



JPL Troop 509 Leadership Position Description

SCRIBE

GENERAL INFORMATION

- Position:** Appointed by the scoutmaster
Term: 12 months
Reports to: Scoutmaster
Role: The scribe keeps the troop records. He records the activities of the Troop Leadership Corps (TLC) and keeps a record of advancement and scout attendance at troop meetings.
Comments: To be a good scribe try to attend nearly all troop and TLC meetings.

QUALIFICATIONS

- Age:** 12 or older
Rank: First Class rank or higher
Experience: none
Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Introduction to Leadership Skills for Troops even if you have attended in the past.
Attendance: You are expected to attend 60% of all troop meetings, TLC meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office.
Effort: When you accept this position, you agree to provide service and leadership to the troop. You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set a good example by wearing your uniform correctly. Wear all of the parts of the troop uniform, shirt tucked in, with all required badges in their correct locations.
Behavior: Set a good example by living the scout oath and law in your everyday life. Show scout spirit in everything you say and do.
Attendance: Set a good example by being an active scout. Be on time for meetings and activities. You must contact the senior patrol leader or scoutmaster if you are not going to be at a meeting. You also need to make sure that someone will assume your responsibilities when you are temporarily unable to carry out your duties.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Set a GOOD EXAMPLE (the most powerful form of leadership).
- Serve as an active member of the TLC.
- Be the recording secretary for TLC meetings, in particular, noting action items and who is responsible for the action. Based on the discussions, prepare the final troop meeting plans and distribute to the patrol leaders.
- Collect attendance/inspection records at each meeting. Provide reports to the TLC on patrol attendance and inspections each month.
- Write letters on behalf of the troop; letters of inquiry, thank you letters to all who assist the troop in any way, and invitations to special guests to troop events. Some letters may be at the request of leaders, but most should be spontaneous when an outside individual has assisted the troop. Bring letters to troop meetings before mailing for approval and so that troop members are aware of troop correspondence.