**Scribe**

The Scribe records the minutes of the Patrol Leaders' Council (PLC) and works with the

Troop Committee Secretary and Advancement Chair

**Qualifications:**

• Voted in with majority vote of the troop, with

Scoutmaster approval

• Tenderfoot Rank or higher

• May not serve consecutive terms

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

**Trained by:** Assistant Senior Patrol Leader with assistance from the Assistant Scoutmaster

for Older Scouts

**Troop Scribe duties:**

• Attend and take minutes of Patrol Leaders' Council (PLC). Attendance expectation 80%

• Arrive 5 minutes before the start of troop and PLC meetings.

• Distribute copies of PLC minutes to PLC members and adult leaders in a timely

manner.

• Record attendance at all troop meetings, outings, and other activities.

• Maintain the monthly newsletter the “Compass” and distribute to scouts, leaders, and parents on a monthly basis before the first meeting every month.

• Share records with the troop committee and asst. scoutmasters.

• Attend monthly Patrol Leaders' Council (PLC) meetings. Attendance expectation

80%

• Participate in outings. Attendance expectation 80%

• Attend troop meetings. Attendance expectation 80%

• Set a good example.

• Wear the field uniform (class A) correctly to all formal troop outing and religious services.

• Wear the activity uniform (class B t-shirt) to all general troop meetings, outings and other troop activities.

• Live by the Scout Oath and Law.

• Show Scout spirit.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to meet and try to exceed the expectations listed above.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to hold the above scout accountable and help them meet the requirements above.