



Scribe

General Information

Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

Reports to:	Assistant Senior Patrol Leader
Type:	Appointed by the Senior Patrol Leader
Term:	6 months

Qualifications

Age:	None
Rank:	None
Experience:	None
Confirmation:	Appointment Approved by Scoutmaster

Performance Requirements

Training:	You must attend the Troop Leader Training even if you have attended in the past.
Attendance & Requirements:	You are expected to attend the troop meetings, Patrol Leaders' Council meetings, outings, and service projects. <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. This requires you to "Be

Prepared", plan ahead and this will never be an issue.
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Specific Leadership Responsibilities

- Record the minutes of the PLC meetings.
- 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 month's 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 your 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 _____