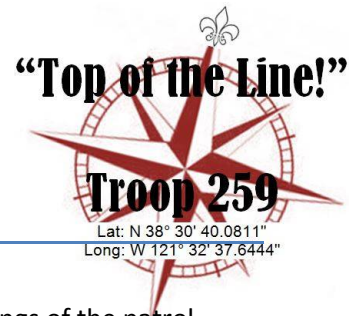


Scouts Name: \_\_\_\_\_

## Troop 259 Position of Responsibility Record



# Scribe

### Job Description:

The scribe is the troop's secretary. Though not a voting member, he attends meetings of the patrol leaders' council and keeps a record of the discussions. He cooperates with the patrol scribes to record attendance and dues payments at troop meetings and to maintain troop advancement records. A member of the troop committee may assist him with his work.

**Position Coordinator:** Assistant Scoutmaster or Committee Member/Scribe

**Qualifications:** First Class

### Required Duties of Scribe:

- Attend and keep a log of patrol leaders' council meetings.
- Record attendance and dues payments of all troop members.
- Record advancement in troop records and on the troop advancement chart.
- Work with the appropriate troop committee members responsible for finance, records, and advancement.
- Handle correspondence appropriately.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

### Additional Guidelines Assigned by Troop:

- Participate in ILST annually.
- Receives PLC meeting agenda and distributes to all PLC members.
- Sends out the minutes of the plc meeting to SM for review within 3 days after said meeting for APPROVAL. After approval, then ensure it is distributed to PLC.
- Updates attendance to events on Troops online software package.
- Attend the PLC meeting. Attend 75%. Actual % \_\_\_\_\_
- Consider participation in a NYLT course.

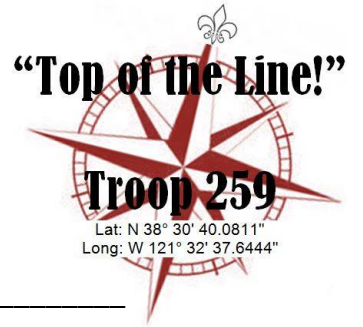


Scouts Name: \_\_\_\_\_

Troop 259 Position of Responsibility Record

Troop 259 Review for:

**SCRIBE**



Credit from: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Position Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

Scoutmaster Approval: \_\_\_\_\_ Date \_\_\_\_\_

Record activity or task you completed and the date that the assignment was completed in the table below. Each activity must be initialed by your assigned adult leader or Scoutmaster. Follow the attached generalized and specific duties for your position. **It is your responsibility to complete the tasks necessary for your Position of Responsibility and keep this form up to date.**

No	Date	Task or Activity	Position Coordinator	
			Initials	Date
1		Briefed on duties & guidelines by Position Coordinator		
2		ILST Training (annually)		
3				
4				
5				
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Position Coordinator Approval: \_\_\_\_\_ Date \_\_\_\_\_

Patrol Leader Council Approval: \_\_\_\_\_ Date \_\_\_\_\_

