# Scribe

The Scribe records the minutes of the Patrol Leaders' Council (PLC) and works with the Troop Committee Secretary and Advancement Chair

## Qualifications:

* Elected by Troop
* First Class Rank or higher
* Term: Serves 6 consecutive months, not to exceed two executive terms
* Term exceptions with Scoutmaster approval

**Reports to:** The Assistant Senior Patrol Leader and Scoutmaster

**Trained by:** Assistant Senior Patrol Leader with assistance of ASM, and Troop Committee Chair/Secretary

## Troop Scribe duties:

* Attend and take minutes of Patrol Leaders' Council (PLC).
* Arrive 10 minutes before the start of troop and PLC meetings.
* Communicate and respond in a timely manner with Scouts and Troop Leadership
* Distribute copies of PLC minutes to PLC members and adult leaders in a timely manner.
* Works in conjunction with Webmaster to post Troop information/events
* Announces upcoming events, Cost and Cut-off Dates & directs scouts to sign-up sheet.
* Record attendance at all troop meetings, outings, and other activities.
* Record advancement on troop advancement chart.
* Share records with the troop committee secretary and advancement chair.
* Participate in outings. Attendance expectation 65%
* Attend troop meetings. Attendance expectation 80%
* Set a good example.
* Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
* Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
* Live by the Scout Oath and Law.
* Show Scout spirit.

