

Troop 39 Election Procedures

Troop 39 holds elections to select the Troop SPL, ASPL and Scribe.

Elections are held in accordance with Troop 39 policy. (Pg 14 of the Troop 39 Guidebook)

Any Boy Scout chartered with the Troop at the time of the election is eligible to vote.

Leadership Position Applications

A Leadership Position Application must be completed and submitted to the Scoutmaster by each Scout wishing to be considered for election to the positions of SPL, ASPL or Scribe. The Leadership Position Application must be submitted by the deadline set by the Scoutmaster. No late applications will be accepted. Scouts who run for election to the SPL position who are not elected to serve will automatically be considered eligible for election to an ASPL position. Scouts who run for election to an ASPL position who are not elected to serve will automatically be considered eligible for election to the Scribe position.

All other recognized BSA leadership positions will be assigned to Scouts who are interested in serving in one of those positions by the Scoutmaster and SPL. Once a Scout has been selected by the Scoutmaster and SPL to serve in a leadership position, the Scout must submit a statement to the Scoutmaster outlining the goals they wish to pursue while serving in the position of leadership. The statement of goals must be submitted by the deadline set by the Scoutmaster.



The **Senior Patrol Leader** (SPL) is elected by the Scouts to represent them as the top youth leader in the troop. He runs all troop meetings, events, activities, the annual program planning conference, and the Patrol Leaders Council meeting. He appoints other troop youth leaders with the advice and counsel of the Scoutmaster.

Responsibilities:

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leaders Council (PLC) meetings.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with junior leader training.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law
- Shows Scout spirit.

Reports to the Scoutmaster.

Six month term, limited to 2 consecutive terms.

Qualifications:

Life Scout, NYLT Training



The **Assistant Senior Patrol Leader** (ASPL) is the second highest-ranking youth leader in the Troop. He is elected by the Scouts to represent them as the assistant to the highest ranking Scout in the Troop, the SPL. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the Senior Patrol Leader or when called upon. He also provides leadership to other youth leaders in the Troop.

Responsibilities

- Helps the SPL lead meetings and activities.
- Runs the Troop in the absence of the SPL.
- Helps train and supervise the Troop's youth leaders.
- Serves as a member of the Patrol Leaders Council.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law
- Show Scout spirit.
- Lends a hand in controlling the patrol and building patrol spirit.
- Wears the uniform correctly.

Reports to the Senior Patrol Leader.

Six month term.

Qualifications:

First Class Scout



The **Scribe** is elected by the Scouts to keep records of the Patrol Leaders' Council meetings and to act as an adviser to the Senior Patrol Leader and Assistant Senior Patrol Leaders.

Responsibilities:

- Attends and keeps a log of Patrol Leaders' Council meetings.
- Provides wisdom and guidance to the Senior Patrol Leader and Assistant Senior Patrol Leaders.
- Serves as Assistant Senior Patrol Leader in their absence.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Reports to the Senior Patrol Leader.

Six month term.

Qualifications:

First Class Scout



A **Patrol Leader** is selected by the members of each patrol. He is a member of the Patrol Leaders' Council, and serves as the voice of his patrol members. Patrol Leaders are expected to present the ideas and concerns of their patrol and in turn share the decisions of the Patrol Leaders' Council with their patrol members. Scouts who accept the position of Patrol Leader agree to provide service and leadership to their Patrol and to the Troop.

Responsibilities:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a specific duty.
- Represent his patrol at all Patrol Leaders' Council meetings and the annual program planning conference.
- Prepare the patrol to participate in all troop activities.
- Work with other Troop leaders to make the Troop run well.
- Know the abilities of each patrol member.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and develop patrol spirit.

Reports to the Senior Patrol Leader.

Six month term.

Qualifications:

Chartered as a Boy Scout with the Troop



An **Assistant Patrol Leader** is selected by the members of each patrol. He is an assistant to the Patrol Leader.

Responsibilities:

- Helps the Patrol Leader plan and steer patrol meetings and activities.
- Helps the Patrol Leader keep patrol members informed.
- Helps the patrol get ready for all Troop activities.
- Represents his patrol at Patrol Leaders' Council meetings when the Patrol Leader cannot attend.

Reports to the Patrol Leader.

Six month term.

Qualifications:

Chartered as a Boy Scout with the Troop.

The Assistant Patrol Leader position does not meet the leadership requirement for any rank advancement.



The **Historian** is assigned by the Scoutmaster and Senior Patrol Leader. He keeps a historical record of Troop activities.

Responsibilities:

- Gathers pictures and facts about Troop activities for the Troop website.
- Responsible for acknowledging and accepting Troop trophies, ribbons, and souvenirs.
- Records information about Troop activities/functions and promotes the Troop image.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Reports to the the Assistant Senior Patrol Leader.

Six month term.

Qualifications:

Chartered as a Boy Scout with the Troop.



The **Quartermaster** is appointed by the Scoutmaster and Senior Patrol Leader. He keeps track of Troop equipment and sees that it is in good working order.

