



## Troop 401

### Leadership Position Description

# TROOP SCRIBE

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#### GENERAL INFORMATION

- Type:** Elected by the members of the Troop
- Term:** 6 months - (may serve consecutive terms)
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Troop Scribe keeps troop records. He records the activities of the Patrol Leaders' Council (Greenbar) and keeps a record of 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. Non-voting member of the Patrol Leaders Council.

#### QUALIFICATIONS

- Age:** none
- Rank:** Scout rank or Higher
- Experience:** none
- Attendance:** 50% over previous 6 months

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** To receive credit for this position, you must have an average attendance record of at least 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three 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 of the 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, Law and Outdoor Code 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 log of Patrol Leaders' Council (Greenbar) meetings
- Records individual Scout attendance and uniform inspection results
- Records individual Scout advancement progress
- Works with the Troop Committee member responsible for records