



## Troop Level Positions

*In keeping with our emphasis on the value of male mentorship, the following positions are restricted to males: Troop Chaplain, Troopmaster, Ranger, Trailmaster, Advisor, and all Mountain Lion, Navigator and Adventurer Trail Guides. The Troop Ministry Liaison is not restricted to males unless dual-registering as the Chaplain. All other positions may be held by females, including all other Committee Members, and Trail Guides in the Fox and Hawk Woodlands Trail Units. Before selecting leaders and appointing positions, please review Trail Life USA's position on [An Overview of the Chartering Process](#).*

### **THE SENIOR MINISTRY LEADER (SML)**

**The Senior Ministry Leader (SML)** is the highest authority in his organization (usually the Senior Pastor of a church). He approves the existence of a Trail Life Troop and ensures it is an active ministry of the organization (church). He understands the mission and policies of Trail Life USA. He appoints, or serves as, the Troop Ministry Liaison (TML), and delegates the responsibility of selecting all other volunteer leaders to the TML.

### **TROOP COMMITTEE: CORE LEADERSHIP TEAM (*these are required positions*)**

**The Troop Ministry Liaison (TML)** is the most important Troop leader and is appointed by the Senior Ministry Leader. The TML is the Charter Organization's appointed official; their Troop's liaison; the Troop's only voter on matters of National significance; and is invited to become part of the Area Team.

The TML is responsible for selecting and recruiting the rest of the core leadership team. For instruction on how to do this, see [Selecting and Recruiting Volunteer Leaders](#), [10 Steps to Successful Selecting and Recruiting](#), and [Top Tips to Increase Troop Leadership](#). Click on these links for core leader position-specific details: [Troop Ministry Liaison](#), [Chaplain](#), [Committee Chair](#), [Treasurer](#), [Troopmaster](#). It is the duty of the TML to review and approve (or reject) each adult Troop member applicant. The TML approves Troop leaders, providing the spiritual authority, pastoral recommendation, and final oversight of their Charter Organization's membership on behalf of the Senior Ministry Leader (SML).

**Note:** *The TML may dual-register as a Troop Chaplain. This is the only position that may dual-register.*

**The Troop Chaplain (CHAP)** ensures that the Troop emphasizes and stays true to its Christian mission (organizing prayer for meetings, services at campouts, delivering a "Chaplain's Minute" at Troop meetings, etc.). He leads by example, is qualified to give biblical advice, has a passion for discipleship, and involves and empowers other members (youth and adult) in providing opportunities for spiritual growth. Position description: [Chaplain](#)

**The Committee Chair (CC)** presides over Troop Committee Meetings, and follows up with Committee members as they complete their work; and may appoint, with approval of the TML, as many Committee members as needed to maintain an effective Troop. See typical positions listed below in "Other Leadership Roles". Utilizes resources available to grow a thriving Troop (see the [Join the Adventure Quick Start Guide](#)). Position description: [Committee Chair](#)

**The Treasurer (TREAS)** is a record-keeper, maintaining accounts for all financial transactions. He/she regularly reports the financial status of the Troop; coordinates and communicates to parents the process of Troop Budgeting; understands, coordinates, communicates, and supervises approved TRAIL LIFE USA fundraising guidelines; handles funds and pays bills. Some of these duties can be delegated to other volunteers, but will still fall under the Treasurer's supervision. Position description: [Treasurer](#)

**Note:** A Troop may Charter initially without a Treasurer; however, every effort should be made to fill this vital role as soon as possible. Troops cannot recharter annually without a Treasurer in place.

**The Troopmaster (TM)** oversees all "direct contact" leaders (those volunteers who work directly with the boys each week), understands all programmatic operations of the Troop, and reports successes and challenges faced by leaders and youth to the Troop Committee. The Troopmaster is the coach of, and Troop Committee representative for all direct contact leaders (Ranger, Trailmaster, Advisor, and their Trail Guides). Full position description: [Troopmaster](#)

### **DIRECT CONTACT LEADERS**

**Ranger (RAN), Trailmaster (TRL), and Advisor (ADV)** are adults (age 21 or over) who oversee the operation of specific age levels within the Troop by providing direction, coaching, and support. These positions are NOT voting members of the Committee, but they may be asked to attend Troop Committee meetings.

**Trail Guides (TG)** are adults (age 18 or over for Woodlands Trail, Navigators, and Adventurers) who assist the Ranger, Trailmaster, or Advisor in delivering the Troop program. Trail Guides are NOT formal members of the committee, and they do NOT attend Troop Committee meetings.

**Note:** 18-20 year olds can count as one of the required 2-deep leadership positions. The second leader must be age 21 or above, except for overnight activities, where the second leader must be age 25 or above.

### **OTHER LEADERSHIP ROLES (these are appointed as needed; may be added to Troop Committee)**

**The Troop Advancement Chair (CM-ADV)** ensures that the Troop has regular boards of review (at least monthly), regular courts of honor, and provides opportunity for timely advancement within the Trail Life USA model. Also responsible for record keeping and submitting advancement reports.

**The Troop Outdoor/Activities Chair (CM-OUT)** researches and secures permission to use camping sites or other outdoor locations for planned activities. Serves as transportation coordinator and ensures a monthly robust outdoor program for all levels.

**The Troop Membership Chair (CM-MEMB)** coordinates regular recruiting of new members and enacts plans to retain current member families.

**The Troop Onboarding Chair (ONBRD)** welcomes new families, connects them with the other Trail Life families, and assimilates them into the life of the Troop. Conducts the New Parents' Orientation Meeting within a week of new families joining.

**The Troop Training Chair (TRAIN)** educates members about available online and in-person training opportunities; maintains training records and materials. Assists leaders in obtaining First Aid and CPR training as required.

**The Troop Community Service Chair (CM-SVC)** coordinates regular community service efforts (should include four Troop service projects per year).

**The Troop Secretary (SEC)** keeps meeting minutes and records, sends notices to members, etc.

**The Troop Equipment Coordinator (CM-EQUIP)** works with the youth Quartermaster. Responsible for inventory, storage, and maintenance of equipment.

**The Troop Public Relations Chair (CM-PR)** provides news and announcements about the Troop to newspapers, websites, etc. May also be the Troop's Webmaster (if desired). Promotes service projects. Promotes new membership and lets people in the town or neighborhood know that TRAIL LIFE USA is available.

**The Troop Fundraising Chair (CM-FUND)** organizes and supervises fundraising events and ensures that every youth member has the opportunity and tools necessary to participate. Coordinates exciting kickoffs of your one or two focused fundraisers each year.

**The Troop Health and Safety Chair (CM-HS)** keeps everyone up to date on Trail Life USA's policies and procedures. Maintains current and comprehensive knowledge of the Health and Safety Guide and related documents. Ensures activity permissions and notifications are filed with the Charter Organization and in Trail Life Connect as required.

**A Troop Committee Member (CM)** is any unassigned committee member, with responsibilities as defined by the Committee Chair.

**A Registered Adult (RA)** is for registering parents or guardians who, while not serving in a defined position listed above, may want to have a more active role with their boys in the program. They pay the regular member fee, agree with the Statement of Faith, submit to a background check, complete the Child Safety Youth Protection Training, and are approved by the Troop Ministry Liaison. They will be able to print an ID card from Trail Life Connect that identifies them as registered. This allows the local leadership to confidently request their assistance at Troop activities, but doesn't obligate the Registered Adult to any specific service role. This member can help to meet the two-deep safety supervision requirement (see 1-2-3 Youth Protection Essentials in the Health & Safety Guide located in Trail Life Connect).

**Note:** *All adult Troop members of Trail Life USA complete a registration process that consists of filling out the membership application, signing the TLUSA Statement of Faith & Values agreement, paying the annual member fee, successfully passing a background check, successfully completing online Child Safety Youth Protection Training, and receiving certification from the Troop Ministry Liaison and approval from the Trail Life USA Home Office.*