

Assistant Senior Patrol Leader- Troop 420



GENERAL INFORMATION

Type: Elected with the Senior Patrol Leader

Term: 6 months

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader is the second highest- ranking junior leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

Comments: The ASPL should be familiar with the Troop's other leader positions and stay current with the work being done by them. The ASPL should have a desire to work as a team and be willing to learn the advanced leadership skills required of an SPL.

QUALIFICATIONS

Age: 14 yrs or older

Rank: Star or higher

Attendance: Must be an active member of the Troop, meaning has been attending most Troop Meetings and other outings.

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past. Assist the SPL and Scoutmaster in training junior scout leaders as requested and needed.

Attendance: You are expected to attend

- 75% of all troop meetings (3 of 4 each month),
- 5 of 6 Patrol Leaders' Council meetings and
- At least ½ of all outings, events and service projects.
- If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort and to use your Scoutmaster and other adult leadership for advice and direction when needed.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by always wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. *You must call the Senior Patrol Leader if you are not going to be at a meeting or if you have an emergency and cannot attend a meeting, outing or activity you have committed to. This requires you to **"Be Prepared"** and to plan ahead for all Troop functions.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Help the Senior Patrol Leader lead meetings, events and activities.

With the guidance of the Scoutmaster, run the Troop in the absence of the Senior Patrol Leader. When assigned to lead:

- Have an agenda or backup plan one (1) week in advance of the event.
- Contact people responsible for program items via Scoutbook and remind them of their responsibilities at least one (1) week in advance.
- Meet with the Scoutmaster prior to and immediately after an event or activity to confirm agenda and review Start, Stop, Continue.
- Conduct the meeting or event and direct the activities of other Junior Leaders and Scouts.

Help provide initial and ongoing training and supervise the Troop Scribe, Quartermaster, Instructors, Librarian, Historian, and Chaplain Aide.

Hold **monthly** conferences with each of the troop Junior Leadership positions listed above to evaluate the program, their responsibilities and the performance of their duties.

Participate in **monthly** conferences with the SPL (and Scoutmaster if requested) to evaluate the program, your responsibilities and the performance of your duties. Promptly assigns duties to the Junior Leaders.

Provide **monthly** updates to the SPL on each of the Junior Leadership Positions under your supervision.

Serve as an active member of the Patrol Leader's Council by participating in and regularly attending each meeting.

Lead the Patrol Leader's Council when the SPL is unable to attend.

- Issue an agenda before the PLC so all can properly prepare for the meeting.
- Conduct the PLC in an orderly fashion and stick to the agenda.
- During the meeting do the following as a minimum:
 - Review the detailed program for the next month.

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- o Plan the following month's program in detail.
- o Assign responsibilities for each program item.
- o Discuss the 2-month additional look ahead.

When requested, assists the SPL in resolving conflicts between troop members.

Set a good example for the other Scouts. REMEMBER as the second highest ranking leader, the Troop will follow your example!

- Be the first to reflect the scout sign
- Maintain a positive and enthusiastic attitude.
- Exhibit good self-discipline.
- Have an excellent attendance record.
- Meet your obligations on time and with full effort.
- Have fun but not at the expense of everyone (Goofing off without purpose wastes time and loses the interest and respect of the other scouts).

RESOURCES AVAILABLE

Senior Patrol Leader

Scoutmaster

Assistant Scoutmasters

Boy Scout Handbook, No. 33105

Junior Leader Handbook, No. 33500A

Fieldbook, No. 33104

Boy Scout Songbook, No. 33224

Boy Scout Requirements, No. 33215C

Troop Program Resources, No. 33588

Troop Program Features, Volumes I, II, and III, Nos. 33110, 33111, 33112

Worksheets from Scoutmaster's Junior Leader Training Kit, No. 34306

Boys' Life magazines

Copy of troop rules and policies

Troop and patrol rosters

Activity calendar (troop, district, council, chartered organization)

First Class—First Year Tracking Sheet, No. 34118A

Campfire Program Planner sheet, No. 33696

Troop Planning Worksheet (from Troop Program Features)

BSA Supply catalog

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Troop 420 Leadership Contract with _____
(neatly printed name)

Scout's Agreement

I have read the job requirements for the position of **Assistant Senior Patrol Leader**. I understand the duties and responsibilities of this position, and I agree to carry them out to the best of my ability. I agree to lead by example, and I make these commitments to my fellow Scouts, the adult leaders, and myself. In addition, I will help other scouts whenever possible; be especially supportive of younger and less experienced scouts and will do my best to have fun while helping the scouts of Troop 420.

If I find that I am unable to meet this commitment, I will promptly ask to be removed from this position. I understand that I will receive FULL leadership credit if I follow the above stated commitments. I may not receive credit if the above commitments are not met.

I will do my best to uphold the duties of this position from _____ (start date) to _____ (estimated end date).

(Signature)

(date)

Approval

(Scoutmaster's Signature)

(date)

This scout has served in this leadership position through (Actual End Date): _____ (Scoutmaster's Initials) _____

Comments: