

# Troop 2193 Leadership Contract

## Junior Assistant Scoutmaster



### Recommended Qualifications:

Must be 16, Former SPL Leader, NYLT Trained, Respected by all in the Troop, Organized

### Responsibilities

1. Serve the troop and Scoutmaster in the same manner as an adult Assistant Scoutmaster.
2. Act as an adviser to help encourage and supervise troop guides who work with the new scout patrol(s).
3. Advise the Senior Troop Guide and Mentor to Instructors in supervising instructors who teach scouting skills to all troop members.
4. Train and supervise den chiefs as they work with local packs to help teach the Scouting skills necessary for Cub Scout advancement and encourage transition to Boy Scouting.
5. Encourage training in Leave No Trace skills and the Outdoor Ethics program.
6. Serve as a liaison to the chartered organization by coordinating youth activities or service projects.
7. Assist the Scoutmaster with junior leader training and any other tasks he deems necessary.
8. Set a good example.
9. Enthusiastically and correctly wear the Scout/Venture uniform.
10. Live by the Scout Oath and Law at all times and show Scout spirit.
11. Make best effort at completing position-specific project goals.

### Project Goals

- Work with other JASMs to create a structured system of advising and assisting scouts as a Junior Assistant Scoutmaster.

**Attendance: >90%**

*Continual and purposeful breaking of this contract may result in removal from the position and removal of leadership tenure credit. (According to BSA's Guide to Advancement, Section 4.2.3.4.5)*

Name: \_\_\_\_\_ Signature of Agreement \_\_\_\_\_

Agreement \_\_\_\_\_

Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_

# Troop 2193 Leadership Contract



## Senior Patrol Leader

### Recommended Qualifications:

Life Scout, Former ASPL Leader, NYLT Trained, Respected by all in the Troop, Organized

### Responsibilities:

1. Serves as the most senior youth leader in charge of the troop.
2. Run all troop meetings, events, activities, and the annual program planning conference.
3. Run the patrol leaders' council (PLC) meetings.
4. Appoint all troop junior leaders with the advice and counsel of the Scoutmaster.
5. Assign duties and responsibilities to junior leaders.
6. Assist the Scoutmaster with junior leader training.
7. Set a good example.
8. Enthusiastically and correctly wear the Scout uniform as the main role model to the rest of the troop.
9. Live by the Scout Oath and Law and show scout spirit.
10. Make best effort at completing position-specific project goals.

### Project Goals

Any project goals the Scoutmaster assigns during the term.

**Attendance: >90%**

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Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_

# Troop 2193 Leadership Contract

## Asst. Senior Patrol Leader of Administration

### Recommended Qualifications:

Star Scout, Former Patrol Leader, NYLT Trained, Organized

### Responsibilities:

1. Advise the Senior Patrol Leader on matters of troop management, records, and advancement.
2. Help the Senior Patrol Leader lead meetings.
3. Run the troop in the absence of the Senior Patrol Leader.
4. Help train and supervise the troop Scribe, Quartermaster, Librarian, Historian, Webmaster, and Chaplain Aide.
5. Serve as a member of the patrol leaders' council participate in the annual program planning conference.
6. Set a good example.
7. Enthusiastically and correctly wear the Scout uniform
8. Live by the Scout Oath and Law.
9. Lend a hand controlling the patrol system and building patrol and scout spirit.
10. Make best effort at completing position-specific project goals.

### Project Goals

- Work with scribe to look at attendance and develop plan of action to return inactive members

**Attendance: >80%**

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Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_



# Troop 2193 Leadership Contract

## Asst. Senior Patrol Leader of Program

### Recommended Qualifications:

Star Scout, Former Patrol Leader, NYLT Trained, Organized

### Responsibilities:

1. Help the senior patrol leader lead activities.
2. Run the troop in the absence of the Senior Patrol Leader and ASPL of Administration.
3. Help train and supervise the Troop Guides, Instructors, Outdoor Ethics Guide, and Patrol Leaders.
4. Oversees the Senior Troop Guide and Mentor to Instructors in planning and execution of the program and activities.
5. Actively lead the planning and execution of the larger picture of troop program and its monthly themes, along with the program and schedule of campouts.
6. Serve as a member of the patrol leaders' council and participate in the annual program planning conference.
7. Set a good example.
8. Enthusiastically and correctly wear the Scout uniform.
9. Live by the Scout Oath and Law.
10. Lend a hand controlling the patrol system and building patrol and scout spirit.
11. Make best effort at completing position-specific project goals.

### Project Goals

- Design at least one new campout idea (does not actually have to be carried out during the term.)

### Attendance: >80%

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Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_



# Troop 2193 Leadership Contract

## Patrol Leader

Recommended Qualifications:  
1<sup>st</sup> Class Scout, Organized

### Responsibilities:

1. Plan and lead patrol meetings and activities.
2. Inform patrol members of troop events and information.
3. Contact patrol members who have poor attendance.
4. Assign each patrol member specific duties.
5. Represent his patrol at all patrol leaders' council meetings and the annual program planning conference.
6. Relay decisions and information from the patrol leaders' council.
7. Prepare the patrol to participate in all troop activities.
8. Work with other troop leaders to allow the troop to run well.
9. Know the abilities of each patrol member.
10. Set a good example.
11. Enthusiastically and correctly wear the Scout uniform.
12. Live by the Scout Oath and Law.
13. Show and develop patrol spirit.
14. Make best effort at completing position-specific project goals.

### Project Goals

Any project goals the Senior Patrol Leader assigns during the term.

**Attendance: >80%**

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# Troop 2193 Leadership Contract

## Scribe

### Recommended Qualifications:

1<sup>st</sup> Class Scout, Organized, Good Handwriting / Laptop

### Responsibilities:

1. Attend and keep records of the business and decisions of patrol leaders' council meetings and the annual program planning conference.
2. Record individual Scout attendance.
3. Advise the Senior Patrol Leader and ASPL of Administration on data of scout attendance.
4. Coordinate with the troop activities committee chair and patrol leaders council to make verbal announcements to scouts on upcoming events or issues.
5. Create a monthly troop newsletter to the Scouts.
6. Set a good example.
7. Enthusiastically and correctly wear the Scout uniform.
8. Live by the Scout Oath and Law and show Scout spirit.
9. Make best effort at completing position-specific project goals.



### Project Goals

Create a spreadsheet that compiles attendance of scouts and includes their ranks and the patrols in which they are members.

**Attendance: >80%**

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# Troop 2193 Leadership Contract

## Troop Guide (New Scout Patrol)

**Recommended Qualifications:**  
Star Scout, Knowledgeable on Scout Skills

### Responsibilities:

1. Introduce new scouts to troop operations.
2. Demonstrate the proper tone and actions consistent with good Scout behavior.
3. Guide new scouts through early scout activities.
4. Work to ensure older scouts never bully or harass new scouts.
5. Help new scouts advance through First Class rank in their first year.
6. Teach basic scout skills.
7. Coach the patrol leader(s) of the new-Scout patrol on their duties.
8. Work with the patrol leader at patrol leaders' council meetings.
9. Attend patrol leaders' council meetings with the patrol leader(s) of the new-Scout patrol (if assigned specifically to a patrol).
10. Assist the Assistant Scoutmaster of the New Scout Patrol with training.
11. Counsel individuals scouts on Scouting challenges.
12. Enthusiastically and correctly wear the Scout uniform.
13. Live by the Scout Oath and Law and show Scout spirit.
14. Make best effort at completing position-specific project goals.

### Project Goals

Any project goals the Senior Patrol Leader assigns during the term.

**Attendance: >90%**

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Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_



# Troop 2193 Leadership Contract

## Senior Troop Guide and Mentor to Instructors

**Recommended Qualifications:**  
Life Scout, Expert on Scout Skills

### Responsibilities:

1. Introduce new Scouts joining at age >12 to troop operations.
2. Maintain abilities as an expert in basic Scout skills.
3. Coach the patrol leader(s) on their duties.
4. Train and teach troop instructors on effective teaching and presentation methods along with the EDGE method.
5. Carry out the monthly program themes at meetings under the authority of the ASPL of Program.
6. Lead monthly instruction planning meetings and work with troop instructors to teach scout skills instruction at weekly meetings.
7. Attend the annual program planning to advise the Senior Patrol Leader and ASPL of Program on matters of program instruction.
8. Coordinate with merit badge counselors to teach and assist scouts in earning merit badges through troop-planned merit badge-specific instruction at meetings.
9. Set up counsel for individuals scouts on Scouting challenges when needed.
10. Enthusiastically and correctly wear the Scout uniform.
11. Live by the Scout Oath and Law and show Scout spirit.
12. Make best effort at completing position-specific project goals.



