



## 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 Woodlands Trail Units. Before selecting leaders and appointing positions, please review Trail Life USA's position on [How a Troop is Chartered and Operates](#).*

**The Senior Ministry Leader (SML)** is the highest authority in his organization (for example, 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. The SML can actually serve as both TML and Chaplain, however, this may be too large of a commitment for the organization's top leader, as the time required to serve as TML is substantial. It is usually better for the SML to select a TML. The TML may also serve as Chaplain. Other core leaders cannot serve in duplicate positions.

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

**Troop Ministry Liaison (TML)** | The Troop Ministry Liaison 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 liaison, an Area Team resource, and a National voter.

The TML is responsible for selecting and recruiting the rest of the core leadership team. For direction 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 Troop Chaplain. [This is the only position that may dual-register.]

**Troop Chaplain (CHAP)** | The Troop Chaplain ensures that the Troop emphasizes and stays true to its Christian mission (organizing prayer for meetings, services at campouts, 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 alike) in providing opportunities for spiritual growth. Position description: [Chaplain](#)

**Committee Chair (CC)** | The Committee Chair 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 free resources at <https://shop.traillifeusa.com/jointhetrail/>). Position description: [Committee Chair](#)

**Treasurer\*(TREAS)** | The Treasurer 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](#)

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

#### DIRECT CONTACT LEADERS

**Ranger (RAN), Trailmaster (TRL), and Advisor (ADV)** | 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)** | 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 (appointed as needed; may be added to Troop Committee)

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

**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.

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

**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.

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

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

**Troop Secretary (SEC)** | Keeps meeting minutes and records, send notices to members, etc.

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

**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.

**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.

**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 Health and Safety Guide and related documents. Ensures activity permissions and notifications are filed with the Charter Organization and Trail Life USA Home Office as required.

**Troop Committee Member (CM)** | A committee member with responsibilities as defined by the Committee Chair.

**Registered Adult (RA)** | This position is for registering parents or guardians who, while not serving in 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 receive an ID card from the Home Office 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 is regularly involved and (if over 21) helps to meet the two-deep safety supervision requirement.

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

*\* 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.*