



TROOP 52 - SCRIBE

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader or Scoutmaster

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records the activities of the Junior Leaders' Council and keeps a record of dues, uniform inspections, and Scout attendance at troop meetings.

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

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 60% over six 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 60% of all troop meetings, outings, and service projects. If your attendance is low, or if you have three (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 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 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 Records for individual Scout attendance and dues payments. Records must be forwarded to the Advancement Coordinator.

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

Scout Name _____

Scribe dates _____

Scout's Agreement

I have read the job descriptions for this position. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

(signature)

(date)

Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the troop.

(signature)

(date)