### Project Goals

- Create a roster that records individual instructors' attendance at monthly planning meetings and troop meetings, as well as the amount of sessions taught by each to promote relatively fair distribution of work and accountability that each actually does his job.

**Attendance: >90%**

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Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_



# Troop 2193 Leadership Contract

## Lead Quartermaster

Recommended Qualifications:  
Star Scout, Organization

### Responsibilities:

1. Maintain records on patrol/troop equipment.
2. Make sure equipment is in good working condition and is put away properly in its correct patrol location.
3. Issue out equipment and ensure it is returned clean and in good condition.
4. Work with and make suggestions for new or replacement items to troop's Equipment Chair.
5. Advise the patrol leaders' council on matters of troop equipment and inventory.
6. Maintain patrol's inventory of troop backup stock of propane, cleaning needs, foil and storage bags for overnight camping.
7. Make sure the troop trailer is clean before and after any troop use.
8. Set a good example.
9. Enthusiastically and correctly wear the Scout uniform.
10. Live by the Scout Oath and Law and show Scout spirit.
11. Make best effort at completing position-specific project goals.



### Project Goals

- Take a complete written (preferably typed) inventory of troop equipment and materials.

**Attendance: >80% generally; >90% the Thursday before and troop overnight**

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Name: \_\_\_\_\_ Signature of Agreement \_\_\_\_\_

Agreement \_\_\_\_\_

Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_

# Troop 2193 Leadership Contract

## Assistant Quartermaster

Recommended Qualifications:  
First Class Scout, Organization

### Responsibilities:

1. Assist the Troop's Lead Quartermaster.
2. Make sure equipment is in good working condition and is put away properly in its correct patrol location.
3. Issue out equipment and makes sure it is returned in good condition and clean.
4. Maintain patrol's inventory of back up stock of propane, cleaning needs, foil and storage bags for overnight camping.
5. Make sure the troop trailer is clean and ready before and after any troop use.
6. Set a good example.
7. Enthusiastically and correctly wear the Scout uniform.
8. Live by the Scout Oath and Law and show Scout spirit.
9. Make best effort at completing position-specific project goals.

### Project Goals

- Assist the Lead Quartermaster in taking a complete troop inventory.

**Attendance: >70% generally; >90% the Thursday before and troop overnight**

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Name: \_\_\_\_\_ Signature of Agreement \_\_\_\_\_

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Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_



# Troop 2193 Leadership Contract



## Historian

### Recommended Qualifications:

First Class Scout, Digital Photographer, Organization

### Responsibilities:

1. Gather pictures and facts about troop activities and keep them in a historical file or scrapbook.
2. Collect digital files of pictures for distribution to those working on upcoming Courts of Honor.
3. Work with troop's Scribe to create monthly troop newsletter to the scouts.
4. Take care of troop trophies, ribbons, and souvenirs of troop activities.
5. Keep information about former members of the troop.
6. Set a good example.
7. Enthusiastically and correctly wear the Scout uniform.
8. Live by the Scout Oath and Law and show Scout spirit.
9. Make best effort at completing position-specific project goals.

### Project Goals

- Create a Troop Songbook that lists various camp songs and other songs important or common to Scouting (can use other scouts' suggestions and input).
- Create an updated troop history to post on the troop website.
- Create brief biographical articles that detail information and achievements of former scouts.

**Attendance: >80%**

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Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_

# Troop 2193 Leadership Contract

## Librarian

**Recommended Qualifications:**  
First Class Scout, Organization Skills

### Responsibilities:

1. Set up and takes care of a troop library.
2. Keep records of books and pamphlets owned by the troop.
3. Add new or replacement items as needed.
4. Keep books and pamphlets available for borrowing.
5. Keep a system for checking books and pamphlets in and out, and follows up on late returns.
6. Set a good example.
7. Enthusiastically and correctly wear the Scout uniform.
8. Live by the Scout Oath and Law and show Scout Spirit.
9. Make best effort at completing position-specific project goals.

