

Scribe- Troop 420



GENERAL INFORMATION

Type: Appointed

Term: 6 months.

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of Scout attendance at all troop functions.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings. You should have an interest in keeping accurate records of Troop activities and be able to take notes.

QUALIFICATIONS

Age: None

Rank: None

Attendance: Must be an active member of the Troop, meaning has been attending most Troop Meetings and other outings.

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend

- 75% of all troop meetings (3 of 4 each month),
- 5 of 6 Patrol Leaders' Council meetings and
- At least ½ of all outings, events and service projects.
- If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort and to use your Scoutmaster and other adult leadership for advice and direction when needed.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by always 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 Assistant Senior Patrol Leader if you are not going to be at a meeting or if you have an emergency and cannot attend a meeting, outing or activity you have committed to. You should have someone ready to assume your responsibilities anytime you are absent. You are to plan ahead and **"Be Prepared"** for any duties assigned to you by the ASPL.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends and keeps notes (minutes) at Patrol Leader Council meetings.

Prepares an electronic copy of the PLC notes, has the ASPL review them then *forwards to the Webmaster* **within 7 days** of the PLC meeting.

Provides the SPL and Troop Committee Secretary with a copy of the SPL notes **before** the next Committee Meeting.

Develops a method for efficiently taking attendance at all troop meetings, activities and outings.

Arrives early to all meetings, activities and outings to take attendance.

Keeps a written log of attendance then reports attendance to Scoutmaster in writing **before the end** of the meeting, activity or outing (scouts arriving after the Flag ceremony are considered "late" and should be recorded as present/late).

Reports **monthly** to the Troop Committee Secretary to report newsworthy items – activities at meetings, trips or service projects.

Writes thank you notes after any guest presents at a Troop Meeting or at an activity or outing. Gives thank you notes to the Scoutmaster for approval and mailing.

At elections (at the end of the current term), prepares and distributes ballots then records election results. Provides a copy of election results to SPL and Scoutmaster.

Meets **monthly** with the ASPL (and Scoutmaster if requested) to evaluate the program, your responsibilities and the performance of your duties.

Sets a good example for the other Scouts.

- Be the first to reflect the scout sign
- Maintain a positive and enthusiastic attitude.
- Exhibit good self-discipline.
- Have an excellent attendance record.
- Meet your obligations on time and with full effort.
- Have fun but not at the expense of everyone (Goofing off without purpose wastes time and loses the interest and respect of the other scouts).

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RESOURCES AVAILABLE

Assistant Senior Patrol Leader
Other Junior Leaders
Assistant Scoutmaster
Scoutmaster
Boy Scout Handbook, No. 33105
Junior Leader Handbook, No. 33500A
Program Helps
Worksheets from Scoutmaster's Junior Leader Training Kit, No. 34306
Boys' Life magazines
Troop and patrol rosters
Activity calendar (troop)

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Troop 420 Leadership Contract with _____
(neatly printed name)

Scout's Agreement

I have read the job requirements for the position of **Scribe**. I understand the duties and responsibilities of this position, and I agree to carry them out to the best of my ability. I agree to lead by example, and I make these commitments to my fellow Scouts, the adult leaders, and myself. In addition, I will help other scouts whenever possible; be especially supportive of younger and less experienced scouts and will do my best to have fun while helping the scouts of Troop 420.

If I find that I am unable to meet this commitment, I will promptly ask to be removed from this position. I understand that I will receive FULL leadership credit if I follow the above stated commitments. I may not receive credit if the above commitments are not met.

I will do my best to uphold the duties of this position from _____ (start date) to _____ (estimated end date).

(Signature)

(date)

Approval

(Scoutmaster's Signature)

(date)

This scout has served in this leadership position through (Actual End Date): _____ (Scoutmaster's Initials) _____

Comments: