

Name: _____ age: _____ rank: _____

Election procedures: Elections are _____. We use a secret ballot. The SPL and ASPL are elected as a unit. See page 2 for a brief description of each job. Be sure to read the full job description before deciding the position you wish to hold. The full job description can be found in your BSA Handbook.

Elections will be held in this order:

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|----------------------------|------------------|-----------------|---------------|
| 1. Senior Patrol Leader | 4. Troop Guide | 7. Instructor | 10. Historian |
| 2. Patrol Leader | 5. Scribe | 8. Chaplin Aide | 11. Webmaster |
| 3. Assistant Patrol Leader | 6. Quartermaster | 9. Librarian | 12. Bugler |

**These positions are appointed by the SPL with consultation with the Scoutmaster:
OA Representative, Den Chief, Leave No Trace Trainer, Junior Assistant Scoutmaster**

Positions you are being nominated to:

List only the positions you are willing to hold if elected. You may list more than one position. You may hold only one Troop wide position. Once you are elected to a position, your name will be removed from all subsequent ballots. If you list SPL, name your ASPLs.		

Select the position you would most like to hold. Give your reasons why you want this position and why you think you will do a good job. You may not be elected to this position. You may be elected to another position.	
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Scout's Agreement: I read the full job descriptions and will fulfill the responsibilities of the Leadership position if elected.

Signed: _____ date: _____

Parent's Support Agreement: I agree with the commitment my son is making. I realize that, if he is elected, his presence is necessary for the smooth functioning of the troop.

Signed: _____ date: _____

Return this form to Mrs. Slawinski one week before elections.

Troop Positions

All elected leaders are expected to be active in our Troop, set a good example in behavior, attend Troop meetings and wear our uniform properly. SPL, ASPL, Scribe, Patrol Leaders and Troop Guides must attend the PLC. Leaders who cannot do their job must find another Scout to do the job.

1. **SPL:** The Senior Patrol Leader is in charge of troop meetings. He chairs meetings of the Patrol Leaders' Council. The PLC plans troop activities and programs. The Senior Patrol Leader's job is to see that the troop runs in an orderly and timely manner. Requirements: 14 years old or older and Star rank or higher.

Assistant Senior Patrol Leader: The ASPL helps the senior patrol leader lead meetings and activities. He runs the troop in the absence of the SPL. He helps train and supervise the troop scribe, quartermaster, instructors, librarian, historian and chaplain aide. Requirements: 14 years old or older and Star rank or higher.

2. **Patrol Leader:** The Patrol Leader is the elected leader of his patrol. He represents his patrol at the Patrol Leader's Council. He plans and leads patrol meetings, helps members of his patrol advance and keeps patrol members informed about Troop activities.
3. **Assistant Patrol Leader:** The APL assists the Patrol Leader in all of his jobs. If the Patrol Leader is absent, the APL serves in the Patrol Leader's place.
4. **Troop Guide:** The Troop Guide is a "mentor" to the new Scouts. He helps the new Scouts earn First Class. He works with the new Scouts providing direction, coaching, and support. Requirements: 1st Class rank or higher.
5. **Scribe:** The Scribe is the troop's secretary. He attends the Patrol Leaders' Council and keeps notes of the discussions. He is not a voting member of the PLC. During Troop meetings he records attendance and dues payments.
6. **Quartermaster:** The Quartermaster is responsible for Troop supplies and equipment. He keeps a current inventory of troop equipment and makes sure it is in good condition. He works with Patrol QMs as they check out and return equipment. He reports to the Patrol Leaders' Council on equipment needing replacement or repair. He works closely with a member of the Troop Committee.
7. **Instructor:** The Instructor should be good in both Scouting skills and in the ability to teach others. Requirements: 13 years old or older and 1st Class rank or higher.

8. **Chaplain Aide:** The Chaplain Aide assists the troop in religious services. He says grace at meals. He plans and leads Scouts Own service on camp outs. He promotes the religious emblems program.
9. **Librarian:** The Troop Librarian oversees the care and use of Troop books, pamphlets and magazines. He keeps a current Merit Badge counselor list. Scouts check out and return Troop material from the Librarian. The Librarian keeps records to ensure everything is returned. He suggests new material and reports the need to repair or replace material.
10. **Historian:** The Historian collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards and other memorabilia. He is responsible to publish the Troop newsletter.
11. **Troop Webmaster:** is responsible for maintaining the troop's website. He should make sure information posted on the website is correct and up to date and members' and leaders' privacy is protected. A member of the troop committee will assist him with his work.
12. **Bugler:** plays the bugle (or a similar instrument) to mark key moments during the day on troop outings, such as reveille and lights out. He must know the required bugle calls. This cannot count toward Eagle rank leadership credits (it does count for other rank advancement leadership credits).

The Scoutmaster Appoints these Leaders:

- **OA Representative:** must be an active OA member. He keeps the Troop informed about OA activities and encourages Troop members to participate in OA.
- **Leave No Trace Trainer:** specializes in teaching Leave No Trace principles and ensures the Troop follows these principles. He must have completed Leave No Trace training.
- **Den Chief:** works with Cubs, Webelos and Den Leaders in the Cub Scout Pack. He must attend Den Chief training. He helps Cub Scouts advance in rank and encourages Cub Scouts to join a Boy Scout troop.
- **Junior Assistant Scoutmaster:** functions as an Assistant Scoutmaster. Performs duties as assigned by the Scoutmaster.