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# **PLC Fundamentals**

## **How To Lead the Leaders**

**Dave McGee, SM ~ Troop 75**  
**Boy Scouts of America**  
**Greater Western Reserve Council**

# What do you look for in a SPL?

- Knows what he's talking about
- Cares about you
- Can get things done
- Isn't a jerk
- Has good ideas
- Enthusiastic
- Fair

# How can you be...

*An SPL who “Knows what he’s talking about”?*

- Study the “Craft” of an SPL ~ ASPL/Observe!
- Assemble the “Tools” of SPL ~ Forms/Agenda!
- Develop a “System of Communication” ~ FU!
- Use “Resources” ~ PL’s, SM, Woods Wisdom!
- Know “What’s Going On” ~ 3 Ring Binder!

***GET ORGANIZED!!!***

# How can you be...

*An SPL who “Cares about” those you lead?*

- “Involve” PLC in Decisions ~ Agenda!
- “Ask” rather than Impose ~ Vested!
- Never “Ridicule” Suggestions ~ Respect!
- Help to “Succeed” ~ Time & Resources!
- “Reward” Success ~ Pvt & Public Thanks!

# How can you be...

*An SPL who “Can get things done”?*

- Agenda ~ with enough lead time to succeed!
- Minutes ~ communicate “Who-What-When”!
- Follow Up ~ make sure it gets done!
- Confirm Done to PLC ~ next Agenda!
- Class A’s & Move Agenda ~ I Mean Business!

# How can you be...

*An SPL who “Isn’t a jerk”?*

- Listen to your PLC ~ “Solicit & Invest”!
- Don’t be Demeaning ~ A Scout is Courteous!
- Put the Needs of the PLC & Troop First!
- “Ask” how you can help your PLC succeed?
- Don’t impose edicts from on high!

# How can you be...

*An SPL who “Has good ideas”?*

- Solicit Ideas & Input ~ “Solicit & Invest”!
- Homework ~ Woods Wisdom, Scouting, Web
- Council Resources ~ JLT & Other Troops
- Tap the Knowledge & Experience of Adults
- Be Creative & don’t be afraid to try new ideas!

# How can you be...

*An SPL who is “Enthusiastic”?*

- *Work tirelessly* toward the success of others
- Identify, exploit & reinforce talents in others
- Lead & Inspire others by example
- Offer to help, or provide help, to others
- Recognize others for a job well done



# How can you be...

*Someone who is “Fair”?*

- Take Responsibility ~ don't blame others
- Insure others have time & resources to succeed
- Listen to others & avoid favoritism
- *Delegate*, don't dump, tasks on others
- Facilitate others resolving their own conflicts

# The Puzzle of How to be a SPL!



# Are Leaders Born or Made?

**“Leadership and learning are  
indispensable to each other”**

...remarks intended to be delivered by  
President Kennedy in Dallas, Nov. 22, 1963

# What Can You Do to Make Yourself into a SPL?

- Know what you're talking about: Organize
- Care about & prioritize the needs of others
- Get things done: Agenda, Minutes & Follow up
- Don't be a jerk: Solicit & Invest others in decisions
- Have good ideas: Use your resources & be creative
- Be Enthusiastic: Lead & Inspire by Example
- Be Fair: Give others the Time & Tools to Succeed

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# **HOW CAN A SCOUTMASTER HELP YOUR SPL & PL's GET ORGANIZED?**

**Dave McGee, SM ~ Troop 75  
Boy Scouts of America  
Greater Western Reserve Council**

# Help Your SPL & PL's Get Organized!

- Does your SPL have a copy of Woods Wisdom?
- Does your Troop have a regularly scheduled PLC?
- Are You committed to the boys running the Troop?
- Do You train SPL/ASPL/Scribe & do JLOW / JLT?
- Do your SPL & PL's have 3-Ring Binders?

...“No” is not an acceptable answer!

## **Patrol Leader 3 Ring Binder**

### **Roster / Calendar / Forms**

Roster

Adult Leader & Volunteer Roster & Job Descriptions

Calendar (with extras to hand out to Patrol)

Future Calendar Blanks

Annual Plan

Council Annual Calendar

Mentor Schools Calendar

Forms:

New Scout Application

Permission Slips

Camp Forms: Q-M & Duty Roster

Troop Meeting Plan Forms

Class 3 Medical Forms

### **Patrol Mtgs / PLC**

Rules for Patrol Mtgs

Troop By Laws

JLOW Organizational Chart & Job Descriptions

Paper

Agenda Samples

Skill Event & Game Ideas

### **Camp Outs / Events**

Hand Outs on Upcoming Camp Outs & Events

Patrol Rosters for Camp Outs (duty roster, menus, who is paid...)

