

Scribe



General Information

Description: 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.

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
Attendance:	75% for all activities over previous 6 months
Confirmation:	Nomination Approved by Scoutmaster

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 at a minimum: <ul style="list-style-type: none">• 80% of Patrol Leaders' Council meetings• 65% of troop meetings• 65% of troop outings• 65% of 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 use the adult leadership and advice when you feel they are needed.

General Leadership Responsibilities

Uniform:	<p>Set the example by wearing your uniform correctly. This means that you will:</p> <ul style="list-style-type: none"> • Wear all of the parts of the troop uniform as defined by troop communication. • Shirt buttoned correctly, shirttail tucked in. • All required insignia and badges current and in their correct locations.
Behavior:	<p>Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.</p>
Attendance:	<p>Set the example by being an active Scout. Be on time and prepared for meetings and activities. If you are not going to be at a meeting you must call the Senior Patrol Leader and Scoutmaster. If you suddenly have to miss an outing, you must notify the Scoutmaster, the adult in charge, and the Senior Patrol Leader. You also need to make sure that the Assistant Senior Patrol Leader or his delegate is ready to assume your responsibilities. This requires you to "Be Prepared". Plan ahead and this will never be an issue.</p>

Specific Leadership Responsibilities

- Attends and functions as a member of the Patrol Leaders Council.
- Records and distributes the minutes of the PLC meetings.
- Maintain troop attendance records for PLC and Troop Meetings.
- Record Scout attendance at all troop events and give a report to the Troop Historian and Scoutmaster.
- Write articles for Troop Emails and Website regarding upcoming events.
- 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.

Duties	What it means in Troop 804
Function as a member of the PLC:	<ul style="list-style-type: none"> • Attend and participate in all PLC meetings. • Provide helpful suggestions in the meeting planning process. • Volunteer to lead activities at meetings. • Make a list of items assigned to you and follow through on those items.
Attend and keep a log of PLC meetings:	<ul style="list-style-type: none"> • Keep a written record of each PLC meeting. • Distribute the PLC minutes and attendance to the Scoutmaster and Committee Chair immediately following the PLC. (Within One Day)
Record attendance at Troop functions:	<ul style="list-style-type: none"> • Make a written record of attendance of each Troop meeting and Troop event and make sure the Advancement Chairman gets a copy for the Troop records. • If you are going to miss a meeting or event, make sure that the Assistant Senior Patrol Leader or his delegate is ready to record attendance for you.
Work with appropriate Troop Adults responsible for finance,	<ul style="list-style-type: none"> • Help the Advancement Chairman to keep the Troop records orderly and complete. • Help the Outing Leader with attendance and collection of camping fees prior to a Troop event.

records, and advancement:	
Keep others informed:	<ul style="list-style-type: none"> • Meet with the Advancement Chairman at every meeting to assist in keeping the records complete and orderly. • Meet with Outing Leader in charge of the months' event and assist when called upon.
Set a good example:	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort. • Have fun but not at the expense of others. Goofing off without purpose wastes time and loses the interest and respect of the other scouts. • REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none"> • Always conform to the Troop 804 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline. • Actively participate in the activities of Troop 804. • Set an example for the other Scouts to follow.