### Project Goals

Any project goals the Senior Patrol Leader assigns during the term.

**Attendance: >80%**

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Agreement \_\_\_\_\_

Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_



# Troop 2193 Leadership Contract

## Instructor

### Recommended Qualifications:

First Class Scout, Good knowledge of basic scout skills through 1<sup>st</sup> Class

### Responsibilities:

1. Teach the instruction program at weekly meetings under the supervision of the Senior Troop Guide and Mentor to Instructors.
2. Teach basic Scouting skills in a troop or patrols activity.
3. Correctly understand scout skills.
4. Help scouts schedule/coordinate Merit Badge Counselor(s) for scout or troop instruction.
5. Set a good example.
6. Enthusiastically and correctly wear the Scout uniform.
7. Live by the Scout Oath and Law and show Scout spirit.
8. Make best effort at completing position-specific project goals.

### Project Goals

Any project goals the Senior Patrol Leader assigns during the term.

**Attendance: >75%**

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Name: \_\_\_\_\_ Signature of Agreement \_\_\_\_\_

Agreement \_\_\_\_\_

Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_



# Troop 2193 Leadership Contract

## Den Chief

Recommended Qualifications:  
First Class Scout

### Responsibilities:

1. Know the purposes of Cub Scouting.
2. Help Cub Scouts achieve the purposes of Cub Scouting.
3. Serve as the activities assistant at den meetings.
4. Act as a friend to the boys in the den.
5. Help the Den Leader lead weekly den meetings.
6. Help the den in its part of the monthly pack meeting.
7. Know the importance of the monthly theme and pack meeting plans.
8. Encourage Cub Scouts to become Webelos Scouts and earn the Arrow of Light award when they are eligible.
9. Encourage Cub Scouts to join a Boy Scout troop upon graduation.
10. Serve as patrol leader when Arrow of Light scouts crossover into the troop.
11. Enthusiastically and correctly wear the Scout uniform.
12. Live by the Scout Oath and Law show Scout spirit.
13. Make best effort at completing position-specific project goals.



### Project Goals

Any project goals the Senior Patrol Leader or Cubmaster assigns during the term.

**Attendance: >80%**

*Continual and purposeful breaking of this contract may result in removal from the position and removal of leadership tenure credit. (According to BSA's Guide to Advancement, Section 4.2.3.4.5)*

Name: \_\_\_\_\_ Signature of Agreement \_\_\_\_\_

Agreement \_\_\_\_\_ Cubmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_

Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_

# Troop 2193 Leadership Contract

## Chaplain Aide

Recommended Qualifications:  
Star Scout, laptop / tablet available

### Responsibilities:

1. Assist the troop or team chaplain with religious services at troop/team activities.
2. Work with the Troop Chaplain in troop religious matters and events.
3. Act with maturity and sensitivity toward fellow scouts.
4. Encourage troop members to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith.
5. Help plan for religious observance in troop activities.
6. Encourage saying grace at meals while camping or at other activities.
7. Help promote annual Scout Sunday or Scout Sabbath.
8. Inform about and encourage scouts to earn the religious award of their respective faiths and help recognize those who do.
9. Set a good example and properly demonstrate the scout law principle of Reverent.
10. Enthusiastically and correctly wear the Scout uniform and show Scout spirit.
11. Make best effort at completing position-specific project goals.

### Project Goals

- Create an original Troop Vespers Grace (similar to how Camp Thunder uses Thunder Grace).

**Attendance: >80%**

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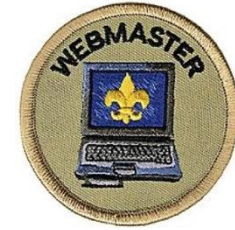
Name: \_\_\_\_\_ Signature of Agreement \_\_\_\_\_

Agreement \_\_\_\_\_

Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_



# Troop 2193 Leadership Contract



## Webmaster

**Recommended Qualifications:**  
Star Scout, laptop/tablet available

### Responsibilities:

1. Work with various unit members, including the Scribe and Historian, on needed topics for installation on the troop's website.
2. Assist the adult Webmaster and coordinate with the troop committee to provide the troop with important and relevant information on the website.
3. Ensure the website is as up to date and youth-friendly as possible.
4. Set a good example.
5. Enthusiastically and correctly wear the Scout uniform and show Scout spirit.
6. Make best effort at completing position-specific project goals.

