



Troop 307 Leadership Position Description

TROOP SCRIBE

GENERAL INFORMATION

- Type: Appointed by the Senior Patrol Leader.
Term: 6 months.
Reports to: Assistant Senior Patrol Leader.
Description: The Troop Scribe keeps the troop records. He records the activities of the Patrol Leader's Council and keeps a record of dues, advancement, fund raising and attendance at troop meetings.
Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leader's Council meetings.

QUALIFICATIONS

- Age: none.
Rank: Scout or higher.
Experience: none.
Attendance: 75% over the previous six (6) months.

PERFORMANCE REQUIREMENTS:

- Training: You must attend the troop Junior Leader Training even if you have attended in the past.
Attendance: You are expected to attend 75% of all troop meetings, Patrol Leader's Council meetings, outings and service projects. If your attendance is low, or if you have three (3) absences in a row, you can be removed from office.
Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform: Set the example by wearing the 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 Scout 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 call the Assistant Senior Patrol Leader or Senior Patrol Leader 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 Leader's Council meetings.
- Records individual Scout attendance.
- Records individual Scout Advancement progress.
- Works with the Troop Treasurer to learn and help keep records about troop finance.