

JOB DESCRIPTION: The assistant senior patrol leader works closely with the senior patrol leader to help the troop move forward and serves as acting senior patrol leader when the senior patrol leader is absent. Among his specific duties, the assistant senior patrol leader trains and provides direction to the troop quartermaster, scribe, historian, librarian, instructors, and Order of the Arrow representative. During his tenure as assistant senior patrol leader he is not a member of a patrol, but he may participate in the high-adventure activities of a Venture patrol. Large troops may have more than one assistant senior patrol leader, each appointed by the senior patrol leader.

INTRODUCTION: Upon accepting the position of Assistant Senior Patrol Leader, you have agreed to provide a **service** to your Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The ASPL is elected by the Troop with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions, bring them to the attention of the Senior Patrol Leader (SPL) or an adult leader.

RESPONSIBLE TO: The Senior Patrol Leader

PREREQUISITES:

- None specified
- Elected by the Troop

GENERAL DUTIES:

- Primary responsibility is to assist the SPL in leading the Scout Troop.
- Make sure the Scouts enjoy a well scheduled and thought out activities program.
- Work directly with the SPL, Scoutmaster (SM), Troop Committee, other adult leaders, and Scouts, as required to make sure Troop 216 provides a well rounded Scout educational program.
- Provide leadership, guidance, and assistance as required to the Troop Quartermaster, Scribe, Librarian, Historian, Chaplain Aide, and Bugler.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

SPECIFIC DUTIES:

One to two days prior to each weekly Troop meeting:

- Review the month's schedule to ensure you're prepared for the meeting.
- Assist the SPL in calling each Patrol Leader and scheduled adult Merit Badge Counselor or other program leader to ensure they are aware of the duty(s), that they are scheduled to do during the upcoming meeting.
- If the SPL cannot make the meeting, you are in charge of the meeting. Also the ASPL will review, with the SPL, the schedule of events to make sure the ASPL is prepared for the upcoming meeting.

The night of weekly Troop meetings:

- Show up at least 10 minutes prior to the meeting's start time of 7:00pm to help the SPL and PLs get the meeting area set up.
- Assist SPL and PL in assigning other Scouts to help get the opening ceremony area prepared (flags out, chairs removed, etc.).
- Get with the SPL, Scoutmaster, and other adult leaders prior to the meeting to see if they have any items that need to be brought up to the Scouts during the opening or closing.
- Make sure the Scouts are in patrol lines when calling the meeting to order.
- Ensure the meeting is called to order promptly at 7:00pm.
- Ensure that the meeting is organized and that the rules of the Troop are followed by all Scouts during the meeting.
- If a campout is planned for the following weekend, check with all PLs to make sure they have planned a menu and made up a duty roster for the weekend. Make sure to review these to be sure duties are spread out between all campers and that the menu is acceptable (not all junk food).
- Remain in the main meeting room area when possible.
- Be sure to check with the Patrol Leaders during the meeting and make sure that you or the SPL help them if needed.
- If you or any of the Patrol Leaders have trouble with any of the Scouts, be sure to help the SPL and Patrol Leader resolve the problems. If the problem(s) continue, report to SM for help if needed.
- Make sure the meeting ends promptly at 8:30pm.
- Ensure that the meeting area(s) are clean and returned to the same or better condition than they were in prior to the Scout meeting.

One to two nights prior to the Patrol Leaders Council (PLC):

- Help the SPL call all Patrol Leaders, Venture Crew Leader, Troop Guide(s), Scoutmaster and other leaders as needed, to remind them of the date, time and location for PLC.
- Spend a few minutes reviewing previous schedules and present month's themes (if used) and jot down any ideas you may have for the upcoming schedule.
- If the SPL can't make the meeting, you are in charge.

At the PLC:

- Make sure you have a copy of last schedule as well as the yearly schedule. Also, bring a sheet for the upcoming months that outline the items that make up a nightly list of meeting activities.
- Work with all PLs and other meeting attendees to put together a schedule for the upcoming month.
- Make sure the proposed schedule includes the month's theme (if used), camping plans, and other special activities that are listed on the annual calendar or, are received from the SM.
- Ensure the upcoming month's schedules are typed up, copies are made, and passed out during the last meeting of the month.

Friday nights when preparing to depart for the campouts:

- Make sure all Scouts arrive in uniform for the campout.
- Get the sheet of people signed up for the campout from the SPL, and check the people off as they arrive.
- Help the Quartermaster get some Scouts to help load the Troop trailer.

During the campouts:

- Make sure that upon arriving to the camping area that all Patrols pick a safe camping area (free from broken glass, away from washout area, as flat as possible, etc.).
- Work with the PLs to make sure all camp sites are set up, to include cooking area, duty roster posted, tents up, personal gear stowed and water collected, before the Scouts have their cracker barrel.
- Make sure that if there are scheduled activities during the campout that all PLs make sure their members arrive at the activity on time.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.
- Make sure that the Scouts secure water for cleaning the dishes.
- Make sure the Patrols clean up their area after each meal to include, cleaning all dishes, wiping down the table, return all items to the patrol box, and close the patrol box.

At the end of a campout:

- Let the Quartermaster (QM) know if any equipment is missing, broken, or needs to be taken home by a Scout to be dried out or repacked.
- Make sure Patrol boxes and other equipment is clean and packed properly.
- Help the QM load the trailer.
- Help the SPL with policing the camping area.

RESOURCES:

- None listed

AT THE END OF YOUR TENURE IN THIS POSITION:

- Assistant Senior Patrol Leader (ASPL) Job Description
- Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
- Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.



To help you better understand your role within the Troop, here is the Organizational Chart that defines the relationships of all the leadership positions:

