

JOB 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 at troop meetings and assist in maintaining troop advancement records. A member of the troop committee may assist him with his work.

INTRODUCTION: When you accepted this position, you agreed to provide **service** in Troop 216. This responsibility should be fun and rewarding. This guide provides some of the things you are expected to do while serving as Scribe. As Scribe, you are the record keeper of the Troop and there are more responsibilities than you might think. The Scribe is appointed by the Senior Patrol Leader with approval of the Scoutmaster.

RESPONSIBLE TO: Assistant Senior Patrol Leader (ASPL)

PREREQUISITES

- None

SPECIFIC DUTIES:

(Note: these duties may be split between two Scribes. If so, you will be advised which of these duties for which you are responsible.)

- Attend and keep a log (record) of Patrol Leaders Council (PLC) meetings.
 - o Make a monthly planning outline before the PLC. Bring it with you to the meeting. Record all needed information on this outline.
 - o Ensure the upcoming month's schedule is typed, copies are made for each Scout, Committee chairman, Committee members, SM, Assistant SM, and a few spare copies are available. Ensure all these copies are passed out during the last meeting of the month.
 - o If you cannot attend the PLC, make sure the SPL gets the planning outline before the meeting and returns it to you after the PLC.
- Keep the Scribe Record Book up to date and in good order. Periodically the Scoutmaster will give you material to put in the book. You enter it in chronological (by calendar date) order. You may need to get a three hole punch to do this.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

RESOURCES:

- None listed

AT THE END OF YOUR TENURE IN THIS POSITION:

- Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
- Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

To help you better understand your role within the Troop, here is the Organizational Chart that defines the relationships of all the leadership positions:

