

Troop 283 Scout Leadership Positions



Scribe

Name: _____

Term Date: _____

Position 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. To be a good Scribe you need to attend nearly all Troop and Patrol Leaders Council meetings.

Position: Elected by entire Troop

Term: 6 months

Position Coordinator: Senior Patrol Leader

Service toward: Through Eagle

Minimum Rank for this job: None

Minimum Age: None

Experience: None but helpful to be good with note taking and word processing

Previous Attendance: Satisfy the Troop's "active scout" standard by attending at least six Troop events (meetings or campouts), and at least one community service event or Troop service event within the preceding six-month period.

In addition to the General Leadership Responsibilities set forth in the Leadership Application the Scribe duties are:

- Attend and keep a log of Patrol Leaders Council meetings.
- Record attendance and dues payments of all Troop members.
- Record advancement in Troop records and on the Troop advancement chart.
- Work with the appropriate Troop Committee Members responsible for finance, records, and advancement.
- Handle correspondence appropriately

Troop 283 Interprets the Scribe duties to include:

- Serves as a member of the Patrol Leaders Council (PLC).
- Prepares the minutes of the PLC meetings and publishes them on the Troop Web Site.
- Ensures that if he is unable to attend a PLC meeting, a substitute is assigned to prepare minutes.
- Leads and assists on projects and events assigned by the PLC.
- Maintains the Troop Resource Forms and Patrol Leaders Notebooks.
- Prepares the text of the weekly call down message from the minutes of the PLC meeting and initiates the weekly call-down to scouts.
- Responsibilities assigned by committee chairs to include any activities related to dues payments and Troop record keeping.

Troop 283 Performance Requirements for the Scribe include:

- Must submit a Leadership Position Application one (1) week prior to the election.
- You must attend the Troop's Junior Leader Training even if attended in the past.
- 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, Troop discipline will be discussed including removal from office and non-credit for service.

Date/Initials

_____ Junior Leadership Training

_____ Mid-term Conference on duties and responsibilities

_____ Completed the Scribe duties during term in office