



## TROOP SCRIBE

### GENERAL INFORMATION

**Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Scribe keeps the troop records. She records the activities of the PLC and keeps a record of dues, advancement, and Scout attendance at troop meetings. Information needs to be delivered to the Troop Advancement Chairman on a regular basis.  
**Comments:** To be a good Scribe you need to attend nearly all troop and PLC meetings.

### QUALIFICATIONS

**Experience:** Patrol Scribe  
**Attendance:** 50% over the previous 6 months

### PERFORMANCE REQUIREMENTS

**Training:** You must attend the Troop Leader Training (TLT) even if you have attended in the past.  
**Attendance:** You are expected to attend 60% of all troop meetings, PLC 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. Lead by example at all times.  
**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call your PL or ASPL 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

- **Act as the recording secretary for PLC meetings** - She will fully complete the meeting plan worksheets. She will make one set of copies to be provided to the SM. Then, the other set goes into the PLC notebook, which is kept by the SPL.
- **Records individual Scout attendance at all functions** - In situations where she himself cannot be present, she needs to assign a replacement and make sure her replacement understands her responsibilities. Attendance records will be provided in a timely manner to the TC Advancement Chair to update Troop advancement records.
- **Collects permission slips and fees for troop activities** - She will turn over collected activity fees and permission slips to one of the Assistant Scoutmasters, the TC Finance Chair, and to the SM as soon as possible after the due date occurs.
- **Records sign-ups for campouts**, which becomes the Camping Roster and provide it to the SPL. After the campout, she will document the final roster of the function and provide a copy to the TC Advancement Chair. On that list, she will indicate which Scouts and adults have earned nights towards Polar Bear Award requirements during the proper months. She will also

provide a copy of the attendance to the Troop Historian.

- **Serves as a contributing member** to the PLC and attends the monthly meetings, but is not a voting member.
- **Write letters on behalf of the Troop** - letters of inquiry, thank you letters to all who assist the Troop in any way, invitations to special guests to Troop events, and to Webelos who visit the Troop. Some letters may be at the request of leaders, but most should be spontaneous when an outside individual has assisted the Troop. Letters should be brought to Troop meetings whenever possible to be approved before mailing, and so that the Troop is aware of what correspondence is being mailed out in its name. A file of all such correspondence is to be kept by the Scribe.
- **Works with the Patrol Scribes to document patrol activities.**
- **Works with the Troop Historian to file records of activities.**