



Troop 608 Leadership Position Description

SCRIBE

GENERAL INFORMATION

- Type: Appointed by the Senior Patrol Leader
- Term: 6 months
- Reports to: Assistant Senior Patrol Leader
- 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.
- Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings. This position can be used for Star, Life or Eagle advancement.

QUALIFICATIONS

- Age: None
- Rank: None
- Experience: None
- 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.
- Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must contact 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 is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attends and keeps a log of Patrol Leaders' Council meetings.
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress.
- Works with the Troop Committee members responsible for records and finance.