

The Scoutmaster (SM)

- Responsible for training and guiding the boy leaders (Patrol Leader's Council).
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with the patrol leaders' council for training and coordination in planning activities.
- Attend all troop meetings, or arrange for substitute.
- Conduct periodic parents' sessions to share the program and encourage parent participation.
- Take part in annual membership inventory and uniform inspection.
- Conduct Scoutmaster Conferences for all rank advancements.
- Participate in council and district events.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.
- Attend troop committee meetings.

Assistant Scoutmasters

After boys cross over to boy scouts, the emphasis changes from an adult run, adult supervised program to a boy run, adult supervised program. This transition is often harder for the adult leaders (known as scouters) than for the scouts. A good rule of thumb is: Never do what a boy can do, also if he can't do it, and then teach him so he can do it next time (Explain, Demonstrate, Guide, Enable).

When you accepted the position of Assistant Scoutmaster (ASM) you agreed to provide service and leadership in our troop. This responsibility will be fun and rewarding. All Assistant Scoutmasters are to support the Scoutmaster in all activities by attending Troop functions and carrying out assigned Scoutmaster duties thereby Assisting the Scoutmaster. The job descriptions below provide some of the things you are expected to do while serving as Assistant Scoutmaster.

Some good references to help you as an Assistant Scoutmaster are the Scoutmaster's Handbook, the Boy Scout Handbook, and the Guide to Safe Scouting

In preparation for carrying out these duties, All Assistant Scoutmasters are required to complete the following training and submit copies of the resulting certificates of completion to the Committee Training Coordinator and the Scoutmaster.

▪ **Online Training**

- Boy Scout Leader Fast Start
- Youth Protection
- Safe Swim Defense
- Safety Afloat

BSA Online Learning Center <https://scoutnet.scouting.org/elearning>

For "Council" select: "Longhorn Council – Hurst, TX – 662"

For "Person ID" enter your BSA Person ID number from your BSA Registration card or leave blank if not available.

▪ **Classroom/Field Training**

- New Leaders Essentials
- Scoutmaster (and Assistant Scoutmaster) Leader Specific
- Introduction to Outdoor Leader Skills

Topsanah District Registration/Dates Available at

<http://www.topsanah.com/modules.php?name=PreReq>

Assistant Scoutmaster - Patrol Advisor

- Train and Guide the Patrol Leader to perform his tasks and responsibilities.
- Act as advisor and guide to the Patrol Leader and members of the Patrol.
- Ensure the Patrol Leader has planned assigned program activities and completes them.
- Advise and guide the patrol regarding camping trip planning and execution.
 - Menu Planning, Food Purchase/Preparation/Disposal, & Reimbursement Submission.
 - Duty Rosters Completion/Submission/Execution.
 - Tenting Arrangements, Equipment Checkout, Equipment Inventory & Inspection.
- Participate in Troop Junior Leader Training and attend Patrol Leader's Council meetings.
- Advise and guide advancement of individual patrol members. Conduct Scoutmaster Conferences with accompanying ASM (ranks up to 1st Class) or SM (ranks above 1st Class).
- Assist the Patrol Leader with disciplinary issues and report back to the Scoutmaster.
- Encourage all patrol members to participate in campouts and summer camp.
- Encourage the Patrol to earn the Baden-Powell Patrol Award.
- HAVE FUN AND GUIDE YOUR PATROL SO ALL SCOUTS HAVE FUN.

Assistant Scoutmaster – New Scout Patrol Advisor

(In Addition to the Patrol Advisor duties above)

- Be responsible for new Scouts and encourage “First Class in First Year”.
- Meet with parents of new Scouts and actively encourage their participation.
- Assist with and attend orientation programs for new Scouts and their parents.
- Act as advisor and guide to the Patrol Leader and members of the New Scout Patrol.
- Work with troop guide and counsel him on the performance of his duties.

Assistant Scoutmaster – Webelos2Scout Transition

- Work with the Committee Membership Coordinator.
- Work with Webelos II Den Leaders and Cub Scout Pack Leadership related to the troop.
- Coordinate joint campout with Webelos & Parents and oversee campout activities.
- Conduct orientation programs for new Scouts and their parents.
- Meet with parents of new Scouts and actively encourage their participation.
- Works with Den Chiefs to ensure Training, Guidance, and Assignment to Pack Dens.

Assistant Scoutmaster – Grubmaster

- Oversee Adult Meal Planning, Food Purchase/Preparation/Disposal, & Reimbursement.
- Review Scout Meal Planning with each Patrol Advisor.

Assistant Scoutmaster – Quartermaster

- Work with the Troop Quartermaster(s) and Assistant Senior Patrol Leaders.
- Oversee Troop Trailer Organization including Loading, Unloading, and Storage.
- Ensure Troop Equipment is Inventoried and Inspected Regularly.
- Review Patrol Inventories and Inspections with Patrol Advisors.
- Submit Equipment Purchase Requests to the Committee Equipment Coordinator.

Assistant Scoutmaster – Training

- Oversee Planning for and Assist with the Execution of Troop Junior Leader Training.
- Promote, Coordinate, and Attend Brown Sea Training.
- Promote and Coordinate Twin Arrows Training.
- Assist with development of Instructor positions within the Troop.

Assistant Scoutmaster – Troop Positions

- Assist and Guide the ASPL(s) in Training and Oversight of Troop Positions.
Scribe, Historian, Librarian, Bugler, Chaplain's Aide, & OA Representative