

# TROOP 955, TROOP SCRIBE

## General

The Scribe records the minutes of the Patrol Leaders' Council (PLC) and works with the Scoutmaster, Troop Committee Chair and Advancement Chair to generate and maintain other troop and patrol records

## Qualifications/Appointment:

- Appointed by Senior Patrol Leader with Scoutmaster approval.
- First Class Rank or higher
- May not serve three consecutive terms
- Reports to: The Assistant Senior Patrol Leader designated by SPL.

## Troop Scribe duties:

- Attend, take notes and generate detailed minutes of Patrol Leaders' Council (PLC) in a manner directed by the Scoutmaster and in narrative form detailing things discussed, results of voting, etc. Attendance expectation 90%
- Within 5 (five) days of a PLC meeting, forward an electronic copy of the PLC minutes to the Scoutmaster so that they may be approved and posted to the Troop website.
- Upon approval of the minutes send an electronic copy to the SPL , ASPLs and SM.
- Record attendance at all troop meetings.
- Provide attendance reports to the Scoutmaster.
- Records attendance at all troop outings and events
- Provide activity attendance reports to the *Troopmaster* or *Scoutbook* administrator.
- Maintains the 'black box' of troop forms which is stored in the troop closet ensuring a steady supply of regularly used forms.
- Keeps a record of all patrol meetings from Patrol minutes.
- Maintain a copy of all patrol minutes submitted.
- Keeps a record of attendance at patrol meetings and events reporting this information to the Scoutmaster on Jan 1, April 1, July 1 and October 1..
- Participate in outings. Attendance expectation 60%
- Attend troop meetings. Attendance expectation 80%

- Set a good example as a leader.
- Wear the field uniform (class A) correctly to all regular troop meetings, religious services and as directed by troop policy.
- Live by the Scout Oath and Law.
- Show Scout spirit.