

## Position of Responsibility

### ASSISTANT SENIOR PATROL LEADER

**Job Description:** The Assistant Senior Patrol Leader (ASPL) assists the Senior Patrol Leader in leading the Troop for 6 months and motivating / advising scouts in leadership role. The ASPL agrees to:



**Mentor(s):** Scoutmaster, Senior Patrol Leader

#### Preferred Qualifications:

- Rank: Life Scout or a higher rank.
- Training: Completed *Introduction to Leadership Skills for Troops (ILST)* and *National Youth Leadership Training (NYLT)*.
- Appointment: Appointed to the position by the **Senior Patrol Leader (SPL)** with the approval of the Scoutmaster.

#### ASPL General Duties:

1. **Be a Role Model:** Live by the Scout Oath and Scout Law. Wear the Scouting America uniform correctly and with pride at all troop meetings and activities.
2. **Support the SPL:** Help the Senior Patrol Leader plan and lead troop meetings and activities. Be prepared to take charge of the troop and the Patrol Leaders' Council (PLC) in the Senior Patrol Leader's absence.
3. **Supervise Appointed Leaders:** Provide training and guidance to other youth leaders, which may include Scribe, Quartermaster, Instructor, Historian, Librarian, Webmaster, Chaplain Aide, and Order of the Arrow Representative.
4. **Promote Scout Spirit:** Work with the Senior Patrol Leader and Patrol Leaders to build and maintain strong Scout Spirit and morale within the troop.
5. **Participate in the PLC:** Be an active and contributing member of the Patrol Leaders' Council, attending all meetings.
6. **Attend and Participate:** Maintain a strong attendance record at troop meetings, PLC meetings, and troop activities.
7. **Complete a Scoutmaster Conference:** Meet with the Scoutmaster regularly (as determined by the Scout and Scoutmaster) to discuss performance in the position, leadership goals, and personal Scout advancement.

**Advancement Expectations:** To fulfill the "active service" requirement for a rank, the Assistant Senior Patrol Leader must meet these expectations during their six-month term:

- **Consistent Participation:** Consistently assist the Senior Patrol Leader in all troop planning and leadership roles. This includes preparing for and leading troop meetings, activities, and campouts.
- **Event Leadership:** Actively assist in planning and leading major troop events, such as an AOL crossover ceremony, Trail to Troop, a summer camp trip, or District Camporee.
- **Fulfilling Responsibilities:** Successfully carry out the specific duties and responsibilities of the ASPL position as outlined in the troop's job description.

### **Performance Expectations:**

In addition to their general responsibilities, the Assistant Senior Patrol Leader will:

- **Lead in the SPL's Absence:** Confidently assume the duties of the Senior Patrol Leader (SPL) whenever they are absent. This includes running troop meetings, events, and Patrol Leaders' Council (PLC) meetings.
- **Support PLC Planning:** Actively assist the SPL during PLC meetings to plan the upcoming month's program in detail and look ahead to future troop activities.
- **Supervise Other Leaders:** Provide guidance and support to other youth leaders in the troop. This includes regularly checking in with them to ensure they are fulfilling their roles effectively.
- **Coordinate Patrols:** Help coordinate the efforts of the patrols, ensuring that assigned duties for meetings and events are completed.
- **Assist with Troop Documents:** Help the SPL create and distribute written plans and schedules for troop meetings and campouts.
- **Attend Key Events:** Be present at all Courts of Honor and other major troop events unless excused by the Scoutmaster in advance.
- **Complete Position Agreement:** Sign a leadership position agreement to confirm understanding of these responsibilities.

### **Attendance Expectations**

- Attend all but one campout per term, notifying the SPL at least 48 hours in advance and arranging for another scout to cover your duties.
- Attend all but one PLC meeting per term, notifying the SPL at least 48 hours in advance and identifying another leader who can record your responsibilities.

## ASPL AREAS OF RESPONSIBILITY

The Senior Patrol Leader (SPL) typically assigns each Assistant Senior Patrol Leader a specific area of focus to ensure the troop runs efficiently. Because these roles are designed to meet the current needs of the troop, *assignments may change from semester to semester, and the SPL may create new positions not explicitly listed in this document*. Youth leaders are expected to remain flexible and ready to adapt their responsibilities to best serve the Scouts and the troop's goals.

