

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: Appointment 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 80% of all troop meetings, Patrol Leaders' Council meetings, outings, 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 use the adult leadership and advice when you feel they are needed.

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, 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 Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone (A patrol leader if possible) is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Record the minutes of the PLC meetings.
- Maintain troop attendance records for Troop Meetings.
- Collect Dues and turn them in to the Assistant Scout Master.
- Record Scout attendance at all troop events and give a report to the Troop Historian, Scoutmaster, and Troop Scribe Advisor.
- Write articles for Troop Newsletter and Website regarding upcoming events.
- Maintain updated list of Troop members, including address, phone numbers and email address.
- 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.

Participate in a conference with your advisor midway through your tenure to discuss and evaluate your responsibilities and the performance of your duties. (Note: You can still have a conference with your advisor at any time. If you feel like having a discussion, just ask.)

Duties	What it means in Troop 780
Record attendance..	<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 you have someone else record attendance for you.
Attend and keep a log of PLC meetings.	<ul style="list-style-type: none"> • Keep a written record of each PLC meeting. • Distribute copies of the PLC log at the Troop

	meeting immediately following the PLC. (Within One Day)
Record advancement in Troop records.	<ul style="list-style-type: none"> • In Troop 780, the Patrol Leaders and the individual Scouts are responsible for getting advancement information to the Advancement Chairman. • Provide the Advancement Chairman with the names of Scouts who earn things like Totin' Chip.
Work with appropriate Troop Committee members responsible for finance, records, and advancement.	<ul style="list-style-type: none"> • Help the Advancement Chairman to keep the Troop records orderly and complete. • Help the Outing Chairman with attendance and collection of camping fees prior to a Troop event.
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 Chairman 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 everyone. 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 780 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 780. • Set an example for the other Scouts to follow.