

Holding Effective Patrol Meetings

Preparation:

- Set the meeting time and place. Try to have it the same time each month for easy recall. Have a meeting place that is conducive to patrol learning and without interruptions and distractions.
- Insure two adult leaders can attend. BSA rules require two leaders for all gatherings.
- Prepare a Patrol Meeting Plan (Agenda). Review your Patrol Leader Council notes for important information to share with your patrol and check with the SPL on input for upcoming events to plan.
- Define activities to accomplish during the patrol meeting and order the agenda items logically and by priority.
- Have a “Plan B” with some extra ideas or activities in case something does not go as planned.
- Delegate responsibilities to all patrol members to contribute and participate actively at the meeting.
- Set a time limit for each item.
- If possible, distribute the agenda in advance (ie. Tuesday troop meeting)
- Remind everyone the day before the meeting. Insure that everyone knows about the meeting
- Determine what materials (Patrol Leader Notebook, white boards, flip charts, handbooks, equipment, etc) are required for the meeting.

At the Patrol Meeting:

- Start on time.
- Review the Patrol Meeting Plan Agenda to ensure everyone knows the expected outcomes of the meeting.
- Identify duties:
 - Topic Leader—Leads the meeting (usually the Patrol Leader)
 - Scribe— Takes the Official notes but everyone should take notes. Periodically summarizes information and decisions.
 - Time Keeper— Keeps track of the time and reminds everyone when time is up.
 - Topic Monitor—Interrupts when discussion is straying away from the agenda.
- Decide on the “Rules of Order” by having everyone agree to certain rules of patrol behavior. You can use the following as a guideline:
 - √ The Scout Law (particularly Courteous and Helpful)
 - √ The Scout Motto
 - √ Bring pen or pencil and Scout Handbook
 - √ Take Notes.
 - √ Listen— Pay attention to the matter at hand
 - √ DO NOT talk out of turn or interrupt others. The Topic Leader should address group members individually for response. Be Courteous

- √ DO NOT hold side conversations. Be Courteous
- √ Come to the meeting with a positive attitude. Be Helpful.
- √ Keep on the subject and try not to go off on a tangent. Jot down ideas that you want to bring up later at the appropriate time.
- √ Come to the meeting with your ideas and things you are responsible for from previous meeting Action Items. Be Prepared.
- √ Document Action Items (decisions)

After the Meeting:

- Promptly take care of Action Items that you are responsible for.
- Prepare for the next Patrol meeting.