

# PLC MEETING AGENDA

Activity	Run by
Opening and Call to Order	Senior Patrol Leader
Roll Call and Reading of the Log (Minutes)	Troop Scribe
Patrol Reports	Patrol Leaders
Old Business	Senior Patrol Leader
Main Event Planning	Senior Patrol Leader
Troop Meeting Planning	Senior Patrol Leader
New Business	Senior Patrol Leader
Scoutmaster's Minute	Scoutmaster

## • OPENING AND CALL TO ORDER

Start the meeting on time with a simple opening ceremony such as reciting the Scout Oath or Pledge of Allegiance.

## • ROLL CALL AND READING OF THE LOG

Ask the troop scribe to call the roll and read the log from the previous meeting. Council members may make additions or corrections to the log before voting to approve it as part of the council's permanent record.

## • PATROL REPORTS

Each patrol leader should be prepared to make a report on the progress of his patrol. His report should include information about new members, advancement progress, and anything the patrol has done since the last patrol leaders' council meeting.

## • OLD BUSINESS

Take up any discussion items left unresolved at the last patrol leaders' council meeting. When necessary, bring matters to a close by calling for a vote.

## • BIG EVENT PLANNING

Review and discuss the big event related to the upcoming month's troop program feature. Determine the "who", "what", "where", "when", "why", and "how" of the event. Patrol leaders can add the discussion by voicing ideas raised by their patrols. Explore the issues and bring any essential matters to a vote.

### • **TROOP MEETING PLANNING**

Distribute meeting plan worksheets for the month's troop meetings. A meeting plan is included with each of the program features in the *Program Features for Troops, Teams, and Crews*. Fillable planning sheets are available online at [troopleader.org](http://troopleader.org). As you and the patrol leaders' council review plans for each of the month's meetings, assign responsibilities for portions of the meetings, taking care to distribute the load equally among the patrols and troop leadership. Be sure to plan three levels of skills instruction for each meeting so that all age groups will be equally challenged.

### • **NEW BUSINESS**

This portion of the meeting is devoted to discussions of items not previously on the agenda. A patrol may be requesting permission to embark on a patrol hike, for example, or the opportunity for a special troop service project may have recently come up.

### • **SCOUTMASTER'S MINUTE**

Up to now the Scoutmaster has probably observed the patrol leaders' council meeting and asked a question or two, but otherwise allowed you to run the meeting and guide the agenda. As a closing to the meeting, the Scoutmaster can share some constructive thoughts on what has happened and offer an upbeat, supportive Scoutmaster's Minute to provide a sense of completion to the proceedings..

### • **Assessing the Patrol Leader's Council Meeting**

Immediately following a patrol leaders' council, take a few minutes to review events with the Scoutmaster.

The following questions can guide your assessment:

- Was there a written agenda, and was it followed?
- Were all patrols allowed input on troop decisions?
- Were specific tasks assigned to individuals or patrols?
- Were necessary resources for troop activities considered?
- Were tasks spread evenly among patrols and individuals?
- Was a specific schedule planned for upcoming events?
- Did the group come to a consensus on handling problems?
- Was a log kept?

## **Patrol Leader's PLC Report**

### ***Patrol Leader***

Think: What's the status of your patrol?

*Did your patrol do any Patrol activities outside the regular Troop Meeting? If so, what?*

*Are most of the people in your patrol attending most of the troop meetings?*

*For those that are missing meetings, have you asked why they are missing?*

*Does anyone in your patrol have any suggestions they'd like to see for upcoming Troop Meetings, Campouts, Outings, Service Projects, or Activities?*

