



TRAIL LIFE USA®

Adventure › Character › Leadership

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, Guidon Coach, and all Navigator and Adventurer Trail Guides. The Charter Organization Representative is not restricted to males unless dual-registering as the Chaplain. Trail Guides in the Mountain Lion patrols are recommended to be males, but not restricted. 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 Institutional Head (IH) 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 (usually a church). He understands the mission and policies of Trail Life USA. He appoints or serves as the Charter Organization Representative (COR), and delegates the responsibility of selecting volunteer leaders to the COR.

The IH can actually serve as a COR and Chaplain, however, this may be too large of a commitment for the organization's top leader, as the time required to serve as COR is substantial. A better solution is for the IH to select a COR. The COR can also serve as Chaplain, if he desires. Other core leaders cannot serve in duplicate positions.

TROOP COMMITTEE: CORE LEADERSHIP TEAM (required Troop Committee positions)

Charter Organization Representative (COR) | The Charter Organization Representative is the most important Troop leader and is appointed by the Institutional Head. The COR is the Charter Organization's appointed official, their Troop liaison, an Area resource, and a National voter.

The COR 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: [Charter Organization Representative](#), [Chaplain](#), [Committee Chair](#), [Treasurer](#), [Troopmaster](#). It is the duty of the COR to review and approve every adult Troop member applicant. The COR approves Troop leaders, providing the spiritual authority, pastoral recommendation, and final oversight of their Charter Organization's membership on behalf of the Institutional Head (IH).

NOTE: The COR may dual-register as Troop Chaplain. [This is the only position that may dual-register.]

Troop Chaplain (CHAP) | The Troop Chaplain assures 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. May appoint, with approval of the COR, 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 www.JoinTheTrail.com/THRIVE). 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 unit funds and pays bills. 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 systemic challenges faced by leaders and youth. The Troopmaster is the coach of, and Troop Committee representative for, the Ranger, Trailmaster, Advisor, Guidon Coach and their Trail Guides. Full 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.

Guidon Coach (GC) | An older adult male (26+ years old) that is a representative of the Charter Organization and serves to oversee and provide insight as needed to the younger adults in the Guidon Unit.

Trail Guides (TG) | Adults (age 18 or over for Woodlands Trail, Navigator and Adventurer, age 26 or over for Guidon) who assist the Ranger, Trailmaster, Advisor, or Guidon Coach 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) | Ensure 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) | Coordinate regular recruiting of new members, provides a smooth transition of new Trailmen into the Troop and orientation of new parents.

Troop Training Chair (TRAIN) | Provide (or educate members about available) training opportunities; maintain training records and materials. Assists leaders in obtaining First Aid and CPR training as required.

Troop Onboarding Facilitator (ONBRD) | Orient new families, walking them through the Troop Fast Start Checklist and making sure they understand the customizable Welcome to Our Troop letter.

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

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

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

Troop Public Relations Chair (CM-PR) | Provide 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 Charter Organization Representative. 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.

Guidon Member (GM) | Young Christian men and women ages 18 to 25 years old that have been accepted as members according to the membership criteria established by the local Guidon Unit.

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 \$26 member fee, successfully passing a background check, finalizing online Child Safety Youth Protection Training, and receiving certification from the Charter Organization Representative and approval from the Trail Life USA Home Office.