

Date: August 27, 2013
 To: All Scouts, Troop 285
 From: ASM Mark Sessions
 Subject: Fall/Winter 2013-14 Scout Leadership Application Process

It is time for the scheduled change in Troop 285's scout leadership for the six (6) months from October, 2013-April, 2014. Our scout leadership program is designed to give input to all Scouts on how the leadership team is comprised and how to submit an application. For it to succeed, you must participate.

1. Carefully review the attached Scout Leadership Positions Description* and thoughtfully consider which position you would like to assume.
2. Confirm that you meet the position's qualification requirements and discuss your application with your parents.
3. Prepare a thoughtful, typewritten essay, no more than one (1) page long, which describes:
 - the position(s) you are interested in (be sure to include a second choice assignment in your essay),
 - why you are interested in said position(s),
 - what goals you intend to accomplish during your term,
 - how you intend to accomplish your goals, and
 - what traits, characteristics and past experiences qualify you for each position you seek.
4. Important: There is no guarantee that you will get the position for which you apply. Be prepared to help your troop by serving a position other than for which you applied. Some scouts may get no position at all due to limited number of openings for leadership positions.
5. Deliver your essay to Mark Sessions by email (mark.sessions@strasburger.com) not later than September 9 at midnight.

*** Troop 285 recognizes only the leadership positions described in the attached Leadership Positions Description. Do not rely on BSA Handbook.**

Summary of Leadership Process and Schedule:

September 9: Midnight deadline for Scouts to submit a one (1) page typewritten essay requesting leadership position (and a second choice) to Mark Sessions at mark.sessions@strasburger.com.

* Please note this date falls on a TLC, not a regular Scout meeting. *

September 10-11: Leadership Selection Committee meets to select Senior Patrol Leader

September 12-16: Leadership Selection Committee contacts SPL candidate to confirm commitment. SPL-Elect identifies Assistant Senior Patrol Leaders and meets with Leadership Selection Committee (Scout Master and two Committee Members) to discuss.

September 17-23: SPL-Elect must personally speak with each ASPL candidate to confirm willingness to serve and to set meeting date for SPL/ASPL meeting to review leadership applications for other positions.

At that meeting, SPL-Elect and ASPLs identify/propose assignments for Leadership Team and create proposed patrol rosters and discuss with member of Troop Committee present at the meeting.

SPL and ASPLs also begin work on schedule for meeting programs and other Troop events for 6 month term. Coordinate with Mr. McCalister. Deadline to complete: September 29.

September 24-30: SPL emails slate of proposed candidates for Leadership Team and proposed patrol rosters to Mark Sessions.

Leadership Selection Committee reviews and approves final roster for new Leadership Team and patrol rosters.

SPL-Elect has personal conversation (not email or text) with every candidate for Patrol Leader, Chaplain, Advancement, Quartermaster and OA Rep to advise of proposed leadership appointment and confirm willingness to accept and serve. SPL should discuss expectations for 6 month term and build enthusiasm with each new scout leader.

September 29: Deadline for SPL-Elect completion of 6 month troop meeting and event schedule. SPL-Elect meets with Mr. McCalister for detailed review of Troop agenda.

September 30: Final meeting for current SPL.

New SPL and leadership team members announced. New patrol rosters announced and distributed after meeting.

Brief organizational meeting of new SPL, Staff and Patrol Leaders after troop meeting to review agenda for all Scout activities from April-October. This meeting includes all new scout leaders and their dads.

October 5: Scout Leadership Training conducted by Jim Lynch – mandatory attendance for SPL, ASPLs, and Patrol Leaders. Dads must attend. Training is followed by a Leadership Team meeting run by SPL to cover agenda items and calendar same, review all leadership responsibilities/assignments, and expectations.

October 7: Change of Leadership Ceremony at Troop Meeting. New SPL term begins. Patrol rosters posted and announced and new patrol leaders begin their term at this meeting.

Reminder: Scout Leadership Training is mandatory unless excused by SPL: Patrol Leaders, ASPL and SPL and their dads are required to attend the Leadership training class conducted by Jim Lynch on October 5. This training will be followed by an important meeting of all new scout leaders with the new SPL.

Please remember that there are more qualified scouts than there are leadership positions. If you choose not to apply or are not chosen to serve during this term, you will be assigned to a patrol or be “volunteered” for a position. Regardless, please consider where you want to serve in six, twelve and eighteen months and develop a plan for getting there.

If you choose to not apply, it is recommended that you submit a written explanation why you are not seeking a position and how your decision fits with your overall Scout career leadership plan.

We look forward to your active participation in Troop 285's leadership. Should you have any questions regarding the selection process or any ideas you believe might improve it, please do not hesitate to contact us.



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Summary of Scout Leadership Positions

(Note: Rely on this Summary, not the BSA Handbook, for statement of positions which qualify for leadership in Troop 285. Qualifying leadership positions have changed since the last leadership cycle.)

Troop-level Leadership Positions

- Senior Patrol Leader (1)
- Assistant Senior Patrol Leader - Support Staff (1)
 - Troop Quartermaster (1)
 - Troop Chaplain (1)
- Assistant Senior Patrol Leader (development staff) (1)
 - Order of the Arrow (1)
 - Advancement (1)

Patrol-level Positions

- Patrol Leader (4)
- Lone Star Patrol Leader (Spring/Summer term, only)
- Den Chief (X)

Scout Leadership Position Qualification Requirements

To qualify for a troop-level leadership position or for Patrol Leader, a scout must be in good standing with the troop and actively participating by attendance at troop meetings, campouts and other troop events, must have achieved First Class, must show maturity and leadership, and must be proficient at the scouting skills required to achieve First Class. ASPLs must also have served as Patrol Leader. SPL must also have served as Patrol Leader and have served in a second leadership position. Additional qualifications may be required as set forth in the following positions description.

To qualify for Den Chief, a scout must be in good standing within the troop, must have achieved Second Class and must be proficient at the scouting skills required to achieve Second Class.

No position, with the exception of Patrol Leader, should be held twice. The Scoutmaster may waive this limitation.

Camping behaviors

The SPL, the ASPLs and the program leaders will camp as staff patrol and may eat with the adults.

Scout Leadership Positions Description

(Note: Rely on this description, not the BSA Handbook, for statement of positions which qualify for leadership in Troop 285. Qualifying leadership positions have changed since the last leadership cycle.)

Senior Patrol Leader (1)

Responsible to: Scoutmaster

Term: 6 months

Specific Duties:

The Senior Patrol Leader ("SPL") is the senior scout leader of the troop and is chairman of the Troop Leadership Council ("TLC"). He is specifically responsible for:

- Providing service and leadership to the troop.
- Presiding at all troop meetings, events and activities.
- Chairing the Troop Leadership Council.
- Appointing other scout leaders with the advice and consent of the Scoutmaster.
- Assigning duties and responsibilities to other scout leaders.
- Working with the Scoutmaster in training junior leaders.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: Scoutmaster Bill McCalister

Assistant Senior Patrol Leader (2)

Responsible to: Senior Patrol Leader

Term: 6 months

Specific Duties:

The Assistant Senior Patrol Leaders ("ASPL") serve as the SPL's executive officers and are specifically responsible for:

- Providing service and leadership to the troop.
- Attending all troop and Troop Leadership Council meetings.
- Assisting the SPL.
- Training and giving direct leadership to the appointed junior leaders: troop scribe, librarian, historian (photographer), quartermaster, chaplain, etc.
- Assuming troop leadership in the absence of the SPL.
- Performing tasks assigned by the SPL.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: ASM Dave Kibler (C) (210) 414-1765 and ASM Ted Lee (H) (210) 494-3335

Troop Quartermaster (1)

Responsible to: Assistant Senior Patrol Leader

Term: 6 months

Specific Duties:

The Troop Quartermaster is specifically responsible for:

- Attending all Troop Leadership Council meetings.
- Guiding the work of Patrol Quartermasters and presiding at Quartermaster meetings.
- Keeping records of troop equipment.
- Keeping troop equipment in good repair.
- Issuing troop equipment and assuring that it is returned in good order.
- Suggesting new or replacement items.

- Working with the Assistant Scoutmaster responsible for equipment.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: ASM Jim Lynch (C) (210) 887-6066

Troop Chaplain (1)

Responsible to: Assistant Senior Patrol Leader

Term: 6 months

Specific Duties:

The Troop Chaplain is specifically responsible for:

- Attending all Troop Leadership Council meetings.
- Keeping troop leaders informed of religious holidays when planning activities.
- Communicating to troop members about existing religious emblem programs.
- Presiding over opening prayer at troop meetings and leading chapel services at campouts.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: Scoutmaster Bill McCalister

Order of the Arrow Representative (1)

Responsible to: Assistant Senior Patrol Leader

Term: 6 months

Specific Duties:

The Order of the Arrow Representative is specifically responsible for:

- Attending all Troop Leadership Council meetings.
- Developing and encouraging troop participation in the Order of the Arrow.
- Maintaining Order of the Arrow records.
- Working with the Assistant Scoutmaster responsible for the Order of the Arrow.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: ASM Bo Jackson (C) (210) 389-8888

Advancement (1)

Responsible to: Assistant Senior Patrol Leader

Term: 6 months

Specific Duties:

The Advancement staff member is specifically responsible for:

- Attending all Troop Leadership Council meetings.
- Developing with the Instructors advancement programs for the younger scouts through First Class.
- Working with the Assistant Scoutmasters and other adult troop leadership to expand merit badges offered through the troop.
- Participating in Boards of Review.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: ASM Tom Taylor (C) (210) 289-4306

Additional Qualifications: must have achieved Star rank.

Patrol Leader (4)

Responsible to: Senior Patrol Leader

Term: 6 months

Specific Duties:

The Patrol Leader is the senior scout leader of the patrol is specifically responsible for:

- Attending all troop and Troop Leadership Council meetings.
- Planning and leading patrol meetings and activities.
- Keeping patrol members informed of patrol and troop activities.
- Helping patrol members advance in rank.
- Preparing the patrol to participate in all troop activities.
- Developing patrol spirit.
- Working with other troop leaders to make the troop run well.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: Each respective Patrol Dad (i.e. dad of the patrol leader or other designated adult approved by Scoutmaster); coordination with SPL is required

Lone Star Patrol Leader (1)

Responsible to: Senior Patrol Leader

Term: 6 months

Specific Duties:

The Lone Star Patrol Leader is the senior scout leader of the Lone Star patrol which is made up of new boys who have just enrolled in BSA. The Lone Star Patrol Leader is specifically responsible for:

- Attending all troop and Troop Leadership Council meetings.
- Planning and leading patrol meetings and activities.
- Keeping patrol members informed of patrol and troop activities.
- Helping patrol members advance to Scout and then Tenderfoot.
- Preparing the patrol to participate in all troop activities.
- Developing patrol spirit.
- Working with other troop leaders to make the troop run well.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: Patrol Dad (i.e. dad of the patrol leader or other designated adult approved by Scoutmaster)

Den Chief (X)

Responsible to: Den Chief Coordinator

Term: 6 months

Specific Duties:

The Den Chief is specifically responsible for:

- Provide service and leadership to a Cub Pack.
- Serve as activities assistant at den meetings.
- Project a positive image of Boy Scouting.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: Den Chief Coordinator Greg Villaret (C) (210) 867-2499

Non-Leadership Qualifying Troop/Patrol Positions

(These positions are not always filled but are available to be filled at option of Scoutmaster)

Troop Scribe (1)

Responsible to: Assistant Senior Patrol Leader

Term: 6 months

Specific Duties:

The Troop Scribe is specifically responsible for:

- Attending and keeping a log of Troop Leadership Council meetings.
- Placing records on the troop website.
- Recording attendance (with assistance from the Assistant Patrol Leaders).
- Publishing a monthly troop newsletter.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: ASM Dave Kibler (C) (210) 414-1765

Troop Historian (Photographer) (1)

Responsible to: Assistant Senior Patrol Leader

Term: 6 months

Specific Duties:

The Troop Historian (Photographer) is specifically responsible for:

- Attending all Troop Leadership Council meetings.
- Updating and maintaining the troop history by gathering pictures, stories and facts about troop activities and recording them in scrapbooks, on wall displays, on the troop website, or in other formats or files.
- Taking care of troop trophies and keepsakes.
- Maintaining information about troop alumni.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: Roy Schultz (H) (210) 379-0014

Troop Safety Officer (1)

Responsible to: Assistant Senior Patrol Leader

Term: 6 months

Specific Duties:

The Troop Safety Officer is specifically responsible for:

- Attending all Troop Leadership Council meetings.
- Developing and maintaining the troops emergency mobilization plan.
- Monitoring safety at all troop activities.
- Suggesting new safety procedures.
- Working with the Assistant Scoutmaster responsible for Safety.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: Steve Marshall (C) (210) 885-8090

Programs (1)

Responsible to: Assistant Senior Patrol Leader

Term: 6 months

Specific Duties:

The Programs staff member is specifically responsible for:

- Attending all Troop Leadership Council meetings.
- Developing programs for all troop activities.
- Working with the Assistant Scoutmasters to develop original and meaningful programs.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: ASM Zack Aoki (C) (210) 677-9907

Assistant Patrol Leader (4)

(Does not qualify as a leadership position)

Responsible to: Patrol Leader

Term: 6 months

Specific Duties:

The Assistant Patrol Leader serves as the Patrol Leader's executive officer and is specifically responsible for:

- Assisting the Patrol Leader in
 - Planning and leading patrol meetings and activities.
 - Keeping patrol members informed of patrol and troop activities.
 - Helping patrol members advance.
 - Preparing the patrol to participate in all troop activities.
- Taking attendance and providing such to the troop scribe.
- Assuming patrol leadership in the absence of the Patrol Leader.
- Representing the patrol at all Troop Leadership Council meetings (in the absence of the Patrol Leader).
- Developing patrol spirit.
- Working with other troop leaders to make the troop run well.
- Setting a good example.
- Wearing the uniform correctly.

Adult Mentor: Each respective Assistant Patrol Dad (i.e. dad of the patrol leader or other designated adult approved by Scoutmaster)

Updated: 08/29/2013