



Boy Scouts of America

Troop 89

Troop Scribe

Job Description

1. Maintain a listing of all patrol Scribes and contact information, being careful to note when they assumed their position within the troop.
2. Provide to each patrol scribe at every troop meeting two (2) blank copies of the weekly attendance sheets for them to complete in their patrol meeting. Be sure they return one copy to you before the patrol is dismissed at the end of the meeting. The second copy is to be maintained by the patrol leader in the patrol book.
3. Maintain the troop records for these attendance reports to they are available for comparison should copies be missing from the patrol books. Post these records into a spreadsheet for them to be available to the adult leaders when required.
4. Take notes at the Patrol Leaders Council meetings (PLC). These notes should then either be written neatly or typed and maintained in the Scribes notebook, including an agenda for each PLC.
5. Once these notes have been compiled, they are to be emailed to the troop via the broadcast troop email. This email will also include which patrol has the opening and closing at the next Troop meeting.
6. Maintain accurate records of camping attendance at all camping trips and give same to the Advancement Committee for camping nights to be posted.
7. Have monthly meetings with the Troop 89 Secretary to review records and work completed.
8. Transition of Troop Scribe to his replacement will include passing all of the above, current information to the new Troop Scribe.
9. Wear complete uniform at all Troop functions.
10. Is expected to be at all Troop campouts and summer camp except in extreme situations as agreed upon by the Scoutmaster.