Ideas & Info for Future Camp Out & Events

### **Advancement / Skills**

Current Patrol Skill Goal Checklist

Merit Badge Counselor List

meritbadge.com print outs for any MB Patrol is working on

Patrol Member Advancement Data (update periodically from Mr. Kajfez)

### **Miscellaneous**

Checklists:

New Scout & Basic Weekend Camp Out

Klondike

Summer Camp

Haliburton Summer Camp

Troop Equipment & Activity List

Whatever else you think is useful!!!

Patrol Cook Box

Patrol Activity Box

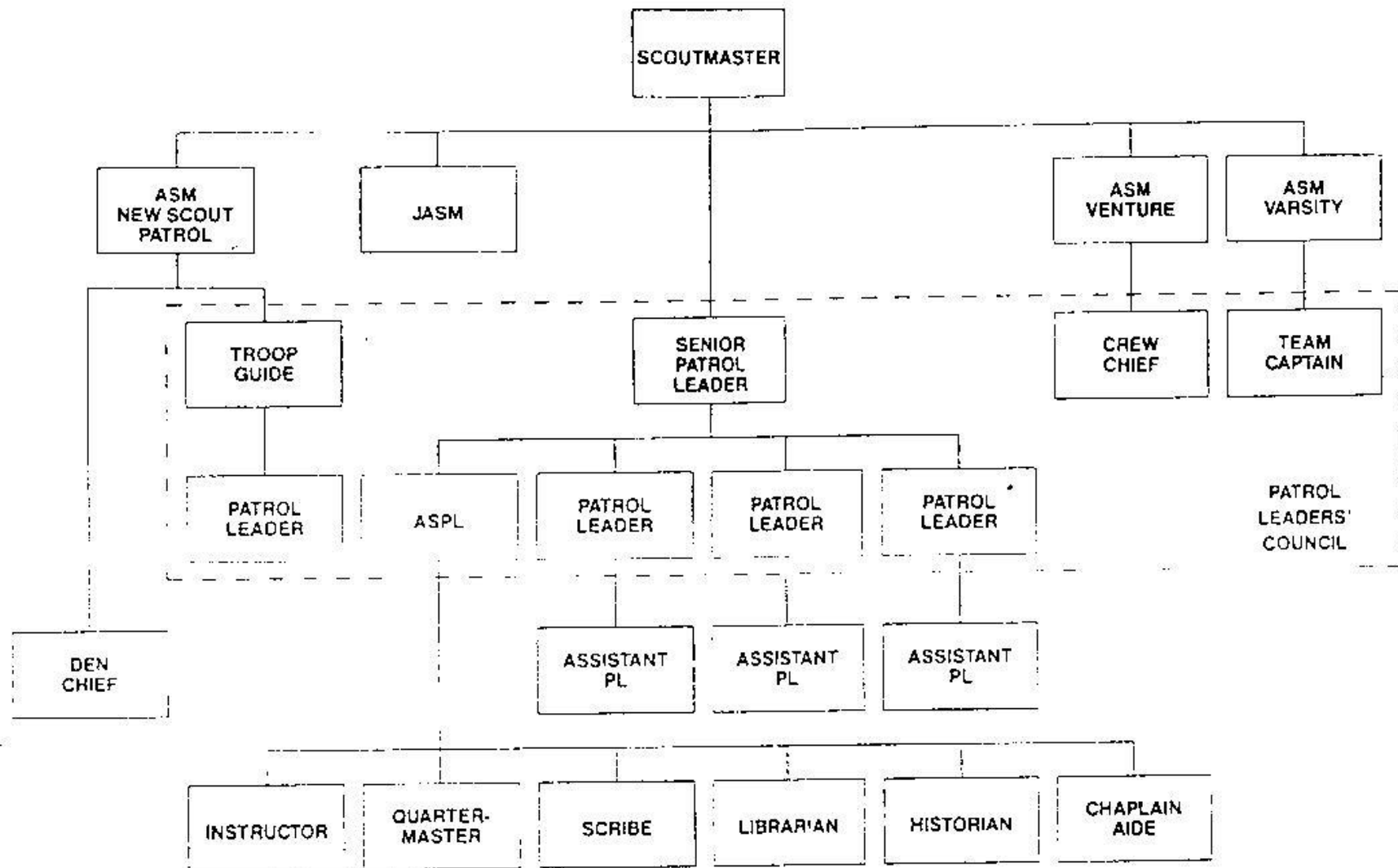
Troop Equipment Care

AT & Pack Hike

Water Camp Out

**Have with you at all Scout Functions! Keep Organized & Updated! Never Hand Out LAST Copy of Something! Get More Copies as you Need Them! Share with Your APL & Turn Over to New PL!**

# TROOP JUNIOR LEADER ORGANIZATION







## Junior Leader Job Description for Senior Patrol Leader

**INTRODUCTION:** When you accepted the position of senior patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with your Scoutmaster.

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**RESPONSIBLE TO:** Scoutmaster

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### **SPECIFIC DUTIES:**

- Preside at all troop meetings, events, activities, and annual program planning conference.
  - Chair the patrol leaders' council.
  - Name appointed boy leaders with the advice and consent of the Scoutmaster.
  - Assign duties and responsibilities to other leaders.
  - Work with Scoutmaster in training junior leaders.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**Resources:** As senior patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Other resources include your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Scoutmaster Handbook*, No. 6502
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- Copies of work sheets from *Scoutmaster's Junior Leader Training Kit* that relate to your area of responsibility.
- *Boys' Life*
- Merit badge pamphlets
- Copy of troop rules and policies
- Troop and patrol rosters
- Activity calendars (troop, district, school)
- *Troop/Team Record Book*, No. 6510
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets (from *Woods Wisdom*)



## Junior Leader Job Description for Assistant Senior Patrol Leader

**INTRODUCTION:** When you accepted the position of assistant senior patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

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**RESPONSIBLE TO:** Senior patrol leader

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### **SPECIFIC DUTIES:**

- Be responsible for training and giving direct leadership to the following appointed junior leaders: scribe, librarian, troop historian, instructor, quartermaster, and chaplain aide.
  - Help with leading meetings and activities as called upon by the senior patrol leader.