Responsibilities

- Keeps records on Troop equipment.
- Makes sure equipment is in good working condition.
- Issues equipment and makes sure it is returned in good condition.
- Makes suggestions for new or replacement items.
- Works with the Troop Committee member responsible for equipment.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Reports to the Assistant Senior Patrol Leader

Six month term.

Qualifications:

Chartered as a Boy Scout with the Troop.



The **Instructor** is assigned by the Scoutmaster and Senior Patrol Leader. He is the youth instruction leader in the Troop.

Responsibilities

- Teaches basic Scouting skills to the Troop.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Reports to the Assistant Senior Patrol Leader.

Six month term.

Qualifications:

First Class Scout



The **Librarian** is assigned by the Scoutmaster and Senior Patrol Leader. He is responsible for organizing and maintaining the Troop library.

Responsibilities:

- Sets up and takes care of a Troop library.
- Keeps records of books and pamphlets owned by the troop/team.
- Adds new or replacement items as needed.
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out, and follows up on late returns.
- Set a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Reports to the Assistant Senior Patrol Leader

Six month term

Qualifications:

Chartered as a Boy Scout with the Troop.



The **Chaplain Aide** is assigned by the Scoutmaster and Senior Patrol Leader. He is responsible for promoting the religious needs of the Scouts and the Troop.

Responsibilities:

- Assists the Troop Chaplain with religious services at Troop activities.
- Encourages Troop members to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith.
- Tells Scouts about the Religious Emblems program for their faith.
- Helps recognize troop/team members who receive their religious emblems.
- Makes sure religious holidays are considered during the Troop program planning.
- Helps plan for religious observance in Troop activities.
- Encourages saying grace at meals while camping or at other activities.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.

Reports to the Troop Chaplain.

Six month term.

Qualifications:

The chaplain aide must:

- Be mature and sensitive, and have earned the respect and trust of his fellow Scouts.
- Be at least a First Class Scout.
- Have received or be working on the requirements leading to the age-appropriate religious emblem for his faith.



The position of **Den Chief** serves at the request of the Cubmaster. He is selected by the Scoutmaster and is approved by the Cubmaster and the Pack Committee for recommendation to a Den Leader. The **Den Chief** helps Cub Scouts advance through Cub Scout ranks, earn the Arrow of Light and encourages Cub Scouts to join a Boy Scout Troop upon completing all the Cub Scout requirements.

Responsibilities

- Knows the purposes of Cub Scouting.
- Helps Cub Scouts achieve the purposes of Cub Scouting.
- Serves as the activities assistant at den meetings.
- Sets a good example through attitude and uniforming.
- Is a friend to the boys in the den.
- Helps lead weekly den meetings.
- Helps the den in its part of the monthly pack meeting.
- Knows the importance of the monthly theme and pack meeting plans.
- Meets regularly with the den leader to review den and pack meeting plans. Meets as needed with adult members of the den, pack, and troop.
- Receives training from the den leader (and Cubmaster or Assistant Cubmaster) and attend Den Chief training.
- Encourages Cub Scouts to become WeBeLo Scouts when they are eligible.
- Encourages Cub Scouts to join a Boy Scout Troop upon graduation.
- Helps the Denner and Assistant Denner to be leaders.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Reports to the Cub Scout Den Leader.

Flexible term of appointment to meet the needs of the Den.

Qualifications:

First Class Scout

At least 2 years older than the boys in the Den he is working with.

Must attend the Council sponsored Den Chief training course.

May not be the Den Chief for his younger brothers den.



The **Junior Assistant Scoutmaster** is a Scout at least 16 years of age who has shown outstanding leadership skills. He is appointed by the Scoutmaster. A Junior Assistant Scoutmaster follows the guidance of the Scoutmaster in providing support and supervision to the other boy leaders in the troop. Upon his 18th birthday, a Junior Assistant Scoutmaster is eligible to become an assistant Scoutmaster.

***The Junior Assistant Scoutmaster while functioning as an Assistant Scoutmaster follows all BSA youth policies regarding two-deep adult leadership, sleeping quarters, driving, etc.

Responsibilities:

- Functions as an Assistant Scoutmaster.
- Performs duties as assigned by the Scoutmaster.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Reports to the Scoutmaster.

Term is as set at the discretion of the Scoutmaster.

Qualifications:

Eagle Scout

16 years old or older



The Troop Guide is assigned by the Scoutmaster and Senior Patrol Leader. He assists new Scouts with becoming familiar with the Troop, Troop activities, practices and procedures.

Responsibilities

- Introduces new Scouts to Troop operations.
- Guides new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class rank in their first year.
- Teaches basic Scout skills.
- Coaches the patrol leader of the new-Scout patrol on his duties.
- Works with the patrol leader at patrol leaders' council meetings.
- Attends PLC meetings with the patrol leader of the new-Scout patrol.
- Assists the Assistant Scoutmasters with training.
- Counsels individuals Scouts on Scouting challenges.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Reports to the Scout to First Class Coordinator.