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| <b>ASPL (First) Duties</b>     | <ul style="list-style-type: none"><li>• <b>Executive Succession:</b> Serve as the acting Senior Patrol</li><li>• <b>Fill in for the SPL:</b> Act as the Senior Patrol Leader whenever the elected SPL is absent or unable to lead.</li><li>• <b>Coordinate the ASPL Team:</b> Serve as the lead for all other specialized ASPLs and help the SPL manage their assigned tasks.</li><li>• <b>Appoint and Train:</b> Assist the SPL in choosing and training the troop's youth leaders.</li><li>• <b>Guide Patrol Leaders:</b> Work with the SPL to supervise and coach Patrol Leaders on how to improve their patrols.</li><li>• <b>Organizational Lead:</b> Assist the SPL in organizing the logistics of Court of Honor celebrations and the annual program planning meeting.</li></ul> |
| <b>ASPL-Advancement Duties</b> | <ul style="list-style-type: none"><li>• <b>Manage the Roster:</b> Keep an up-to-date list of all Scouts currently serving in leadership positions.</li><li>• <b>Track Progress:</b> Monitor rank advancement for the troop, specifically focusing on leadership, service hours, and merit badges.</li><li>• <b>Report to the PLC:</b> Share updates with the PLC on troop advancement and needs.</li><li>• <b>Support the FCT:</b> Act as the backup for the ASPL-FCT to help lead advancement sessions when needed.</li><li>• <b>Verify Records:</b> Work with Scouts and PAsMs to make sure rank requirements completed at events are properly recorded.</li></ul>  |

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| <b>ASPL–FCT Duties</b>     | <ul style="list-style-type: none"> <li>• <b>Support the FCT Program:</b> Work with the ASM for First Class Trail (FCT Coordinators) to help run the First Class Trail (FCT) program for new Scouts.</li> <li>• <b>Guide Instructors:</b> Teach and oversee the instruction of requirements for the Scout, Tenderfoot, Second Class, and First Class ranks.</li> <li>• <b>Guide Troop Guides:</b> Lead the Troop Guides and Junior Assistant Scoutmasters (JASMs) to make sure new Scouts get the help they need.</li> <li>• <b>Plan Lessons:</b> Work with FCT Coordinators and PAsMs to fit rank-advancement instruction into troop meetings and campouts.</li> <li>• <b>Greet New Scouts:</b> Include prospective and new Scouts at meetings and help them feel welcome and successful in the troop.</li> <li>• <b>Speak for New Scouts:</b> Represent the FCT program at PLC meetings to ensure their needs and schedules are included.</li> </ul>  |
| <b>ASPL-Campout Duties</b> | <ul style="list-style-type: none"> <li>• <b>Organize Campouts:</b> Work with the SPL and Scribe to make sure the troop has the maps, permits, and site info needed for every campout.</li> <li>• <b>Coordinate Gear:</b> Partner with the Troop Quartermaster to ensure all gear is in good shape, counted, and loaded before departure.</li> <li>• <b>Manage the Campsite:</b> Lead the setup and cleanup of the troop camp, making sure patrols are set up correctly and follow "Leave No Trace."</li> <li>• <b>Keep the Schedule:</b> Monitor the campout schedule to ensure activities and campfire program happen on time.</li> <li>• <b>Safety Support:</b> Assist adults with safety checks to make sure every Scout has the right gear for the weather and activity.</li> <li>• <b>Review Patrol Plans:</b> Help Patrol Leaders finish their menus and duty rosters at least one week before each outing.</li> <li>• <b>Report Results:</b> Share an "After-Campout" report with the PLC to discuss what went well and what gear needs repair or replacement.</li> </ul> |

**ASSISTANT SENIOR PATROL LEADER**  
Troop 54 Leadership Tracking Sheet

Scout's Name: \_\_\_\_\_ Patrol: \_\_\_\_\_

Term Dates: \_\_\_\_\_ to \_\_\_\_\_

ASPL Position (First, FCT, Campout, other): \_\_\_\_\_

**CAMPOUT ATTENDANCE**

| <u>Date</u> | <u>Location</u> |
|-------------|-----------------|
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |

**PLC MEETING ATTENDANCE**

| <u>Date</u> | <u>Location</u> |
|-------------|-----------------|
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |

**TROOP MEETING ATTENDANCE**

| <u>Date</u> | <u>Date</u> |
|-------------|-------------|
| 1) _____    | 7) _____    |
| 2) _____    | 8) _____    |
| 3) _____    | 9) _____    |
| 4) _____    | 10) _____   |
| 5) _____    | 11) _____   |
| 6) _____    | 12) _____   |

**COURT OF HONOR OR SPECIAL EVENT ATTENDANCE**

| <u>Date/Event Name</u> | <u>Date/Event Name</u> |
|------------------------|------------------------|
| 1) _____               | 4) _____               |
| 2) _____               | 5) _____               |
| 3) _____               | 6) _____               |

**Thinking back on your time as ASPL, what was your greatest accomplishment and what was your biggest challenge?**

**What is one specific lesson from that challenge that you plan to carry into your next leadership role?**

*I confirm that this Scout has successfully fulfilled the responsibilities of Assistant Senior Patrol Leader.*

\_\_\_\_\_  
*SPL's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Scoutmaster's Signature*

\_\_\_\_\_  
*Date*