  - Take over troop leadership in the absence of the senior patrol leader.
  - Perform tasks assigned by the senior patrol leader.
  - Function as a member of the patrol leaders' council.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**RESOURCES:** As the assistant senior patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. Also, there are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Scoutmaster Handbook*, No. 6502
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- Copies of work sheets from *Scoutmaster's Junior Leader Training Kit* that relate to your area of responsibility.
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Merit badge pamphlets
- Copy of troop rules and policies
- Troop and patrol rosters
- Activity calendars (troop, district, school)
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets (from *Woods Wisdom*)

## Junior Leader Job Description for Patrol Leader



**INTRODUCTION:** When you accepted the position of patrol leader, you agreed to provide service and leadership in our troop. That responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

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**RESPONSIBLE TO:** Senior patrol leader

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**SPECIFIC DUTIES:**

- Plan and lead patrol meetings and activities.
  - Keep patrol members informed.
  - Assign each patrol member a job and help them succeed.
  - Represent the patrol at all patrol leaders' council meetings and at the annual program planning conference.
  - Prepare the patrol to take part in all troop activities.
  - Develop patrol spirit.
  - Work with other troop leaders to make the troop run well.
  - Know what patrol members and other leaders can do.  
    t a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
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**RESOURCES:** As a patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, troop committee members, your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature resources that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- Copies of work sheets from *Scoutmaster's Junior Leader Training Kit* that relate to the assistant patrol leader.
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Merit badge pamphlets
- Copy of troop rules and policies
- Troop and patrol rosters
- Activity calendars (troop, district, school)
- *First Class Tracking Sheet*, No. 4101C
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets (from *Woods Wisdom*)
- BSA equipment catalog

## Junior Leader Job Description for Assistant Patrol Leader



**INTRODUCTION:** When you accepted the position of assistant patrol leader, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

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**RESPONSIBLE TO:** Patrol leader

