



Scribe

Job Description:

The **Troop Scribe** keeps the Troop records of all events and activities, and supports the Troop Historian and Librarian in record and information management during his service period . The Scribe, with the assistance of the Troop Historian and Librarian, also prepares and sets up displays at Troop activities, such as, meetings, dinners, open house, public education events, campouts, etc. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of financial transactions (where applicable), advancement, and Scout attendance at Troop meetings. The Scribe is appointed by the SPL and approved by the Scoutmaster immediately after a new SPL is elected. By Troop Committee decision, he must be at least **First Class** rank and have **JLT Training**. The Troop Scribe, at the direction of the Scoutmaster, is responsible for writing a summary of accomplishments at the end of each term of office. At all times the Troop Scribe must be aware that he is a role model for the Scout Troop and he should demonstrate leadership and provide a living example by following the ideals and principles of Scouting.

Reports to: The Assistant Senior Patrol Leader

Adult Mentor: Troop Committee Secretary, or designee

Scribe Qualifications:

- 1st Class Scout
- JLT Training
- Regular access to computer and printer
- Must be able to prepare records in neat hand writing or using a computer and suitable software

Counts toward rank: Star, Life, Eagle

Length of term: 4 months (March-June, July-October, November-February)

Scribe duties:

- Regularly attend Troop meetings, Troop campouts, and Troop events during his service period.
- Attend and keep a log of Patrol Leaders' Council (PLC) meetings.
- Read the minutes from the last PLC meeting.
- Ensures that attendance is taken weekly by at Troop meetings and at all other Troop outings or events, and submits the attendance roster to the Troop Advancement Coordinator.
- Assist in the development of a duty roster for each Troop outing or campout.
- Under Troop Treasurer supervision, collect money for buying food for Troop events.
- Promptly submit any and all financial documents for any Troop expenses or income to the Troop Treasurer.
- Work with the Troop Committee member responsible for finance, records, and advancement.
- Following each Troop outing, event, service project, or campout, obtain a record of the Scouts and Leaders in attendance, including the number of days and nights camped, and submit one copy to the Troop Advancement Coordinator, and on copy to the Troop Historian for inclusion in Troop records.
- Ensure that all Troop forms are the most current version and up-to-date copies are on file in the Troop storage closet.
- Issue a current copy of the Troop Handbook, latest copy of Troop Roster, Patrol roster, Camper's Checklist, Personal Health and Medical Record (class 1, 2, & 3), and Boy Scout Uniform Inspection Sheet, to each new Scout and his parent(s) at their first meeting with the Troop. Have the new Scout sign for the Handbook on a document you develop and submit it to the Troop Historian or Adult Troop Librarian for inclusion in the Scouts' member folder.
- The Scribe is responsible for setting up and collecting all information to be displayed on the sign-up table during Troop meetings and events.
- Attend 2/3^{rds}, or more, of all Troop meetings during his service period.
- Attend 2/3^{rds}, or more, of all PLC meetings during his service period.
- Attend 1/2, or more, of all Troop campouts during his service period.
- Set a good example and be a positive role model to the Troop membership through cheerful service and following the ideals and principles of Scouting.
- Wear the full class "A" Scout Uniform correctly to all Scout meetings, outings, activities and functions during his service period.
- Live by the Scout Law and Scout Oath.
- Demonstrate Scout spirit.