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Preamble

The objective of the Scoutmaster is to oversee the Scouting experience of the Scouts in Troop 355 by delivering a Scouting program that teaches our boys to conduct themselves in accordance with the Scout Oath, and Law. He is responsible to maintain a strong and varied outdoor program designed to promote self confidence, scout skills, self reliance and leadership skills in scouts. He also works with the Committee Chair to maintain a merit badge program to facilitate rank advancement. All of this shall be accomplished in a manor that is fun and attractive to the scouts.

I. Reporting Relationship

The Scoutmaster works in partnership with the Committee Chair.

II. Responsibilities and Duties

1. Attend all troop events
2. Provide reports to the Advisory Committee
3. Maintain regular communications with Advisory Committee Chairperson
4. Assist the Senior Patrol Leader in planning Troop meetings
 - a. Prepare master meeting plan for the year
 - b. Prepare agenda for each meeting
 - c. Prepare scout skill activities (or delegate)
 - d. Arrange guest speakers as needed for meetings (or delegate)
 - e. Prepare a Scoutmaster minute for each meeting
 - f. Send copy of agenda in advance to each participant in the program
5. Monitor the camping program
 - a. Develop the campout calendar for the year with the Committee Chair
 - b. Avoid repeating campouts from previous year
 - c. Build scouting skills into the program
 - d. Bring consent to treat forms on each campout
 - e. Encourage patrol structure at campouts
 - f. Organize skills coaching at Memorial Weekend camp out

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6. Monitor the Merit Badge program
 - a. Develop the Merit Badge calendar with the Committee Chair
 - b. Avoid repeating Merit Badges from previous year
 - c. Review the Merit Badge councilor's control of Blue Cards
 - d. Sign completed Blue Cards
 - e. Record and submit Blue Cards to awards committee person
 - f. Receive and distribute Merit Badges

7. Supervise the rank advancements process
 - a. Establish and maintain procedures for rank advancement
 - b. Establish quality control standards for rank advancement
 - c. Delegate Scoutmaster Conferences (except Eagle Scout candidates)
 - d. Monitor the Board of Review process
 - e. Receive and distribute rank patches
 - f. Monitor the advancement of all Scouts

8. Advise and encourage the Scout leadership
 - a. Conduct formal selection process for the Senior Patrol Leader
 - b. Maintain regular communications with the Senior Patrol Leader
 - c. Encourage future SPL candidates to attend Oak Badge
 - d. Select and support the balance of the Troop leadership
 - e. Purchase and distribute leadership patches
 - f. Plan and conduct Patrol Council meetings
 - g. Establish and communicate the standards for Scout leadership positions
 - h. Sign-off on Scout leadership assignments
 - i. Maintain Patrol roster and distribute to Scouts Leaders

9. Supervise Summer camp
 - a. Promote attendance at summer camp
 - b. Recruit adult leadership
 - c. Select scout leadership
 - d. Review and approve Merit Badge selections of scouts
 - e. Manage and record advancement activity
 - f. Receive, verify and sign Blue Cards before leaving camp
 - g. Coordinate service project at camp

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10. Field requests for community involvement
 - a. Flag ceremony for San Marino City Club
 - b. Community service opportunities

11. Represent Troop at District & Council events
 - a. Round table meetings first Thursday of every month
 - b. Annual adult leader recognition dinner

12. Supervise the recruiting and assimilation of new Scouts into the program
 - a. Organize the program at the recruiting campout
 - b. Follow up with recruits with cover letter for registrations forms
 - c. Receive Webelos at cross-over ceremonies
 - d. Create new patrols prior to their first meeting
 - e. Edit Blue book for new scouts
 - f. Conduct new scout orientation meeting
 - g. Outline program at the September kick off BBQ

13. Represent the Troop at Courts of Honor
 - a. Send out questionnaires to new Eagle Scouts in Troop 355
 - b. Write introductions for each new Eagle Scout
 - c. Transmit introductions to host Scoutmaster
 - d. Read introductions for each new Eagle Scout
 - e. Prepare entire script for the winter Court of Honor

14. Delegate authority and responsibility to Assistant Scoutmasters
 - a. Recruit and encourage Assistant Scoutmasters
 - b. Conduct Assistant Scoutmaster Kick-off meeting in the summer
 - c. Provide each Assistant Scoutmaster with specific duties
 - d. Provide each Assistant Scoutmaster with a Scoutmaster Conference guide
 - e. Provide each Assistant Scoutmaster with a copy of the Patrol Roster
 - f. Purchase and distribute uniform name tags
 - g. Verify that Assistant scoutmaster are Registered as Leaders
 - h. Verify that Assistant Scoutmasters receive youth protection training

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15. Respond to and manage problems
 - a. Answer phone calls & emails
 - b. Exercise judgment that will benefit Scouts and the Troop in the long run
 - c. Be consistent
 - d. Seek the advice of others (former Scoutmasters and Committee chairs)

16. Assist the transition of authority to the new Adult Leadership
 - a. Select the new Scoutmaster as soon as possible
 - b. Provide new scoutmaster with all useful information
 - c. Provide new Scoutmaster with guidance when requested

17. Wear the Scout uniform correctly.

18. Live by the Scout Oath and Law.

III. Training

Attend "New Leader", "Scoutmaster Specific" "Outdoor" and "Youth protection" training provided by the San Gabriel Valley Council