

TROOP 48, BSA – PATROL-LEVEL JOB DESCRIPTIONS

December 2021

This list differs from the Troop-level job descriptions which is a separate policy. Only the Patrol Leader role credits as a Position of Responsibility for upper rank advancement. Patrol-level duties are opportunities to serve your individual patrols while gaining skills for working within a team. These are essential "steppingstones" to greater leadership.

For all of these job descriptions, there are a few universal truths that fit any leadership job for any organization. They are:

1. **Be Prepared**
2. **Set a good example for others to follow.**
3. **Participate enthusiastically in Troop activities.**
4. **Accept questions willingly, be a good listener, be helpful.**
5. **Look the position. Wear the Scout uniform – correctly.**

PATROL LEADER

- Work with the scouts in their patrol (and others as needed) to help them understand their responsibilities, and help them develop leadership, teamwork, and camping skills.
- Take charge of patrol meetings.
- Keep informed of activities on the Troop calendars; make sure their patrol members know about these activities.
- Help the Scouts in their patrol with their advancement, correct uniform, getting the right camping equipment, and other needs they may have.
- Make sure the other leaders in their patrol carry out their responsibilities. These jobs include Assistant Patrol Leader, Patrol Quartermaster, and Patrol Scribe. If one of these Scouts is not present, assign another one to do their job temporarily.
- Work with the adult leaders on planning trips, activities, and running meetings.

ASSISTANT PATROL LEADER

- Primary role is to stand in for the Patrol Leader in case the latter is absent. It is the responsibility of the Patrol Leader to contact at least one of the Assistant Patrol Leaders to alert their absence.
- Responsibility also included Patrol Leaders' Council (PLC) meetings if Patrol Leader not available.
- Stand in for any of the below patrol-level roles, especially Patrol Scribe, if they are not present.
- Assist the Patrol Leader in planning and leading patrol meetings and activities.
- Help keep patrol members informed – be knowledgeable about Troop 48 communication methods.
- Help prepare the patrol to take part in all troop activities.
- Work with the other troop leaders (youth and adult) to ensure the organization runs well.
- Lends a hand ensuring the patrol behavior aligns with the Scout Oath and Scout Law.
- Help develop patrol spirit – including ensuring the patrol flag and yell are known.

PATROL QUARTERMASTER

- Troop Quartermasters have primary responsibility for the Troop 48's equipment, garage, closet, cabinets, and other storage spaces – ensuring these spaces are well organized.
- Primary roles of the Patrol Quartermaster(s) are:
 - ensure the patrol box is clean, complete per the standard inventory list, and organized.
 - check out camping equipment for the patrol's use, then ensure it is properly returned.
- Alert Troop Quartermasters for replacement or repair of lost or damaged equipment.
- Encourage patrol members to use our "Brothers' Closet) of free "experienced" uniforms and to add to the inventory when they have suitable items to donate.

PATROL SCRIBE

- The most visible role for the Patrol Scribe is to ensure the weekly and trip attendance sheets are correctly filled out and turned into the Scout of the Year Records Coordinator. The entries must be accurate, legible, and meaningful (for the service hour descriptions).
- Understand how to obtain more patrol attendance sheets from the troop office, after checking that all members are listed. And how completed forms should be turned in.
- Be responsible for the patrol binder to ensure that it has a current troop calendar and roster, attendance sheets, menu planning sheets, trip packing lists for personal and patrol items, plus other troop policies. Request missing items from the Troop Scribe.
- As appropriate, take notes for patrol discussions to help the Patrol Leader and Adult Advisors.

PATROL HISTORIAN

- Primary role is to be an active participant of the Troop 48 Historian Team which has meetings outside of Tuesday nights to accomplish specific projects. These efforts included maintaining the Troop 48 scrapbooks and photo albums, displays, plaques, ribbons, and other historical items.
- On troop outings, encourage taking and submission of appropriate photographs.
- Ensure that trip reports are written for outings, especially if just for your patrol, and after adult leader review post on T48.org website.

PATROL LIBRARIAN

- This role has evolved from just assisting the Troop Librarian with our collection of merit badge books plus other reference material and maps, which is a key responsibility to know where the library cabinet is plus how to access and check-out/check-in items.
- A Patrol Librarian should now be an active contributor, with adult assistance for internet searches, in providing information from multiple sources to help your patrol prepare for advancement (such as obtaining worksheets) and outings (including event details, maps, and menu ideas).
- Have a currently "charged" Cyber Chip.