



## Scribe

# Leadership Positions

The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

### Qualifications:

- First Class rank or higher
- Must submit an application for leadership position to SPL
- Appointed by Senior Patrol Leader
- May not serve more than two consecutive terms, (1yr max)
- Scoutmaster Approval

**Reports to:** The Assistant Senior Patrol Leader

**Adult Mentor:** Treasurer, Secretary, Advancement Chair

**Trained by:** Assistant Senior Patrol Leader with Adult Mentors listed above.

### Troop Scribe duties:

- Attend and take minutes of Patrol Leaders' Council (PLC). Attendance expectation 80%
- Arrive 5 minutes before the start of troop and PLC meetings.
- Distribute copies of PLC minutes to PLC members and adult leaders in a timely manner.
- Record attendance at all troop meetings, outings, and other activities.
- Work with Historian to provide a summary of meetings and activities to the webmaster for posting on the troop website.
- Record advancement on troop advancement chart.
- Document and Distribute money to patrols for food shopping.
- Coordinate records with the troop committee secretary, treasurer, and advancement chair.
- Participate in outings. Attendance expectation 50%
- Attend troop meetings. Attendance expectation 70%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.
- Show Scout spirit.