

**JOB DESCRIPTION:** The Senior Patrol Leader is the top leader of the troop. He is responsible for the troop's overall operation. With guidance from the Scoutmaster, he takes charge of troop meetings, of the patrol leaders' council, and of all troop activities, and he does everything he can to help each patrol be successful. He is responsible for annual program planning conferences and assists the Scoutmaster in conducting troop leadership training. The senior patrol leader presides over the patrol leaders' council and works closely with each patrol leader to plan troop meetings and make arrangements for troop activities. All members of a troop vote by secret ballot to choose their senior patrol leader. Rank and age requirements to be a senior patrol leader are determined by each troop, as is the schedule of elections. During a Scout's time as senior patrol leader, he is not a member of any patrol but may participate with a Venture patrol in high-adventure activities.

**INTRODUCTION:** Upon accepting the position of Troop Senior Patrol Leader (SPL), 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. If you have any questions, difficulties or suggestions, bring them to the attention of the Scoutmaster or an adult leader.

**RESPONSIBLE TO:** The Scoutmaster (SM)

**PREREQUISITES:**

- Must hold the rank of at least Star prior to nominations.

**GENERAL DUTIES:**

- Primary responsibility of the SPL is to lead the Scout Troop.
- SPL makes sure the Scouts enjoy a well scheduled and thought out activities program.
- SPL works directly with the Scoutmaster (SM), Troop Committee, other adult leaders, and Scouts, as required to make sure Troop 216 provides a well rounded Scout educational program.
- SPL is invited to attend the monthly Committee meeting every month (noted on Troop Monthly and Yearly Calendars).
- 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.
- Appoint, with Scoutmaster approval, Scouts to the following positions: Bugler, Chaplain Aide, Historian, Librarian, Order of the Arrow Troop Representative, Quartermaster, Scribe and other Troop Service Corps positions.

**SPECIFIC DUTIES:**

*One to two nights prior to each weekly Troop meeting:*

- Review the month's schedule to ensure you're prepared for the meeting.
- Call each Patrol leader and scheduled adult Merit Badge counselor and/or other program leaders 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, make sure you call the ASPL and let him know he is in charge of the meeting. Also the SPL will review, with the ASPL, the schedule of events to make sure the ASPL is prepared for the upcoming meeting.

*The night of the weekly Troop meetings:*

- Show up at least 10 minutes prior to the meeting's start time of 7:00pm to get the meeting area set up.
- Assign PL to get other Scouts to help get the opening ceremony area prepared (flags out, chairs and tables moved, etc.).
- Get with the 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.
- Have the PLs form Patrol lines when calling the meeting to order.
- Call the meeting to order promptly at 7:00pm and assign opening responsibilities to PL or other Scouts.
- During the opening, review the schedule for that night to make sure all Scouts are aware of what's planned for the night.
- Ensure that the meeting is organized, that the rules of the Troop are followed by all Scouts during the meeting, and that the Scouts do not play with the pool table or ping pong table.
- If a campout is planned 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 meetings and make sure that you or the ASPL help them if needed.
- If you or any of the Patrol Leaders have trouble with any of the Scouts, be sure to help the Patrol Leader resolve the problems. If the problem(s) continue, report to the Scoutmaster 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 they were in prior to the Scout meeting.

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

- Call all Patrol Leaders, Venture Crew Leader, Troop Guide(s), Scribe(s) and Scoutmaster to remind them of the upcoming PLC.
- Spend a few minutes reviewing past schedule and jot down any ideas you may have for the upcoming schedule.
- Make sure you have all information required for the PLC ready and organized for the meeting.

*The night of the PLC meeting:*

- Make sure you have a copy of last schedule as well as the yearly schedule.
- 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, camping plans, and other special activities that are listed on the annual calendar or, are received from the SM.
- Make sure the Scribe records all needed information.

*Friday nights when preparing for campouts:*

- Get the sheet of people signed up for the campout from the SM, and have your ASPL check the people off as they arrive. Make sure everyone is there and let the SM know if they are or aren't.
- Get PLs to assign Scouts to help load the Troop trailer campout.

*During the campout:*

- 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.).
- Have the ASPL make sure the Quartermaster (QM) fills out the equipment list to show who has what equipment (tents, etc.) is checked out.
- 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 or other program.
- 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 heat water for cleaning the dishes at every meal.
- 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 campouts:*

- Make sure the QM checks off all equipment returned.
- You are in charge of policing the camping area to pick up all trash, ours or someone else's, and dispose of it properly.
- Make a campout report of lessons learned and give a copy to the SM.
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**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:

