

# Troop 1 Acton Elections Handbook 2010

*Last revised by Connor S. and Tom R. in March of 2012.*

*Election season is important for the troop because it is when the scouts decide who shall lead the troop for the upcoming scouting year. This handbook guides leadership applicants through the process of becoming a leader. Included is information about prerequisites for leadership positions and information about those positions, leadership application forms, and the rules for the elections themselves.*

***Please take some time to read through this if you are considering applying for a leadership position.***

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(\* Denotes elected position)

- Senior Patrol Leader \*
- Assistant Senior Patrol Leader
- Patrol Leader \*
- Assistant Patrol Leader
- Den Chief and Recruiter's Aid
- Instructor
- Quartermaster
- Scribe
- Service Project Coordinator
- OA Troop Representative
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- Venture Patrol Leadership

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## Introduction to Troop 1 Leadership

It's good to see that you are interested in being a leader within your Boy Scout troop! Being a leader can be a time-consuming task, but it is a rewarding experience. The troop relies on its scout leaders. As a leader, you will have the opportunity to organize the troop's many activities and point the troop in the right direction for the future. You will have excellent opportunities to share your input and ideas about the troop. Being a leader is the first step to seeing your visions for the troop come to life.

## How to Become A Leader

There are a few steps to becoming a leader. The first is choosing the position to apply for. (There is a list of positions and prerequisites beginning on page 4.) You need to meet all of the prerequisites for the position you apply for. The position you choose should seem interesting for you. There are many choices, so it is likely that there is one you will like. In addition, consider your schedule when choosing a position. Do you have the time to complete all the requirements for the position? This should be considered when deciding which position to apply for.

Once you have decided which position to apply for, print out the application form (found on page 10). The application form is your ticket to run for the position. To fill out the application form, there are a few simple steps. First, fill out the fields pertaining to you: your name, age, and rank, as well as the position you are applying for, why you are running, and your signature. Next, get your parent's signature. Keep in mind that by signing the form, you commit yourself to doing your best to complete the requirements for the leadership position.

The next step requires the signature of the SPL. When signing your form, the SPL may have a few questions for you; plan for this to take a few minutes. After attaining the SPL signature, you need the signature of the ASPL. The ASPL may also want to talk to you about leadership; plan for this signature to take a few minutes as well. It is important that you get the signatures of both the SPL and ASPL because each may have different questions for you.

The next step is pre-arranging a meeting with the Scoutmaster. The Scoutmaster will have a meeting with all applicants. This meeting will pertain to your past and future leadership. At the end of this meeting, the Scoutmaster will sign your application form if he believes you are ready for the leadership position. The scoutmaster will keep your *completed* application form at the end of this meeting in order to ensure that your name is included on the election/ appointment ballot. Note: if you apply for an appointed position, your name will not appear on the election ballot. Only applicants for SPL and PL will appear on the election ballot.

*If at any time during the process, you have a question or comment about the election process, or you simply want to talk about leadership, do not be afraid to contact either the Scoutmaster, SPL, or ASPL as all of these people are excellent resources for help with the election process.*

After your form has been turned in, you are finished with the application process. The results of the elections are announced at the end of the election meeting; applicants for appointed positions will be notified which position they have been appointed to sometime after the election. If you are running for an elected position (SPL or PL), you will need to prepare a 5 minute or 1-2 minute speech (for SPL and PL, respectively) explaining to the scouts why you believe you are the best candidate for the position you are running for.

If you apply for a position and are not selected for that position, do not feel bad because all applicants are screened by the Scoutmaster, SPL, and ASPL for readiness (hence the signatures). If you lose an election, it was not because you are incapable of fulfilling your leadership position's requirements – you were already identified as a fine, capable candidate. In addition, there will always be the following year's elections.

## Election Rules

**These rules apply for the entire election/ appointment process:**

1. At no point during the election process may a scout speak poorly of a candidate (negative campaigning is forbidden in Scouting).
2. At no point during the election process may a candidate compare his leadership to that of another candidate.
3. No adult shall make known to any scout a desire to see one candidate elected.
4. Violation of the above rules may result (per the discretion of the SPL, ASPL, and Scoutmaster) in the removal of the privilege to run for troop office.