### Project Goals

Any project goals the Senior Patrol Leader assigns during the term.

**Attendance: >80%**

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Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_



# Troop 2193 Leadership Contract



## Outdoor Ethics Guide

### Recommended Qualifications:

Life Scout, Have or Complete the BSA Outdoor Ethics Class during tenure

### Responsibilities:

1. Help the troop plan and conduct an outdoor program that emphasizes effectively practicing the principles of outdoor ethics.
2. Work to help scouts improve their outdoor ethics decision-making skills to minimize impacts as they participate in outdoor activities.
3. Support scouts who are working to complete the relevant requirements for the Tenderfoot, Second Class and First Class ranks.
4. Participate in outdoor ethics training (such as Leave No Trace training) at some point during term in the position if not already completed in the past.
5. Lead outdoor ethics training for scouts in the troop.
6. Set a good example.
7. Enthusiastically and correctly wear the Scout uniform and show Scout spirit.
8. Make best effort at completing position-specific project goals.

### Project Goals

- Hold at least one Leave No Trace/Outdoor Code/Outdoor Ethics related training session for the troop.

**Attendance: >75%**

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Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_

# Troop 2193 Leadership Contract

## Bugler

### Recommended Qualifications:

First Class Scout, Experience in the Bugle or Trumpet

### Responsibilities:

1. Make appropriate bugle calls, as requested, at troop activities.
2. Play appropriately during flag ceremonies and at night and in the morning at campouts.
3. Set a good example.
4. Enthusiastically and correctly wear the Scout uniform
5. Live by the Scout Oath and Law show Scout spirit.
6. Make best effort at completing position-specific project goals.

Note: This does NOT count as a position of responsibility for the rank of Eagle Scout; it counts only toward the Star and Life ranks.

### Project Goals

- Create an original Troop Song.

**Attendance: >75%**

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Agreement \_\_\_\_\_

Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_



# Troop 2193 Leadership Contract



## Troop Order of the Arrow Representative

### Recommended Qualifications:

Star Scout, Brotherhood-Honor Member of Ini-to Lodge, Able to attend most Chapter and Lodge Events

### Responsibilities:

1. Attend troop and chapter or lodge meetings regularly as a youth representative of the troop and Order.
2. Serve as a two-way communication link between the troop and the lodge or chapter.
3. Arrange with the chapter election team to conduct an annual Order of the Arrow election for the troop at a time approved by the patrol leaders' council.
4. Promote camping and provide information about camping opportunities in Flint River Council.
5. Make at least one high adventure presentation to the troop, to include the OA programs, annually.
6. Participate in Troop Courts of Honor in providing information about and honoring the achievements of troop members in the OA.
7. Assist the Ordeal Induction process for newly elected candidates by providing appropriate information about the upcoming Lodge Ordeal and helping to coordinate transportation to the Ordeal.
8. Assist current Ordeal members in the troop in sealing their membership through Brotherhood members by providing appropriate information about Brotherhood opportunities and helping to coordinate transportation to Lodge events with a Brotherhood opportunities.
9. Assist in leading troop service projects for the community or charter partner during the year. May also serve, at the discretion of the PLC, as the troop's service chairman.
10. Assist the troop (as appropriate) as a trainer of leadership and outdoor skills.
11. In all cases, advocate environmental stewardship and Leave No Trace camping.
12. Set a good example by wearing the Scout uniform correctly, showing Scout spirit, and living by the Scout Oath, the Scout law, and the OA Obligation.

### Project Goals

- Give at least one presentation on BSA High Adventure, including OA High Adventure programs (must not comprise or discuss any member-only knowledge of the Order).
- Provide an update of the achievements of troop members in the OA at the next troop Court of Honor.

**Attendance: Troop Meetings >75%, Chapter Meetings and Lodge Events >80%**

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Agreement \_\_\_\_\_

Approval \_\_\_\_\_ Scoutmaster Approval \_\_\_\_\_ Date: \_\_\_\_\_