

Senior Patrol Leader of Meetings

Meeting Planning Tasks

MONTHLY

- Attend every PLC Meeting, if not contact SPL prior to meeting
- At PLC Meeting
 - Get Feedback on last Month's Meetings
 - ?? Add Good Topics to "repeat in future" meeting topics ??
 - Ensure meetings for next two months have each assigned
 - Flag – Assign Patrol
 - Skill – Assign Patrol & Determine Topic
 - Game – Assign Patrol
 - Cleanup – Assign Patrol
 - Document Assignments for each task and topic for upcoming meetings using troop meeting planning template
 - Send Meeting Planner to Webmaster for posting
- After meeting, discuss with SPL any concerns about upcoming meetings

WEEKLY-DURING WEEK

By Thursday before next Monday meeting:

- Contact PL for Flag
 - Confirm their ability and attendance to perform duties next week
 - Plan to meet early day of meeting to practice flag if necessary
- Contact PL for Skill for upcoming week
 - Review last minute plans in place for skill
 - Confirm that PL has obtained necessary equipment for skill
 - Confirm that PL has practiced skill
- Contact PL for Game
 - Confirm attendance at next meeting,
 - Discuss game, rules, considering: Fairness, Involvement, Can it include reinforcing Scouting Skills (knots, first aid, etc)
- Contact PL for Cleanup and confirm their planned attendance
- Also - Contact PL for Skill two weeks away
 - Review speaker/scout assigned to teach skill or discussion
 - Confirm appropriateness of topic and discussion point
- Also – Contact SPL after above tasks are complete to:
 - Let SPL know of readiness for meeting
 - Discuss any concerns for upcoming meeting or future meetings and required last minute planning

WEEKLY – AT MEETING

At the weekly Troop Scouting meeting:

- Attend Troop Scouting Meeting (or if can not make meeting have contacted SPL and found replacement or coordinated with SPL)
- Show up before meeting start time
- Ensure Patrol for Flag has obtained Flag from Supply
- Ensure Patrol for Skills and Game are in attendance
- Have backup skill ready incase of scout no show
- Have backup game ready incase of scout no show