### **Procedure for the meeting of elections:**

1. The election meeting will be a regularly scheduled Wednesday night troop meeting.
2. The SPL is responsible for making it known by the scouts that the meeting will be troop elections.
3. Before the elections, the SPL or ASPL will read to the scouts the rules of the election process.
4. At the election, the SPL will present a fair and impartial list of the SPL and PL applicants to the scouts.
5. The SPL or ASPL will read to the scouts the requirements of the SPL position.
6. Each SPL candidate will present a 3-5 minute speech to the troop explaining why the scouts should vote for him.
7. Any questions from the audience will be written down and given to the ASPL/ SPL. The ASPL and SPL will then lead a debate between the candidates where the candidates will answer the audience's questions.
8. The scouts will vote by written ballot **for the candidate they feel will do a better job.**
9. The SPL or ASPL will read to the scouts the requirements for the PL position.
10. Each PL candidate will be given no more than two minutes to present a speech explaining to the scouts why they should vote for him.
11. Any questions from the audience will be written down and given to the ASPL/ SPL. The ASPL and SPL will then lead a debate between the candidates where the candidates will answer the audience's questions.
12. The scouts will vote by written ballot for the seven best candidates. **Scouts will vote for the candidates they feel will be the best Patrol Leaders.**
13. On this ballot, scouts will mark the candidates they would most prefer to have as a patrol leader.
14. Scouts delegated by the SPL and ASPL, in addition to one adult, will count the ballots. The candidates with the most votes win.
15. At the end of the meeting, the SPL will announce the results of the election, omitting the number of votes each candidate received (which is kept private).

### **Rules for the Elections**

1. No question from the audience will break any rule mentioned in this section of the handbook, nor shall it force the candidates to break a rule mentioned in this section of the handbook.
2. No question shall make reference to a particular event that favors or hurts a candidate's bid for office.

3. The SPL/ASPL reserve the right to not ask the candidates any question from the audience.
4. No scout shall openly publicize his vote in the election.
5. No scout shall openly publicize his reasons for voting for a candidate.
6. No adult shall ask a question of the candidates, nor shall an adult ask a scout to ask a question of the candidates.
7. All scouts shall be given the right to abstain from voting in either election.
8. In the event of a tie in either race, there will be a runoff vote between the leading set of candidates. In the event there is still a tie, Greenbar members will decide the vote. The SPL will decide a vote that is still tied after a Greenbar vote.
9. Breaking any aforementioned rule may, per the discretion of the SPL, ASPL, and Scoutmaster, result in the removal of the privilege for any applicant to run for troop office.

### **The Appointment Procedure**

The SPL, ASPL, and Scoutmaster will consider every appointee and make the appointments using their discretion. You will be notified which position you were appointed to. If you were unable to be appointed to a position that you applied for, the Scoutmaster and SPL will work with you to find you a leadership position. All applicants will receive a position.

## **Job Descriptions and Prerequisites**

For each leadership position there are specific requirements that must be met in order to fill the position.

The new leaders begin their service immediately after the June Court of Honor.

#### **Requirements for All Positions:**

- Wear the Scout uniform correctly
- Set example
- Live the Scout Oath and Law
- Attend all troop meetings/Greenbar meetings (if possible)
- (Recommended, not required): attend RST

#### **Requirements Specific to Each Position:**

### **Senior Patrol Leader**

*Elected*

#### **Prerequisites**

- Has previously held the position of Patrol Leader. *This requirement can be waived per the discretion of the Scoutmaster and Greenbar*, as long as the following process is followed. Should an applicant feel that there is a need for his candidacy although he does not have experience as a patrol leader, he should go to the Scoutmaster. If the Scoutmaster feels that in order for a better election to occur, the applicant must be given permission to run, then he will present the name of the candidate, as well as the reasons the candidate has for running, to Greenbar, provided that there is ample time for individual Greenbar members to talk privately to the Scoutmaster over any concerns they have about the candidate's readiness for the office of SPL. Assuming there are no common concerns about the applicant's readiness for office, the Scoutmaster may assume that Greenbar approves the applicant's candidacy and will give the

applicant the full right to run for the office of SPL. In situations where there are fewer than two candidates for SPL, the Scoutmaster is obligated to consider the applicant's candidacy worthy of Greenbar's critiquing.

- 15 years of age as of September 1<sup>st</sup>, year of elections. *This requirement can be waived per the discretion of the Scoutmaster, SPL, and ASPL. No candidate under 14 years of age shall be allowed to run for the office of SPL.*

- Star rank.

#### **Job Description**

- Lead troop and Greenbar meetings
- Works with the Scout in Charge of each weekly meeting to ensure proper planning and preparation for meetings
- Mentor Patrol Leaders
- Ensures all get proper leadership experience
- Works closely with ASPL
- Attends all troop outings

### **Assistant Senior Patrol Leader**

*Appointed by SPL-elect*

#### **Prerequisites**

- Has previously held the position of Patrol Leader. *This requirement can be waived per the discretion of the Scoutmaster and Greenbar, as long as the following process is followed.* Should an applicant feel that there is a need for his candidacy although he does not have experience as a patrol leader, he should go to the Scoutmaster. If the Scoutmaster feels that in order for a better appointment to occur, the applicant must be given permission to run, then he will present the name of the candidate, as well as the reasons the candidate has for running, to Greenbar, provided that there is ample time for individual Greenbar members to talk privately to the Scoutmaster over any concerns they have about the candidate's readiness for the office of ASPL. Assuming there are no common concerns about the applicant's readiness for office, the Scoutmaster may assume that Greenbar approves the applicant's candidacy and will give the applicant the full right to run for the office of ASPL. In situations where there are fewer than two candidates for ASPL, the Scoutmaster is obligated to consider the applicant's candidacy worthy of Greenbar's critiquing.

- Star rank

- 14 years of age by September 1<sup>st</sup>, year of elections

#### **Job Description**

- Attends all troop/Greenbar meetings (if possible)
- Fills in for SPL in event of SPL's absence and serves as his deputy
- Mentors all leaders
- Works with the Patrol Leaders to ensure they are able to, and are doing, their job well
- Ensures all get leadership experience
- Works closely with SPL
- If required, shall fill in for any vacancies in Greenbar offices

## **Patrol Leader**

*Elected*

### **Prerequisites**

- First class rank by June Court of Honor, year of elections
- Age of 13 by September 1<sup>st</sup>, year of elections. *This requirement can be waived per the discretion of the SPL, ASPL, and Scoutmaster.*

### **Job Description**

- Attend all troop events
- Leads **monthly** patrol meetings
- Works on advancement with members of his patrol
- Mentors APL
- Informs APL when to attend Greenbar meetings

## **Assistant Patrol Leader**

*Appointed by PL-elect*

### **Prerequisites**

- Tenderfoot rank

### **Job Description**

- Present at all troop meetings
- Assists *his* patrol leader in planning
- Attends Greenbar only if PL cannot attend.

## **Community Relations Coordinator**

*Appointed by SPL and ASPL*

### **Prerequisites**

- Age of 13 by September 1<sup>st</sup>, year of elections
- First Class Rank by June Court of Honor, year of elections

### **Job Description**

- Publicize the Troop to the community (may involve working with SPL to contact local news organizations)
- Where possible, spread the word (may involve writing articles for newspapers, etc.) about public Troop 1 events

## **Den Chief/ Recruiter's Aid**

*Appointed by SPL, ASPL, Recruiter, and Scoutmaster*

### **Prerequisites**

- First Class rank
- Good with younger children

### **Job Description**

- Assist Den Leader in den activities
- Assist Recruiter in recruiting and all associated happenings
- Serve as link between the Cub Scout dens and Troop 1
- Encourage Webelos to join Troop 1

- Lead any recruiting functions
- Heads the recruiting committee
- Attends Greenbar/troop meetings (if possible)

## **Instructor**

*Appointed by SPL, ASPL*

### **Prerequisites**

- Star rank

### **Job Description**

- Teach scout skills in conjunction with patrol leaders
- Mentor younger scouts
- Attends all patrol meetings to help with advancement
- Attends troop and Greenbar meetings

## **Quartermaster**

*Appointed by SPL, ASPL, and Scoutmaster*

### **Prerequisites**

- First Class
- A responsible and respectful manner toward troop gear

### **Job Description**

- Keep track of troop gear
- Maintain the condition of troop gear to the best of his ability
- Work with committee member responsible for troop gear in storing, tracking, and maintaining gear.
- Attends troop/Greenbar meetings (if possible)
- Manage the returning of troop gear to the proper place after trips
- Not responsible for the distribution of gear before outings

## **Scribe**

*Appointed by SPL, ASPL, and Scoutmaster*

### **Prerequisites**

- First class

### **Job Description**

- Attends all troop and Greenbar meetings
- Records minutes for all Greenbar meetings
- Sends all minutes to SPL and Scoutmaster for editing within one week of the Greenbar meeting
- Ensures that there is an article for the Isaac Davis Monthly newsletter about every troop event (does not have to write it himself)

## **OA Troop Representative**

*Appointed by SPL, ASPL, and Scoutmaster*

### **Prerequisites**

- OA Membership

**Job Description**

- Serve as link between OA lodge and troop
- Attend all OA events and report back to the troop
- Promote camping and the OA within the troop
- Attends all troop/Greenbar meetings (if possible)

**Service Project Coordinator**

*Appointed by SPL, ASPL, and Scoutmaster*

**Prerequisites**

- First class

**Job Description**

- Organize/ lead all non-eagle scout service projects.
- Keep records of service participation; give records to Advancement Chairperson
- Attends all troop/Greenbar meetings (if possible)

**Troop Guide**

*Appointed by SPL, ASPL, and Scoutmaster*

**Prerequisites**

- First Class rank

**Job Description**

- Assists in teaching of Scout skills
- Leads New Scout patrol in spring after Webelos join
- Attends all troop/Greenbar meetings (if possible)

**Historian**

*Appointed by SPL, ASPL, and Scoutmaster*

**Prerequisites**

- First Class rank

**Job Description**

- Keep troop memorabilia properly cataloged
- Information about troop history and former troop members
- Create a record of troop activities and events
- Work with town historical society
- Do one Scoutmaster-approved Historian project during the year
- Attends all troop/Greenbar meetings (if possible)

**Leave No Trace Coordinator**

*Appointed by SPL and ASPL*

**Prerequisites**

- Age of 13 by September 1<sup>st</sup>, year of elections
- First Class Rank by June Court of Honor, year of elections
- Completes BSA-mandated Leave No Trace Training

**Job Description**

- Assists SIC's of trips and meetings in planning according to *Leave no Trace* standards
- Leads and educates the troop on the customs and practices of *Leave no Trace*

**Librarian**

*Appointed by SPL, ASPL, and Scoutmaster*

**Prerequisites**

- First Class rank

**Job Description**

- Keep troop library of Scouting literature and merit badge booklets up to date
- Facilitate access to Library materials (borrowing and return) by troop members
- Do one Scoutmaster-approved Librarian Project during the year
- Write an article for the Isaac Davis Monthly newsletter highlighting what is in the Troop Library
- Attends all troop/Greenbar meetings (if possible)

**Venture Patrol Leader**

*Appointed by SPL and ASPL*

**Prerequisites**

- Age of 14 by September 1<sup>st</sup>, year of elections
- Star Rank by June Court of Honor, year of elections

**Job Description**

- Leads all Venture Patrol meetings/ activities
- Attends all troop/Greenbar meetings (if possible)

**Web Master**

*Appointed by SPL and ASPL*

**Prerequisites**

- Age of 13 by September 1<sup>st</sup>, year of election
- First Class Rank by June Court of Honor, year of elections

**Job Description**

- Attends all troop/Greenbar meetings (if possible)
- Regularly updates the troop website, as well as posted material

# Troop 1 Acton Leadership Application Form

Name:

Age (as of September 1st, year of elections):

Rank (as of June Court of Honor, year of elections):

**Applying For:**

**Why are you running for this office?:**

**What qualifies you for this office?**

**Scout Signature:**

*By signing here I acknowledge that I have read the requirements for my position and agree to do my best to fulfill them.*

**Parent Signature:**

*By signing here I understand the requirements for my son's position and agree to support him through his entire experience in the position.*

**ASPL signature:**

**SPL signature:**

**Scoutmaster signature:**