Term is at the discretion of the Scoutmaster.

Qualifications:

First Class Scout



The **Order of the Arrow Representative** is assigned by the Scoutmaster and Senior Patrol Leader. He is a youth liaison between the Troop and the local OA lodge or chapter. He coordinates service opportunities, unit elections, camp promotions, and inductions within the unit with the local OA lodge or chapter. He may request lodge and chapter resources to help meet the needs of his unit.

In his unit, he helps meet the needs of the unit and will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. He will do this in a fashion that strengthens the mission of the lodge, purpose of the Order and the mission of the Boy Scouts of America. By setting a good example, he will enhance the image of the Order as a service arm to his unit.

Responsibilities:

- Serves as a communication link between the lodge or chapter and the troop or team.
- Encourages year round and resident camping in the unit.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the unit.
- Encourages Arrowmen to assume leadership positions in the unit.
- Encourages Arrowmen in the unit to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Regularly attends troop meetings, troop campouts, and troop/team events during his service period.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law and the OA Obligation.
- Shows Scout spirit.

Reports to the Assistant Senior Patrol Leader.

Six month term, flexible to meet the needs of the OA.

Qualifications:

Chartered as a Boy Scout with the Troop and Registered member of the Order of the Arrow in good standing with both the Lodge and/or Chapter and the unit.



The **Webmaster** is appointed by the Scoutmaster and Senior Patrol Leader. He is responsible for creating and maintaining the Troop Website.

Responsibilities:

- Works with various unit members in creating and maintaining the Troop website.
- Ensures the Web site is as up to date and accurate as possible.
- Makes sure that privacy of unit members is protected.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Shows Scout spirit.

Reports to the Scoutmaster and Troop Committee member responsible for assisting the Webmaster.

Term of appointment is for as long as is needed.

Qualifications:

First Class Scout



The **Leave No Trace Trainer** is appointed by the Scoutmaster and Senior Patrol Leader. He specializes in teaching Leave No Trace principles and ensures that the troop follows the principles of Leave No Trace on all outings such as camping and other outdoor activities.

He can also help Scouts earn the Leave No Trace award.

He should have a thorough understanding of and commitment to Leave No Trace. Ideally, he should have completed Leave No Trace training as well as earned both the Camping and Environmental Science merit badges.

Responsibilities:

- Helps minimize impact on the land by teaching members the principles of Leave No Trace and improving Scouts' outdoor ethics decision-making skills.
- Sets a good example
- Enthusiastically and wears the Scout uniform.
- Shows Scout spirit

Reports to the Scoutmaster.

Term of appointment is for as long as is needed.

Qualifications:

First Class Scout

14 years or older who has successfully completed the official 16-hour Leave No Trace Trainer training course.



The **Bugler** is assigned by the Scoutmaster and Senior Patrol Leader. The Bugler is the youth musical leader in the Troop. He should be able to make appropriate bugle calls, as requested, at Troop activities.

Responsibilities

- Makes appropriate bugle calls, as requested, at Troop activities.
- Set a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout spirit

Reports to the Assistant Senior Patrol Leader.

Term of appointment is for as long as is needed.

Qualifications:

Chartered as a Boy Scout with the Troop

Capable of playing a bugle or trumpet with enough skill to make appropriate bugle calls.

Notes:

1. **Serving as Bugler can apply towards positions of responsibility requirements for Star and Life, but not Eagle.**
2. In many troops/teams the Bugler plays a trumpet instead of a bugle.
3. Serving as Bugler is a requirement for Bugling Merit Badge.
4. Being able to play a bugle or trumpet can be used towards requirement 1 of Music Merit Badge: *Sing or play a simple song or hymn chosen by your counselor using good technique, phrasing, tone, rhythm, and dynamics. Read all the signs and terms of the score.*
5. Boy Scouts or Venturers who are members of bands, drill teams, or drum and bugle corps affiliated with a unit or a local council may also wear the **musician badge** special insignia.



The **Musician** is appointed by the Scoutmaster. The **Musician** is a member of a unit or council band, drill team, or drum and bugle corps.

The musician badge is the only special insignia that may be worn by the members of these organizations. Members of these bands must wear the official uniform for their registration status. The wearing of special helmets, scarves, gloves, unofficial leggings, and the carrying of ceremonial guns or swords by members of such organizations using the uniforms of the Boy Scouts of America is in violation of the Rules and Regulations of the Boy Scouts of America.

The musician badge is worn on the right sleeve centered just below (1/2 inch) the patrol medallion, and touching the Quality Unit Award.

Reports to the Scoutmaster.

Term is for as long as the Scout meets the Musician requirements.

Only Scouts who are members of bands, drill teams, or drum and bugle corps affiliated with a unit or a local council may wear the musician badge.

The Musician position does not meet the leadership requirement for any rank advancement.