



## **Troop 516 Leadership Duties**

### **Senior Patrol Leader**



- Attend all Troop 516 meetings during term as SPL
- Attend all Troop 516 campouts during term as SPL
- Attend all Troop 516 events during term as SPL
- January through September SPL act as SPL at summer camp.
- September through December SPL act as Assistant SPL at summer camp.
- Hold Senior Patrol Leader Council meeting last Monday of every month.
- Give leadership and guidance to ASPL's
- Read the Senior Patrol Leader Handbook before the end of 1st month as SPL
- Take the SPL Handbook exam and review with the Scoutmaster before the end of 1st month as SPL.
- Guide, coordinate and review all Troop 516 activities while SPL.
- Coordinate with adult leaders to insure Troop 516 activities are staffed and planned.
- Send out an email detailing meeting activities on Wed. prior to meetings.
- Supervise coordination of instructors/presenters and materials insuring everything is ready and available for all Troop 516 meetings and events.



## **Troop 516 Leadership Duties**

### **Troop Scribe**



- Insure Troop 516 web site is up to date and reflects planned activities.
- Every 6 months test the Troop communication system by verifying all email address and phone numbers.
- Prepare meeting notes for distribution for every meeting.
- Up date Troop web site with meeting notes after PLC meeting.
- Insure copies of songs, prayers and readings are available for all Chapel Services.
- Insure Patrol Scribes prepare flyers for all Troop activities.



## **Troop 516 Leadership Duties**

### **Troop Chaplain**



- Coordinate Chapel services for all Troop Campouts.
- Coordinate Blessings for all Troop meals.
- Work with Patrol Assistant Chaplain's to cover all events.
- Provide guidance to PLC on Services and blessings.
- Read the Chaplain Handbook in 1st month of service.
- Complete the Chaplain Handbook test and review with Adult Mentor.
- Insure Scout Vespers is sung at the end of every Troop 516 fire ceremony.



## **Troop 516 Leadership Duties**

### **Troop Quartermaster**



- Insure accountability of all Troop equipment.
- Establish sign-out and sign-in procedures for all Troop equipment.
- Inspect all Troop equipment upon turn-in.
- Maintain Troop office in an orderly functional manner.
- Insure serviceability of all Troop equipment.
- Maintain Troop garage in an orderly functional manner.
- Assign patrol boxes to individual patrols.
- Inspect patrol boxes after each campout.
- Establish a patrol box inventory.



## **Troop 516 Leadership Duties**

### **Assistant Senior Patrol Leader for Guides**



- Coordinate guide training.
- Attend all guide training and events.
- Attend New Scout Campout.
- Insure Guides are available for all Campouts during New Scouts 1st year.
- Insure Guides are available to help New Scouts during every meeting.
- Welcome New Scouts to Troop 516.



# **Troop 516 Leadership Duties**

## **Assistant Patrol Leader for Instructors**



- Coordinate Instructors for every campout.
  
- Select instructors for
  - Cooking
  - Knife and Ax
  - Fire
  - First Aid
  - Map and Compass
  - Knots and Lashings
  - Swimming
  
- Coordinate Adult mentors for all instructors.



# **Troop 516 Leadership Duties**

## **Troop 516 Order of the Arrow Representative**



- Attend all Order of the Arrow events and meetings.
- Seek a leadership position in the Order of the Arrow.
- Coordinate Troop OA elections.
- Keep the Troop informed of all OA activities.



## **Troop 516 Leadership Duties**

### **Troop 516 Recruiter**



- Attend all Webelos Recruiting events
- Coordinate CHS Boy Scout Day with other Centerville Troops
- Insure Scouts are available for CHS Boy Scout Day
- Coordinate Troop 516 activity at Council Webelos events.
- Greet all potential New Scouts at Troop meetings and events.
- Coordinate Troop 516 Open House.
- Coordinate Troop 516 recruiting events.
- Visit all Centerville Webelos Packs in September and May.





## **Troop 516 Leadership Duties**

### **Patrol Leader**



- Attend all Troop 516 meetings during term as PL
- Attend all Troop 516 campouts during term as PL
- Attend all Troop 516 events during term as PL
- Attend Senior Patrol Leader Council meeting last Monday of every month.
- Call every Patrol member Wednesday before meetings and make sure they know what is planned and encourage their attendance
- Plan and Lead 1 Patrol activity while serving as PL.
- Read Patrol Leader Handbook before the end of 1st month as PL
- Take the PL Handbook exam and review with the APM before the end of 1st month as PL.
- Guide, coordinate and lead all Patrol activities while PL.
- Coordinate with adult leaders to insure Patrol activities are staffed and planned.
- Supervise Patrol Quartermaster and Chaplain's Aid.
- Lead Patrol meetings.
- Plan and Lead campout and activity assigned to the Patrol.



## **Troop 516 Leadership Duties**

### **Patrol Scribe**



- Assist Troop Scribe maintaining the Troop 516 web site.
- Establish and verify a Patrol email address and phone numbers list.
- Assist Troop Scribe in preparing meeting notes for distribution for every meeting.
- Assist in the up date of Troop web site with meeting notes after PLC meeting.
- Assist the Troop Scribe insuring copies of songs, prayers and readings are available for all Chapel Services.
- Prepare flyer for Patrol assigned activities and camp outs.
- Prepare notes for Patrol Meetings.
- Maintain a current Patrol roster
- Take attendance for all meetings, camp outs and activities.
- Provide attendance information to adults for entry into Troop Master.



# **Troop 516 Leadership Duties**



## **Chaplain's Aid**

- Assist Troop Chaplin with Chapel services for all Troop Campouts.
- Assist Troop Chaplin with Blessings for all Troop meals.
- Prepare Chapel Services and Blessings for all Patrol assigned events.
- Read the Chaplin Handbook in 1st month of service.
- Complete the Chaplin Handbook test and review with Adult Mentor.
- Assist in leading Scout Vespers at the end of every Troop 516 fire ceremony.



# Troop 516 Leadership Duties



## Patrol Quartermaster

- Aid the Troop Quartermaster in his duties.
- Insure accountability of all Patrol equipment.
- Help with sign-out and sign-in of all Troop equipment.
- Inspect all Patrol equipment prior to turn-in.
- Help maintain Troop office in an orderly functional manner.
- Help insure serviceability of all Troop equipment.
- Help maintain Troop garage in an orderly functional manner.
- Maintain the patrol box in an orderly, clean and functional manner.
- Inspect the patrol box before and after each campout.
- Maintain the patrol box inventory.



## **Troop 516 Leadership Duties**

### **Adult Patrol Mentors**



- Meet with each Scout Patrol member monthly.
- Talk to each Scout's parents quarterly.
- Check on progress of Patrol meetings.
- Conduct Scoutmaster Conferences for advancement through 1st Class.
- Give guidance for planning of Patrol assigned activities.
- Attend Campouts and Troop Activities.
- Attend Patrol Activities.
- Help the Patrol learn to set up a model camp site.
- Help the Patrol learn good camping sanitation.