

JOB DESCRIPTION: The patrol leader is the top leader of a patrol. He represents the patrol at all patrol leaders' council meetings and the annual program planning conference and keeps patrol members informed of decisions made. He plays a key role in planning, leading, and evaluating patrol meetings and activities and prepares the patrol to participate in all troop activities. The patrol leader learns about the abilities of other patrol members and full involves them in patrol and troop activities by assigning them specific tasks and responsibilities. He encourages patrol members to complete advancement requirements and sets a good example by continuing to pursue his own advancement.

INTRODUCTION: Upon accepting the position of Patrol Leader, you have agreed to provide a **service** to your Patrol and 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 Patrol Leader is elected by the members of the Patrol. If you have any questions, difficulties or suggestions, bring them to the attention of the Senior Patrol Leader or an adult leader.

RESPONSIBLE TO: The Senior Patrol Leader

PREREQUISITES:

- None

GENERAL DUTIES:

- Help the Senior Patrol Leader (SPL) run the Troop by being responsible for your Patrol.
- Take the initiative to lead your Patrol by setting an example for other Scouts and ensuring the members of your Patrol follow the rules of Scouting as well as the specific rules of Troop 216.
- 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 or two nights prior to each weekly Troop meeting:

- Review the monthly schedule to ensure you're prepared for the meeting.
- Plan skills instruction for Patrol corners.
- Be sure to call any of your Patrol members to remind them to bring anything special they have to bring to the meeting. Especially important to remind them if they have a skit or ceremony to perform, or campout information.

At the weekly Troop meeting:

- Be sure to show up to the meetings at least 10 minutes early to help get the room ready.
- During the meeting, make sure Patrol members follow all Scouting and Troop 216 rules.
- After the opening remarks and when told to go to Patrol corners, do the following:
- Review the advancement status of each Patrol member and select items to work on for advancement.

At the Patrol Leaders Conference (PLC):

- Write down and bring ideas, action items, concerns, or problems, you or any member of your Patrol have.
- If you are unable to attend be sure you call the Assistant Patrol Leader (APL) to make sure he will attend for you. Also, give the APL any information you have that will be needed at the PLC.
- Help the other Patrol Leaders and Senior Patrol Leader develop a well planned schedule for the next month.

Monday night before a campout:

- Find out which of your Patrol members are planning to attend the campout, and make a list of them.
- With your Patrol members, make a menu, food and shopping list and appoint food shoppers.
- Make a duty roster (see sample form) for the campout and assign duties to the members in your Patrol.
- If you aren't going on the campout, make sure your APL has all the information he needs to make the campout successful.

One or two nights before the campout:

- Make sure you have the food required for the campout.
- Be sure to review the month's schedule to make sure you have any special things your Patrol needs for the campout.
- Check to be sure you have everything needed for the campout.

During the campout:

- Make sure that upon arrival at the camping area that you and your Patrol members pick a safe camping area (free from broken glass, away from washout area, as flat as possible, etc.).
- Work with your Patrol members to make sure your camp site is set up, to include cooking area, duty roster posted, tents up, dining fly or shelter up, personal gear stowed, and water collected, before you begin your Cracker Barrel or other activities.
- Make sure that if there are scheduled activities during the campout, that your Patrol members arrive at the activity on time with any needed equipment.
- Make sure that all campers act responsibly, safely, and follow the rules of Scouting during the campout.
- Make sure that the Scouts have prepared hot water for cleaning the dishes.
- Make sure your Patrol members 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:

- Make sure your Patrol box, pots and pans, and utensils are clean.
- Remove any items in the Patrol box that will go bad before it's used again.



- Inventory your Patrol box to be sure you have an accurate record of what's in it.
- Report any missing or damaged Patrol box items to the Troop Quartermaster.
- Check to make sure the tents are swept out, and the tents and ground cloths are dry before they are folded up. Tents and ground cloths will need to be taken home for cleaning/drying and returned to the next Troop Meeting for inspection. Ensure the Troop Quartermaster has recorded which Scout is taking home which tent.
- Help put the Troop gear and your Patrol equipment in the trailer.
- Make sure your Patrol cleans up their camping area to remove all trash and debris they may have left behind.
- Take your Patrol Box Inventory with you to the Troop meetings. Do this to help decide what you need to buy for the next campout.

RESOURCES:

- None listed

AT THE END OF YOUR TENURE IN THIS POSITION:

- 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 elected 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:

