



Boy Scout Troop 152

Troop 152 Troop Scribe Position Description



General Information

Description: The Scribe keeps the Troop records. He records the activities of the Patrol Leaders' Council and keeps a record Scout attendance at Troop meetings.

Type: Appointed by the Senior Patrol Leader

Term: Six months

Reports To: Assistant Senior Patrol Leader

Mentor: Assistant Scoutmaster

Qualifications

Rank: None

Experience: None

Attendance: 75% of Troop activities over the previous six months

Responsibilities

- Attends and records minutes of Patrol Leaders' Council meetings.
- Writes letters of thanks or acknowledgement on behalf of the Troop.
- Publishes Troop Meeting plans.
- Records individual Scout attendance.
- Works with the Troop Committee members responsible for records.

Expectations

- Complete position-specific Junior Leader Training.
- Attend all (or nearly all) Troop functions. Be on time. Notify the ASPL in advance and appoint a replacement if you cannot attend an event.
- Set a good example by wearing your uniform correctly (complete uniform, shirttail tucked in, all required badges in their correct locations).
- Set a good example by living the Scout Oath and Law and exhibiting Scout Spirit in your everyday life.
- Train and transition responsibilities to successor



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Objectives

- Document Troop Meeting plans and distribute via email each week, three days prior to the Troop meeting.
- Record Troop attendance each week and submit to SPL.
- Document action items on the PLC Action Log and distribute via email.
- Write at least one letter of thanks or acknowledgement on behalf of the Troop.
- Institute at least one significant, lasting improvement in Troop operations.