

# Troop 995 - Troop Scribe Duties and Goals



**Job description (basics from the *BSA Junior Leader Handbook*):** The Scribe keeps the troop records. He records the activities of the patrol leaders' council and keeps a record of advancement and Scout attendance at troop meetings.

**Qualifications:** "1<sup>st</sup> Class" rank

**Term of Office:** 6 months (March thru August and September thru February)

- Scouts shall not serve more than 2 consecutive terms per office.

**Attendance:** Attendance of our Troop Leadership at meeting and activities is not only expected, but is also a responsibility of the position. Attendance at 75% of all Troop functions will be considered a **minimum** requirement for Troop Officers.

**Reports to:** (ASPL) Assistant Senior Patrol leader.

## **Scribe duties:**

- Attends monthly PLC meetings and keeps a log of each in a designated folder
- Briefly summarizes prior month's PLC "minutes" at beginning of each PLC meeting
- Gives a copy of each month's PLC "minutes" to the: SPL, ASPL, Scoutmaster and Committee Chairperson at the next regular Troop Meeting
- Records individual Scout attendance
- Keeps track of individual Scout advancement progress for the SPL
- Works with the troop advancement chairperson to ensure that rank advancement and merit badges are properly recorded.
- Keeps the troop bulletin board up to date
- Sets a good example **ANY WHERE, ANY DAY, and ALL DAY**
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout spirit

You are the SPL's expert when it comes to recordkeeping. It is up to you to have the information he needs on Scout attendance, advancement, and merit badges. Also, at the PLC, you take good notes, publish formal minutes, and make sure that **ALL** members of the PLC are updated if they miss a meeting