



Scribe Leadership Position Description

Position Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

General Information

Type: Appointed by the Senior Patrol Leader with Scoutmaster Approval

Term: 6 months to 1 year

Reports to: Assistant Senior Patrol Leader with assistance from an adult mentor.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

Qualifications:

Age: Under 18 years of age

Rank: none

Experience: none

Troop Attendance: 50% over previous 6 months

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. Sets a good example at all times.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster 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.

Training: Attends Leadership Training, even if has in the past.

Specific Leadership Responsibilities:

Attend and take minutes of Patrol Leaders' Council (PLC). (60%)

Distribute PLC minutes to PLC members and adult leaders in a timely manner.

Record advancement on troop advancement chart.

Demonstrate scout spirit.



Scribe Leadership Tracking Card

Name: _____

Date Appointed: _____

Patrol: _____

Date Appointment Ends: _____

Performance Requirements/Tracking: All requirements must be *completed, initialed and dated by appropriate person* to receive FULL leadership credit. Visit with the SM (or designee) after appointment to start requirements, and then visit the Advancement Chair, with this card completed after the term.

After Appointment: ASM/Adult Mentor _____ Briefed on duties and responsibilities

- _____ Attends Leadership Training (when)
- _____ Works with the ASPL to determine what goals should be set during term
- _____ Meets with ASPL and reviews progress 6 weeks after appointment
- _____ Meets with Mentor/ASM and reviews evaluation 3 months after
- _____ Meets with ASPL and reviews progress 5 months after appointment

At term completion:

- _____ Discuss leadership skills and next steps with Mentor
- _____ Submit a short written report to the SM overviewing experience
- _____ Submit completed leadership card to Advancement Chair

This form is due at the next meeting following current leadership period. If this form is completed midterm to satisfy a rank requirement, it **MUST** also be completed again at the end of the leadership period, during which time the Scout continues to serve this position, in order to receive credit for the remainder of the leadership period.

Credit from ___/___/___ to ___/___/___ _____

Date: ___/___/___ _____ Advancement Chair Signature