

TROOP 642 · OFFICE JOB DESCRIPTION

Assistant Patrol Leader

MINIMUM RANK	PRIOR OFFICE	ATTENDANCE
Star Scout	None	80% of meetings

Job Description

1. Lead by example: attend at least 80% of troop meetings in proper uniform, along with all troop campouts, summer camp, and other troop events. Participate actively and encourage your patrol to do the same.
2. Attend and take an active part in all troop meetings, campouts, and other troop events.
3. Lead the patrol whenever the Patrol Leader is absent.
4. Attend Patrol Leaders' Council (PLC) meetings when the Patrol Leader can't, then brief the Patrol Leader and pass key information along to the patrol.
5. Help the Patrol Leader contact patrol members each Tuesday evening so everyone knows meeting times, programs, uniform requirements, and campout plans.
6. Bring Scout spirit to every activity. Your enthusiasm encourages the rest of the patrol to get involved.
7. Help the Patrol Leader prepare the patrol to take part positively in troop activities such as meeting games, patrol challenges, and campout skits.
8. Help your patrol members prepare for rank advancement. Sign off on a requirement only after a Scout has truly mastered it, so there are no surprises at the Scoutmaster conference or board of review.
9. Remind your patrol to be attentive and respectful (and quiet) during troop events.
10. Help care for, clean, and store the troop equipment issued to your patrol, and report any problems to your Patrol Leader.
11. Be ready to step in and handle any of the Patrol Leader's duties at a moment's notice!

Resources

Scouts BSA Handbook • Scoutmaster(s) • Senior Patrol Leader / Assistant Senior Patrol Leaders • Patrol Leader