

TROOP 642 · OFFICE JOB DESCRIPTION

Patrol Leader

MINIMUM RANK	PRIOR OFFICE	ATTENDANCE
Star Scout	Assistant Patrol Leader	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 part in Patrol Leaders' Council (PLC) meetings, held the first Monday of each month at 6:30 p.m.
3. Attend and take an active part in all troop meetings, campouts, and other troop events.
4. With your Assistant Patrol Leader, contact every patrol member each Tuesday evening. Make sure everyone knows meeting times, programs, uniform requirements, campout plans, menus, and duty assignments, and pass along key information from the PLC.
5. Bring Scout spirit to every activity. Your enthusiasm sets the tone and encourages your patrol to get involved.
6. When needed, remind patrol members that each of them brings strengths that complement the rest of the patrol, and that the whole patrol depends on everyone taking part.
7. Be your patrol's voice. Ask for everyone's input — and really listen. Involve patrol members in choosing menus, setting the duty roster, and planning other patrol activities.
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. Before each campout, prepare a roster of the patrol members and parents attending, plus a patrol menu listing the food and cooking supplies needed. Agree on the menu with your patrol, and make sure it is turned in on time — even if another Scout is cooking. Submit both to the Scoutmaster by 7:15 p.m. on the Wednesday before the campout, or earlier if possible.
10. At campouts, post the menu and duty roster on your chuck box. Assign duties fairly and pitch in to help everyone with their jobs.
11. Prepare your patrol to take part positively in troop activities such as meeting games, campout skits, and patrol challenges.
12. Remind your patrol to be attentive and respectful (and quiet) during troop events.
13. Build patrol spirit with a patrol yell and patrol flag. Finish the flag within two weeks of taking office.
14. Take responsibility for the care, cleaning, use, and storage of all troop equipment issued to your patrol, and report any equipment problems promptly.
15. Take pride in your patrol — it reflects your leadership.

Resources

Scouts BSA Handbook • Scoutmaster(s) • Troop members • Senior Patrol Leader / Assistant Senior Patrol Leaders • Troop 642 Campout Planning Toolkit