

Troop 136 Scribe Duties

Job Description:

The Scribe keeps the troops records. He records the activities of the Patrol Leaders' Council, troop meetings. He keeps attendance records of the PLC, troop meetings, and outings.

Reports to: Assistant Senior Patrol Leader

These items must be accomplished to the best of the scout's ability, or completed to the satisfaction of the troop's Scoutmaster in order to receive credit for this troop level position of responsibility. The Scout will be expected to complete a "Self Assessment" form and present it at the Scoutmaster Conference upon conclusion of this positions term.

Term: 6 months

DUTIES:	April / Oct	May / Nov	June / Dec	July / Jan	Aug / Feb	Sept / March
Attends and keeps the logs of the Patrol Leaders' Council, troop meetings, and outings						
Records troop attendance at the Patrol Leaders' Council, troop meetings, and outings						
Works with Patrol Leaders to record individual scout advancement progress						
Works with the troop committee member responsible for records						
Works with the troop Historian to track historical records						
Works with committee member assigned to track days camped for each member of the troop						
Sets a good example						
Wears the Scout uniform correctly						
Lives by the Scout Oath and Law						
Shows Scout Spirit						

Qualifications for the Scribe Position:

- Be age 14
- Star or higher
- Demonstrated outstanding leadership skills
- Served successfully for one term as Patrol Leader or Troop Guide
- Be a member of the Boy Scouts for at least one year
- Must have completed or are planning on attending Troop Leadership Training
- Must have actively participated in short and long term camping with the Troop