



Troop 306 Scribe Handbook

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Scribe Leadership Card
Scribe's Report to ASPL

- 1. Enter your name and the date that you started this position.**
- 2. Read and understand the enclosed material.**
- 3. Photocopy and use enclosed forms where appropriate.**
- 4. Bring this binder with you when you have a job review or board of review.**
- 5. At the end of your term, return this binder to your Leadership Position Coordinator.**

Name	Start Date	End Date

Scribe Leadership Card

Name: _____

Patrol: _____

Job Description: The scribe keeps the troop records. He records the activities of the patrol leaders' council and keeps a record of dues.

Leadership Position Coordinator: Assistant Senior Patrol Leader

Duties of Troop Scribe:

- Must attend Troop Leadership Training.
- Write letters on behalf of the Troop, Thank You letters to all who assist the Troop in anyway, invitations to special guest to Troop events, and to WEBELOS who visit the Troop. Letters should be brought to Troop meetings whenever possible to be approved before mailing and so that the Troop is aware of what correspondence is being mailed out in its name. A file should be maintained of all such correspondence by the Scribe.
- Act as recording secretary for the Patrol Leaders Council (PLC) meetings, in particular, noting action items and who is responsible for the action.
- Based on discussions at PLC, prepare the final Troop meeting plans and distribute to SPL, Patrol Leaders and Scoutmaster.
- Based on discussions at PLC, prepare the final monthly Troop Outdoor Program Plan and distribute to SPL, Patrol Leaders, and Scoutmaster.
- Meets with Scoutmaster regularly to review accuracy of minutes
- Collects leader reports at the PLC and incorporates them into the PLC minutes.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Position Coordinator

Date/Initials

- _____ Briefed on duties and responsibilities
- _____ Keep accurate notes from the Patrol Leaders Council (PLC) meetings
- _____ Sent correspondence as needed.
- _____ Complete all other Troop Scribe duties during term in office

Scribe's Report to ASPL

(Due to the ASPL by the meeting before the PLC)

Were minutes for the last months PLC meeting taken and distributed?

Including:

- *Action items?*
- *Troop meeting plans?*
- *Troop Outdoor plan?*

Was any correspondence from the Troop sent out in the last month?

If so, what?