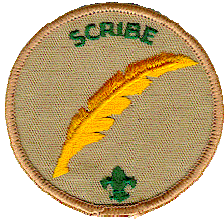


Troop 43 Job Descriptions – Scribe



Scribe

Job Description: The Scribe is the record-keeping officer of the Troop. He records the activities of the patrol leaders' council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

- Reports to: **The Assistant Senior Patrol Leader**
- Minimum Rank: **First Class**
- Minimum Time in Troop: **1 yr**
- Prerequisite Offices: **None**
- Appointed by: **ASPL, with approval of SPL and Scoutmaster**
- Term/Limitations: **6 months/1 yr**

Scribe Duties:

- Attends and keeps a log of patrol leaders' council meetings.
- Records individual Scout attendance at troop meetings.
- Handles correspondence appropriately.
- Sets a good example.
- Enthusiastically and correctly wears the Scout uniform.
- Lives by the Scout Oath and Law.
- Shows and helps develop Scout Spirit.
- Attends most Scout meetings and camping trips.