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### **SPECIFIC DUTIES:**

- Assist the patrol leader in
    - planning and leading patrol meetings and activities.
    - keeping patrol members informed.
    - preparing your patrol to take part in all troop activities.
  - Take charge of the patrol in the absence of the patrol leader.
  - Represent the patrol at all patrol leaders' council meetings in the absence of the patrol leader.
  - Help develop patrol spirit.
  - Work with other troop leaders to make the troop run well.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**RESOURCES:** As an assistant patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There are also your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Merit badge pamphlets
- Copy of troop rules and policies
- Patrol roster
- Activity calendars (troop, district, school)
- First Class Tracking Sheet, No. 4101C
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets (from *Woods Wisdom*)



## Junior Leader Job Description for Troop Guide



**INTRODUCTION:** When you accepted the position of troop guide, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

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**RESPONSIBLE TO:** Assistant Scoutmaster—new Scout patrol

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### **SPECIFIC DUTIES:**

- Help Scouts meet advancement requirements through First Class.
  - Advise patrol leader on his duties and his responsibilities at patrol leaders' council meetings.
  - Attend patrol leaders' council meetings with the new Scout patrol leader.
  - Prevent harassment of new Scouts by older Scouts.
  - Help assistant Scoutmaster train new patrol leader when he is elected.
  - Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**RESOURCES:** As a troop guide, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Copies of material from *Scoutmaster's Junior Leader Training Kit* that relate to training the patrol leader—new Scout patrol.
- Copy of troop rules and policies
- Patrol roster
- Activity calendars (troop, district, school)
- First Class Tracking Sheet, No. 4101C
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets
- BSA equipment catalog

## Junior Leader Job Description for Troop Quartermaster



**INTRODUCTION:** When you accepted the position of troop quartermaster, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

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**RESPONSIBLE TO:** Assistant senior patrol leader (and works with the troop committee member responsible for equipment)

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### **SPECIFIC DUTIES:**

- Keep records of patrol and troop equipment.
  - Keep equipment in good repair.
  - Issue equipment and see that it is returned in good order.
  - Suggest new or replacement items.
  - Work with troop committee member responsible for equipment.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
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**RESOURCES:** As a troop quartermaster, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Copy of troop rules and policies
- Troop roster
- Activity calendars (troop, district, school)
- *Troop/Team Record Book*, No. 6510
- BSA equipment catalog
- Troop equipment inventory book

## Junior Leader Job Description for Troop Scribe



**INTRODUCTION:** When you accepted the position of troop scribe, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

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**RESPONSIBLE TO:** Assistant senior patrol leader (and works with the troop committee member responsible for records and finance)

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### **SPECIFIC DUTIES:**

- Attend and keep a log of patrol leaders' council meetings.
  - Record attendance and dues payments.
  - Record advancement in troop records.
  - Work with appropriate troop committee members responsible for finance, records, and advancement.  
    at a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**RESOURCES:** As a troop scribe, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Copy of troop rules and policies
- Troop and patrol rosters
- Activity calendars (troop, district, school)
- *Troop/Team Record Book*, No. 6510
- First Class Tracking Sheet, No. 4101C

## Junior Leader Job Description for Troop Historian



**INTRODUCTION:** When you accepted the position of troop historian, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

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**RESPONSIBLE TO:** Assistant senior patrol leader

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### **SPECIFIC DUTIES:**

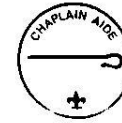
- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
  - Take care of troop trophies and keepsakes.
  - Keep information about troop alumni.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
- 

**RESOURCES:** As a troop junior leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Scoutmaster Handbook*, No. 6502
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Fieldbook*, No. 3200
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Copy of troop rules and policies
- Troop roster
- Activity calendars (troop, district, school)
- *Troop/Team Record Book*, No. 6510



## Junior Leader Job Description for Chaplain Aide



**INTRODUCTION:** When you accepted the position of chaplain aide, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

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**RESPONSIBLE TO:** Assistant senior patrol leader (and works with the chaplain)

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### **SPECIFIC DUTIES:**

- Keep troop leaders apprised of religious holidays when planning activities.
  - Assist chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
  - Encourage saying grace at meals while camping or on activities.
  - Tell troop members about religious emblem program of their faith.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.
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**RESOURCES:** As a chaplain aide, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Boy Scout Songbook*, No. 3224A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Copy of troop rules and policies
- Troop roster
- Activity calendars (troop, district, school)
- Appropriate prayer books for troop members.
- Campfire planner sheets, No. 3696
- Troop meeting planning sheets (from *Woods Wisdom*)

