

## **Scribe**

The Scribe records the minutes of the Patrol Leaders' Council (PLC) and works with the Troop Committee Secretary and Advancement Chair

### **Qualifications:**

Appointed by Senior Patrol Leader and Assistant Senior Patrol Leader with Scoutmaster approval

- Tenderfoot Rank or higher
- May not serve three (3) 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.
- Record advancement on troop advancement chart.
- Share records with the troop committee secretary and advancement chair.
- Participate in outings. Attendance expectation 75%
- Attend troop meetings. Attendance expectation 75%
- Set a good example.
- Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
- Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
- Live by the Scout Oath and Law.

## Scribe Self Evaluation

Scout Name: \_\_\_\_\_

I served in this position from \_\_\_\_\_ to \_\_\_\_\_

Score yourself on how you think you performed in each duty	Not Applicable	Not So Good	OK	Good	Great
Took minutes at PLC meetings					
Distributed copies of PLC minutes to PLC members and adult leaders in a timely manner					
Recorded attendance at all Troop meetings, outings, and other activities					
Recorded advancement on Troop Advancement Chart					
Share records with the Troop Committee Secretary and Advancement Chair					
Attended 75% of the Troop outings					
Attended 75% of the Troop meetings					
Attended 75% of the Patrol Leader Council (PLC) meetings					
Set a Good Example					
Wore the Field Uniform (Class A) correctly to all regular Troop meetings and religious services					
Wore Activity Uniform (Class B t-shirt) on all outings and other Troop activities					
Lived the Scout Oath and Law					
Showed Scout Spirit					
My overall fulfillment of the responsibilities for this position					

I felt my strongest areas were: \_\_\_\_\_

\_\_\_\_\_

I could have done better at: \_\_\_\_\_

\_\_\_\_\_

Scout Signature \_\_\_\_\_

Date \_\_\_\_\_

When completed, present this evaluation to the Scoutmaster for review