

Troop 46
Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader
Term: 6 months
Reports to: Assistant Senior Patrol Leader
Description: The Scribe keeps the troop records. He records the activities of the PLC meetings and scout attendance at troop meetings
Comments: To be a good Scribe you need to attend all troop and PLC meetings

QUALIFICATIONS

Age: none
Rank: none
Experience: 6 months in troop
Attendance: 85% over previous 6 months

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 all troop meetings, Patrol Leader's Council meetings, outings and service projects. If your attendance is low, 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 of the parts of the troop uniform 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 will assume your responsibilities

SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends and keeps a log of PLC meetings
Records individual scout attendance
Works with the Troop Committee member responsible for records