2013-2014 MONTH	Scout Theme Skill	Mid Scout Theme Skill	Young Scout Theme Skill	Troop Events	Special Events	GWRC HW Events	PEC Tasks/Events
SEP	Spotgun MB	Rifle MB	Rifle Safety	9-8-9-7 Rifle Shotgun Camp @ Stig Grand River Site	9-4 White Water Event 9-10 @ 6PM Klondike Mtg 9-25 Out Honor St. Gabes	9-12-9-13 GWRC Climb Instr Course 9-19-21 SCOUT EXPO, PEC Train	1. Kiwanis Proposal 2. Election & Calendar for 10-11-12 3. Den Chiefs??
OCT	BSA Jr C Emb Instructor Cert	Climbing MB	Climb Skills	10-9-10-12 Rappelling Camp Out @ Hocking SP		10-10-12 GR LOW 10-31-11-2 BLOW	
NOV	Teach Cold Weather Camp & 1 Aid	Cold Weather Camping & Back Packing	Cold Weather Camp & 1 Aid	11-7 or 11-14 for 11-21 Patrol Camp Outs @ Stig Grand River Site	11-11 @ 6PM Klondike Mtg	11-22 HW New Leaders Esst Comm Chal; Health Safety Safe Sw	
DEC	Teach Orienteering	Orienteering MB	Orienteering Skills	12-12-12-14 Movie Orienteering Camp Out at Seven Ranges			
JAN	Teach Wild Surv & 1 Aid Hypo	Wild Survival MB	Winter Camp & Hypothermia Skills	1-30-2-1 Klondike	1-17 @ 9AM Klondike Set Up @ Stig	1-30-2-1 Klondike	
FEB	Mentor the Coach	Teach the Teacher	Teach Tender Skills	2-5-3-7 Father & Son @ Stig	2-1 Scout Sunday	2-22 HW New Leaders Esst Comm Chal; Health Safety Safe Sw	
MARCH	Teach Open Fire Cooking Skills	Cooking Merit Badge	Cooking for Rank	3-11 Orienteering Camp Out @ Manatee		3-27 University of Scouting @ Liberty HS	
APRIL	Home Repair MB Construction	Home Repair MB Construction	Home Repair MB Construction	4-16-4-18 Construction Camp Out @ Stig Grand River Site	4-10 Car Wash at Wal- Mart 4-25 Pancake Breakfast	4-23-4-24 WP LOW @ Howellville Gun C	
MAY	Teach Team Building	Team Building & Teach Scout Skills	Scout Skills	New Scout JLOW Construction 5-7-5-9 West Point Camporee?		5-14-5-15 WP LOST @ Standraugh	
JUNE	Kayaking and Cooking MB's Haliburton Prep	Canoing, Cooking and Lifesaving Prep	Swimming & Canoing MB Haliburton Pre	6-13-6-19 - Northstar HJL 6-19-6-27 - AJL 6-28 - Pymatuning Camp Aquatics	6-4 Last Day School MHS		
JULY	Teach Pack & Prep Haliburton	Teach Pack & Buddy Board	Learn Haliburton Procedures	7-10-7-17 Summer Camp Base Coburg Haliburton			
AUGUST	White Water MB	Rafting Skills & Bike MB	Rafting Skills & Bike MB	8-4 Kayaking Rafting Camp @ Onio Pyle & Camp Heritage, PA	8-5-8 Festival & Mass Parking (Mrs. Timbers?)	8-27-29 Wood Badge1 9-17-19 Wood Badge2	

