

Scribe

JOB DESCRIPTION: Appointed by the SPL with the advice and approval of the Scoutmaster. 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.



RESPONSIBLE TO: Assistant Senior Patrol Leader, Troop Committee Advancement Chair and Treasurer.

SPECIFIC DUTIES:

(specifically defined by the Scoutmaster and Troop Committee)

- Attend and keep a log of PLC meetings.
- Record attendance and dues payments of all troop members.
- Record advancement in troop records and on Troop Advancement Chart.
- Work with appropriate troop committee members responsible for finance, records, and advancement.
- Handle correspondence appropriately.
- Set a good example.
- Wear the scout uniform enthusiastically and correctly when prescribed.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

SCOUTMASTER'S EXPECTATIONS OF THIS POSITION:

- Live by the Scout Oath and Law
- Show and help develop Scout spirit.
- Set a good example for all the scouts.
- Attend junior leader training.
- Continue to earn advancement (lead by example).
- Work with other troop leaders to make the troop go.

PRINTED RESOURCES:

- Boy Scout Handbook
- Junior Leader Handbook
- Scoutmaster Handbook
- Fieldbook
- Boy Scout Songbook
- Boy Scout Requirements
- Troop Program Resources
- Troop Program Features, Volume I
- Troop Program Features, Volume II

- Troop Program Features, Volume III
- *Boy's Life* Magazines
- Merit Badge Pamphlets
- Copy of troop rules and policies as found on the troop website
- Troop and Patrol Rosters
- Activity Calendars
- Troop Record Book
- First Class - First Year Tracking Sheet
- Campfire Program Planner
- Troop Planning Worksheet
- BSA Supply catalog