

## Troop Scribe

**Job Description:** The scribe keeps the troop records. He records the activities of the Patrol Leaders' Council meetings, keeps a record of Scouts attendance, and scores and keeps a record of how well the Scouts wear their uniforms at the troop meetings.

**Reporting/Election:** • Appointed by: Senior Patrol Leader in consultation with SM and ASMs • Reports to (Scout): Assistant Senior Patrol Leader • Works with (Adult) Assistant Scoutmaster for Junior Leadership

### Duties:

- **With respect to regular troop meetings:** - Attends the troop meetings - Records individual Scout attendance in the "Troop Attendance Record Binder" - Provides a list of Scouts who have been absent for two consecutive regular troop meetings to Patrol Leaders and the Assistant Senior Patrol Leader.
- Scores each Scout's uniform according to the troop's uniform policy and records the scores in the "Troop Attendance Record Binder."
- If the Scribe is planning to be absent from a particular troop meeting, he should inform the Assistant Senior Patrol Leader prior to the meeting and arrange for another troop member to record troop attendance and uniform scores for that meeting.
- **With respect to Patrol Leaders' Council meetings:** - Attends the PLC meetings (non-voting member of PLC). - Keeps a log of PLC meetings - Provides copies of each PLC meeting log to the Scoutmaster, the Senior Patrol Leader, and the Troop Historian - If the Scribe is planning to be absent from a particular PLC meeting, he should inform the Assistant Senior Patrol Leader prior to the meeting and arrange for another troop member to keep a log of that PLC meeting.
- Sets a good example.
- Enthusiastically, consistently, and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows Scout Spirit.
- At the end of his term, passes all relevant records, material, information, and advice to the newly appointed Scribe.

### Prerequisites:

- The Scout must at least be first-class rank.
- Should be able to regularly attend the Troop meetings and PLC meetings.

### Expectations:

If not satisfactorily performing his duties (as determined by Scoutmaster and Assistant scoutmasters) due to poor attendance or lack of attention to responsibilities, can lose his position and not receive credit for a "position of responsibility."