



Troop 308 Leadership Position Description Troop Scribe

General Information:

Type: Appointed by the Scoutmaster

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps 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.

Qualifications:

Age: None

Rank: None

Experience: None

Attendance: 50% over previous 6 months

Performance Requirements:

Training: You must attend the troop Junior Leadership Training even if you have attended in the past.

Attendance: You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meeting, outings, and service projects. If your attendance is low, or if you have 3 unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

General Leadership Responsibilities:

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all 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 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 the Assistant Senior Patrol Leaders are ready to assume your responsibilities.

Specific Leadership Responsibilities:

Attends and keeps a log of Patrol Leaders' Council meetings.

Records individual Scout attendance and dues payments.

Records individual Scout advancement progress.

Works with the Troop Committee members responsible for records and finance.