

Troop Scribe

The Troop Scribe reports to the Senior Patrol Leader (SPL) or an Assistant Senior Patrol Leader (ASPL) and performs the following duties:



1. Creates and maintains attendance sheets for each Patrol. He will pass these out and collect them at each Troop meeting. He will keep these records organized and accessible in a properly labeled binder or folder.
2. He will assist the adult charged with maintaining the outing/event signup sheets. When complete, one copy will stay with the Troop Treasurer, one copy will stay with the Scoutmaster and one copy will stay with The SPL.
3. He will write and send Thank You notes, or Letters of Congratulation from the Troop as needed.
4. He will make available Menu Plan work sheets, Duty Roster work sheets and equipment tracking logs for each Patrol during outing planning when required.
5. He will monitor supplies of the above mentioned work sheets and requisition additional copies from the assigned adult as supplies run low. This adult may be the Troop Committee Chair or someone else that they have appointed.
6. He will take attendance at Troop events. He will add any late additions to the roster. This information is to be brought to the SPL and the Adult Leader responsible for the outing. The Scribe will compare the actual attendance to the signup sheet and report any discrepancies to the SPL. The designated replacement for the scribe will usually be an ASPL.
7. He or the Troop Historian are responsible for collecting the weather information and recording items of interest that happened during the outing.
8. He will be asked to complete additional special projects and is expected to follow through in a timely manner. He will keep the adult responsible informed as to his progress and report any problems that may affect the previously agreed upon completion date.
9. He is responsible for collecting the names of candidates for Troop wide office, creating a ballot and conducting the elections.
10. He is responsible for maintaining the information "white board" in the display case. He will post dates for upcoming events or deadlines for Scoutmaster Conferences, Boards of Review or last day to sign up for events. He will also write the meetings announcements on the large dry erase board located in the meeting room proper.
11. Lives by the Scout Oath, the Scout Law and shows Scout Spirit.
12. Enthusiastically and correctly wears the Scout uniform.
13. Sets a good example for others.
14. Assists in training his replacement.

This position can be used to satisfy Position of Responsibility requirements for Star, Life and Eagle.

Qualifications:

1. Has attained the rank of Tenderfoot
2. Active in the troop for at least 6 months
3. Has not previously held this position for 2 terms
4. Appointed by the SPL