2003 ~ 2004 MONTH	Sr Scout Theme / Skill	Mid Scout Theme/Skill	Yng Scout Theme/Skill	Troop Events	Special Events	GWRC / HW Events	PLC Tasks / Events
SEPT	Shotgun MB	Rifle MB	Rifle Safety	9/5 ~ 9/7 Rifle/Shotgun Camp @ Stig Grand River Site	9/? White Water Event 9/10 @ 6PM Klondike Mtg 9/25 Ct of Honor, St. Gabes	9/12 ~ 9/14 GWRC Climb Instr Course 9/19~21 SCOUT EXPO (LC Fair)	1. Kiwanis Proposal 2. Election & Calendar for 10/11 3. Den Chiefs!!!
OCT	BSA Jr Climb Instructor Cert	Climbing MB	Climb Skills	10/9 ~ 10/12 Rappelling Camp Out @ Hocking SP		10/10 ~12 GR LOST 10/31 ~ 11/2 Grand River JLOW @ Stig	
NOV	Teach Cold Weather Camp & 1 <sup>st</sup> Aid	Cold Weather Camping & Back Packing	Cold Weather Camp & 1 <sup>st</sup> Aid	11/7 or 11/14 or 11/21 Patrol Camp Outs @ Stig Grand River Site	11/12 @ 6PM Klondike Mtg	11/22 HW New Leads Esst; Comm Chal; Health/Safety; Safe Sw	
DEC	Teach Orienteering	Orienteering MB	Orienteering Skills	12/12 ~12/14 Movie/Orienteering Camp Out at Seven Ranges			
JAN	Teach Wild Surv & 1 <sup>st</sup> Aid/Hypo	Wild Survival MB	Winter Camp & Hypothermia Skills	1/30 ~ 2/1 Klondike	1/17 @ 9AM Klondike Set Up @ Stig	1/30 ~ 2/1 Klondike	
FEB	Mentor the Coach	Teach the Teacher	Teach Tender Skills	3/5~3/7 Father & Son @ Stig	2/1 Scout Sunday	2/21 HW New Leaders Health/Safety; Safe Sw	
MARCH	Teach Open Fire Cooking Skills	Cooking Merit Badge	Cooking for Rank	3/? Orienteering Camp Out @ Manatoc		3/27 University of Scouting @ Liberty HS	
APRIL	Home Repair MB/Construction	Home Repair MB/Construction	Home Repair MB/Construction	4/16~4/18 Construction Camp Out @ Stig; Grand River Site	4/10 Car Wash at Wal-Mart 4/25 Pancake Breakfast	4/23~4/24 WP JLOW @ Lowellville Gun C	
MAY	Teach Team Building	Team Building & Teach Scout Skills	Scout Skills	New Scout/JLOW /Construction 5/7~5/9 West Point Camporee?		5/14~5/15 WP LOST @ Stambaugh	



# **The SPL's Task Leadership of the PLC**

**Dave McGee, SM ~ Troop 75  
Boy Scouts of America  
Greater Western Reserve Council**

# SPL's Mission Statement

The SPL needs to engage in a systematic, consistent & timely method of **LEADERSHIP** that must be based upon a **MEANINGFUL** inclusion of others in the decisional process **AND** then effectively communicate (in writing & follow up!!!) with key people so they understand what is expected of them, give them the time & tools to succeed, know they are **ACCOUNTABLE**, and get the appropriate reinforcement for a job well done!

~ So, how do you do all of that?

# Effectively Involve Others in the Decisional Process?

## **TIMELY AGENDA! ~ by SPL**

- Get people “VESTED” in the program choices and responsibilities to delegate & carry out (Timely)
- If the SPL, or an elite few, “IMPOSE” decisions upon others all you do is breed resistance or, at best, indifference (Patrol Mtgs lead up to & follow up PLC)
- Don't issue edicts from “On High” as if you are the “Burning Bush” or “The Great & Omnificent OZ”

# Effectively Communicate What Was Decided?

## **TIMELY MINUTES! ~ by Scribe**

- **WHO – WHAT – WHEN – HOW**
- Use same outline as Agenda ~ notes on Agenda
- **Communicate** ~ timely circulation of Minutes

# Effectively Follow Up?

## **MINUTES & AGENDA!**

- Minutes to Jr & Adult Leaders ~ Patrol Meetings
- Who – What – When – How: “Lock People In”
- Agenda ~ “Old Business – Who to Report?”
- “FU” = Follow Up: timely, formal & informal



# Effectively Reinforce?

## AGENDA!

- “Old Business – Who to Report?” - Accountability
- With FU = Notice of need to Report Progress
- Report = Opportunity to be Recognized
- SPL upon Report = critical only for lack of effort

# Process as a Time Line?

## AGENDA & MINUTES = BEGINNING!

- Work Backwards from When Task Due!!!
- Provide Time, Tools & Opportunity to Succeed?
- “FU” to keep process moving: formal & informal
- “Magic Words” to not give “Who” an out!!!

