

# 2017-2018 PATROL LEADERS COUNCIL RESPONSIBILITIES

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## Senior Patrol Leader

- Responsible for developing and initiating a phone chain for notification of meeting times/places/topics (Phone chain to include all Advisors and CC)
- Oversees PLC Meetings and schedules of events
- Ensure Indoor and Outdoor programs are on track
- Email Committee Chair of weekly announcements by Sunday at 5 pm
- Responsible for contacting the ASPLs, Patrol Leaders, and Troop Guides the Sunday before Troop Activities (including meetings), and for contacting the senior advisors

## ASPL – Indoor Program

- Plan weekly meetings per themes determined at the Annual Planning Meeting
  - Pre-opening
  - Opening
  - Skills Instruction
  - Patrol Time
  - Inter-patrol Competition
  - Games
  - Closing
- Arrange for instructors or other Subject Matter Experts for skills instructions
- Supervise games and Inter-patrol Competitions

## ASPL – Outdoor Program

- Plan program for camping trips and other outings, to support monthly themes
- Work with Advisor to make reservations or other arrangements
- Supervise Quartermaster for camping trip preparation

## Quartermaster

- Responsible for inventory of standard camping equipment at the beginning of the term
- Ensure cook kits and chef kits are labeled with patrol names
- Provide a list of needed equipment repairs to the QM Advisor and Scoutmaster for presentation to the troop committee
- Provide a list of new equipment needed to the QM Advisor and Scoutmaster for presentation to the troop committee

## Troop Instructor

- Works with advisor to plan Troop Meetings for New Scout Patrol(s)
- Works with advisor to arrange for skills instruction for older scouts needing requirements to First Class

## Patrol Leaders/Troop Guides

- Troop Guides are Patrol Leaders for New Scout Patrols
- Arranges for 5 patrol meetings per term
  - 3 advancement related
  - 2 other activities
- Communicates with the Patrol and the Patrol Advisor for Troop Meetings and activities
- Must develop a patrol flag and patrol cheer
- Responsible for contacting patrol members on the Monday before Troop activities (including Troop meetings), and for contacting their advisors.

# **2017-2018 PATROL LEADERS COUNCIL RESPONSIBILITIES**

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## Scribe

- Creates 3 newsletters during the term
- Attends a minimum of 67% of PLC meetings
- Publishes notes of PLC meetings back to the SPL and the balance of the PLC, and Advisors
- Takes attendance at meetings

## Chaplains Aide

- Develops and leads Scouts Own Service for all outside activities (camping trips)
- Leads Grace at meals
- Gives a quarterly presentation regarding how to pursue Religious Awards
- Promotes reverence through leading by example

## Librarian

- Inventories all Merit Badge books and catalogues by (a) current and (b) out of date
- Prioritizes replacement of out of date books with Eagle required first
- Discuss other out-of-date books with the Advisor
- Maintains a log of books checked out by scout name and date taken and date received

## Webmaster

- Acquires photos of all activities and works with the Advisor to post on the troop website
- Review the website for any broken links and communicates to the advisor
- Develop a method, with the Advisor, to allow for development of pages to be posted on the troops website (announcements, meeting minutes, newsletters provided by the scribe, etc.)

**ATTENDANCE AT A MINIMUM OF 75% OF MEETINGS  
AND ACTIVITIES IS EXPECTED**