

Troop 346

Leadership Position Description

Troop Scribe

General Information

Type: Appointed by the Senior Patrol Leader with approval by the Scoutmaster.

Term: 6 months

Reports to: Assistant Senior Patrol Leader and Troop Advancement Committee Chairman.

Description: The Scribe keeps the troop records. He records and publishes the activities of the Troop Leadership Committee and keeps a record of Scout attendance at troop meetings.

Comments: To be a good Scribe you need to attend nearly all troop and Troop Leadership Committee meetings.

Qualifications

Age: none

Rank: 1st class or above

Experience: none

Performance Requirements

Training: You must attend the troop Junior Leader Training even if you have attended in the past. Meet with the past Scribe.

Attendance: As a leader in the Troop, regular participation is expected at Troop Leadership Committee meetings, weekly troop meetings, patrol meetings, special events and campouts.

Specific Leadership Responsibilities

- Attends, keeps minutes and publishes a log of Troop Leadership Committee meetings. Distributes copies to each TLC member and the Adult Leaders, and posts them on the Troop bulletin board.
- Submits a monthly report of Troop activity to All Saints Lutheran Church suitable for publication in their bulletin.
- Records individual Scout attendance at Troop functions (with help from Assistant Patrol Leaders).
- Writes letters on behalf of the Troop (letters of inquiry, thank you letters, invitations to guests, etc.). Scribe is responsible for having the letters reviewed by the assigned Assistant Scoutmaster before mailing. Scribe to keep a file of all correspondence.
- Handles mailing of correspondence to Scouts and leaders.
- Keeps the roster of active and in-active scouts and the troop leadership organization chart current.
- Records advancement in troop records and on the Troop Advancement chart.
- Works with the Troop Committee members responsible for records and advancement.
- Works with younger Scouts to meet leadership and advancement goals.
- Assists in the next Scribe's transition.

General Leadership Responsibilities

Uniform: Set the example by wearing your uniform correctly.

Behavior: Set a good 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 or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing in which you're required to serve as Scribe. You also need to make sure that someone will assume your responsibilities and is prepared.

Personal Goals

In addition to the responsibilities listed above, set at least two personal goals for this position:

- _____

- _____

Scout Signature & Date

Assistant Scoutmaster Signature & Date