



Troop 272 – Scribe

General Information

Type: Elected by the members of the troop

Term: 6 Months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe is elected by *the* troop boy membership to record activities of the Junior Leaders' Council. The Scribe assists the Troop Treasure in scout accounts and dues collection. The scribe will perform uniform inspections and maintain the attendance records for the troop. He also ensures event documentation like parent permission forms and all communications for events is available to the youth and adult members of the troop in coordination with the webmaster. The Scribe will also work with the Quartermaster to manage Field Uniforms (Class A) and Troop Activity Uniforms (Class B) with support from the Parent Committee.

Comments: To be a good scribe 100% attendance at meetings is expected.

Qualifications

Age: none

Rank: none

Experience: none

Attendance: 80% or better over the past 6 months

Performance Requirements:

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

Effort: You are expected to give this your best effort in this position. Success of the troop requires this.

Attendance: You are expected to attend 80% or greater of all troop meetings, Junior Leaders' Council meetings, troop outings and service projects. If your attendance is low, or if three (3) unexcused absences in a row transpire, you can be removed from office.

General leadership Responsibilities

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirt tails tucked in, with all required badges in the correct locations. Since you will be conducting troop uniform inspections it is very important that this be something you hold in high regard. The Class B uniforms will also be your responsibility to ensure availability to the troop with assistance of the parent committee.

Behavior: Set the example by being an active Scout and live the Scout Oath and Law as an example to others in everyday life. Show Scout spirit in everything you say and do. Obey and live the outdoor code.

Attendance: Be punctual for meetings and activities. You must (call) notify the ASPL if you will be unable to attend a meeting or activity. You must ensure if you cannot make a meeting that another Scout will be attending and cover your position in your absence.

Specific Leadership Responsibilities

- Attend and keep a log of Patrol Leaders' Council (PLC) Meetings and distributes copies to PLC Members and Adult Leaders.
- Record attendance at troop functions.
- Record and assist the Troop Advancement Chair with troop records.
- Work with the Troop Treasure for collection of Dues, Scout Accounts and other Fiscal Records. Provide participant lists for events to track event fees with Treasure.
- Have good attendance at Troop meetings.
- Supply the Troop Activities Chair parent authorization signed forms for troop events.
- Enthusiastically wear the Scout Uniform correctly.
- Work with the Quartermaster to manage Field and Activity Uniform stock available to the Troop membership.
- Conduct Troop Uniform Inspections
- Live by the Scout Oath and Law and Show Scout Spirit.