Job Title:	Scribe	Group:	Patrol Leader's Council
Details:	Appointed by Senior Patrol Leader	Term:	6 months
Reports to:	Assistant Senior Patrol Leader	Minimum Age:	12 years
Mentor(s):	(as assigned)	Minimum Rank:	First Class or higher
Experience:	None required	Updated:	1/17/24

Job Description

ROLE AND RESPONSIBILITIES

The scribe is the troop's secretary. Though not a voting member they attend meetings of the patrol leaders' council and keep a record of the discussions. They record attendance at troop meetings and events and help the scouts work with the Advancement Chair to record the individual scout's advancement. The scribe will also work closely with their Mentor to create the weekly newsletter and ensure all relevant information is documented and distributed to the Troop.

- Attend all PLC meetings and take notes for meetings
- Record individual Scout attendance at meetings and events
- Help individual Scouts record advancement progress
- Send correspondence from the troop as necessary
- Write content for a newsletter
- Work with Historian & Webmaster to ensure the newsletter gets posted in a timely manner
- Work with the troop committee member responsible for records (Heather M)

QUALIFICATIONS AND REQUIREMENTS:

- Attend a majority of troop meetings (3 out of 4 monthly) and Court of Honors (3 out of 4 annually)
- Attend a majority of PLC quarterly meetings, PLC training sessions and annual planning meeting
- Attend half of all troop campouts (6 out of 12 annually)
- Check and respond to troop emails/correspondence on a consistent basis
- Set a good example by living the Scout Oath and Law in your everyday life
- Live by the Scout Oath and Law
- Show and helps develop Scout spirit within the Troop
- Wear the Scout uniform correctly

PREFERRED SKILLS AND ITEMS:

- Attention to detail
- Solid understanding of note taking
- An email account that is included in the troop group email (for sending updates)
- A Facebook account (for posting to Troop's Facebook Group)
- Canva experience is a plus

Scout:			Date:	
Parent:			Date:	
Mentor:			Date:	