

Scribe

- The Scribe is the troop’s secretary. Though not a voting member, he attends meetings of the Patrol Leaders’ Council and keeps a record of the discussions. He cooperates with the patrol Scribes to record attendance and dues payments at troop meetings and to maintain troop advancement records. A member of the troop committee may assist him with his work.
- The Scribe keeps the troop records. He records the activities of the Patrol Leaders’ Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.
- The Scribe is appointed by the senior patrol leader.

As Scribe, I will keep my Troop informed about activities:

- Record on the web site an account of every PLC and Troop meeting
- Collect attendance and dues at every Troop meeting and give to the Treasurer
- Arrange for a replacement Scribe for activities as needed
- Publish 6 newsletters about the Troop's activities
- Wear my uniform correctly, set a good example, practice the Scout Oath and Law
- Fulfill the requirements of this position for 6 months

Signed: _____

Date: _____