# Example of Time Line

- 1/20 – PLC: Review Annual Plan: Cobra 3/27 Task to PL
- 2/3 – Patrol Mtg: Cobra's discuss ideas to bring to PLC
- 2/17 – PLC: NB discuss/assign 3/27 Presentation + SPL FU
- 2/24 – Patrol Mtg: PL delegates NB + PL FU / carry as OB
- 3/16 – PLC: Cobra PL Reports on OB Progress + SPL FU
- 3/23 – Mtg: Cobra's give dry run of Presentation + FU
- 3/27 – **EVENT** ~ Skill Presentation by Cobra's
- 4/20 – PLC: Cobra's Report / Recognized + SPL FU

# AGENDA & MINUTES FORM

- “Call to Order” – who, when & where present
- “Approval of Minutes” – from last meeting
- “New Business” – what needs to be decided
- “Old Business” – what needs to be finished
- “Report of Officers” – ASPL (accountability)
- “Good of the Order” – optional (careful!)
- “Adjourn” – when done & when/where next

# HOW TO RUN A PLC

- Must have **Agenda** – SPL email >2 wks & bring hard copies
- Agenda Items – Enough Lead **Time to Succeed** (2~3 mos!)
- **Regular** PLC Mtg Date & Time, Time Limited (Pizza!)
- **Class A's** + Agenda / Minutes / 3 Ring Binders = Business!
- **Magic Words** + “Engage – Encourage - Involve - Invest”
- **Minutes** – Scribe: Who-What-When-How + Timely
- **FU** – Keep Time Line Moving ~ “Magic Words” here too!

# MAGIC WORDS

- “Does everyone have a copy of the Minutes & Agenda?”
- “Has everyone had a chance to review the Minutes from ..?”
- “Do I hear a Motion (to approve the Minutes)?”
  - “Is there a 2<sup>nd</sup> to the Motion?”
  - “Is there any discussion on the Motion before the PLC?”
  - “Hearing no discussion, all those in favor? (Call the Motion)”
  - “Next Agenda Item ...”
- “Will you accept the amendment to your Motion?”
  - “Would the Scribe read the Motion before the PLC?”
  - “Is that a Motion?”

# MAGIC WORDS

- “Lets get back on the Agenda”  
“Lets put that on the Agenda for next time”  
“Do we need to table this till the next PLC?” (+FU!)
- “.... would you please report on ....?” (put on the spot!)  
“Do we have a written report on ....? (why not?)  
“Is someone here to report on ...? (why not?)
- “There is already a Motion pending before the PLC”
- “Do I hear a Motion to Adjourn?”

# “FU” = Follow Up

- Agenda & Minutes: New B & Old B + Circulate & Use!
- Minutes to SPL & SM –then– from SPL to PL & those Key
- Cover email with “Magic Words” – leave delegee no out!
- Yellow highlighted hard copies for use of PL’s & those Key
- Telephone & Face to Face –&– Patrol Mtg Agenda/Minutes
- Delegate FU to ASPL & SPL Spot Check Up’s!!!
- Old B / Report ~ Communicate Reliance & Accountability



# FU: Magic Words & Other Tricks

- “If there is anything that you need from me or ... to make this happen, please let me know ASAP. Failing that, I look forward to ...”
- “We are relying upon you to ... A Scout is Trustworthy ... The PLC / Troop is counting on you / your Patrol ....”
- “CC” ~ built in real time accountability / assistance / FU / oversight and it provides means to communicate to, and among, all those necessary to carry out the task
- “CC” ~ if need be, include parents / ASM’s / PL’s even if not involved in task
- “CC” ~ to provide the “tools” (contacts w/ resources) needed  
Don’t re-create the wheel!

# Colorful Anecdotal Mantra's

- “In Troop ..., FU means Follow Up!”
- “Many hands make for light work!”
- “Stay ahead of the Airplane!”
- “Tell them what your going tell them, tell them & then tell them what you told them”
- “See one – Do one – Teach one”
- “Prior Preparation Prevents Piss Poor Performance!”
- “*I don't know, ask your Patrol Leader!*” (for all Adults!)

***I DON'T KNOW,  
ASK YOUR  
PATROL  
LEADER!!!***