



JPL Troop 509 Leadership Position Description

SCRIBE

GENERAL INFORMATION

- Position:** Appointed by the senior patrol leader
Term: 12 months
Reports to: Senior patrol leader
Role: The scribe keeps the troop records, including the activities of the Patrol Leaders' Council (PLC) and scout attendance at troop meetings
Comments: The scribe's job requires the scribe to attend troop meetings and PLC meetings

QUALIFICATIONS

- Age:** 12 or older
Rank: First Class rank or higher
Experience: None

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Introduction to Leadership Skills for Troops (ILST)
Attendance: You are expected to attend 90% of all troop meetings and PLC meetings, 50% of all outings and 25% of all 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 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)
- Take attendance at each troop meeting and PLC meeting
- Provide monthly attendance reports to the PLC
- Be the recording secretary for PLC meetings, in particular, noting action items and who is responsible for the action
- 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.