



Scribe

General Information

Description: The scribe is the troop's secretary. Though not a voting member, he attends meetings of the patrol leaders' council and keeps a record of the discussions. He cooperates with the patrol scribes to record attendance and dues payments at troop meetings and to maintain troop advancement records. A member of the troop committee may assist him with his work.

Reports to:	Assistant Senior Patrol Leader
Type:	Appointed by the SPL
Term:	Six months

Qualifications

Age:	14+ preferred and under 18
Rank:	Star or higher
Experience:	None
Confirmation:	Appointment Approved by Scoutmaster

Performance Requirements

Training:	You must attend the Introduction to Leadership Skills for Troops (ILST) even if you have attended in the past.
Attendance:	You are expected to attend the troop meetings, Patrol Leaders' Council meetings, outings, and service projects.
Effort:	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed. <u>You must provide written reports to the advancement chair noting what you have done in this position. The reports are due two months after you start the position and every two months thereafter until the end of the term of the position.</u>

General Leadership Responsibilities

Uniform:	Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
Behavior:	Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
Attendance:	Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone (An ASPL if possible) is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Record the minutes of the PLC meetings.
- Maintain troop attendance records for Troop Meetings.
- Record Scout attendance at all troop events and give a report to the Troop Historian, Scoutmaster, and Troop Scribe Advisor.
- Write articles for Troop Newsletter and Website regarding upcoming events.
- Maintain updated list of Troop members, including address, phone numbers and email address.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- Perform any additional duties as assigned by your Advisor.

Every two months you must document factual accomplishments stating how you have demonstrated leadership and performed your duties to obtain credit for your position. List number of meetings attended, trip and outings participated in and specific accomplishments you have executed in the performance of your duties. This must be signed by SM or designated ASM every two months in order to obtain leadership advancement credit.

Month /year to Month /year (___/___ to ___/___)

Scout signature _____ date _____
SM/ASM signature _____ date _____

Month /year to Month /year (___/___ to ___/___)

Scout signature _____ date _____
SM/ASM signature _____ date _____

Month /year to Month /year (___/___ to ___/___)

Scout signature _____ date _____
SM/ASM signature _____ date _____