



# Scouting America *Troop 81*:

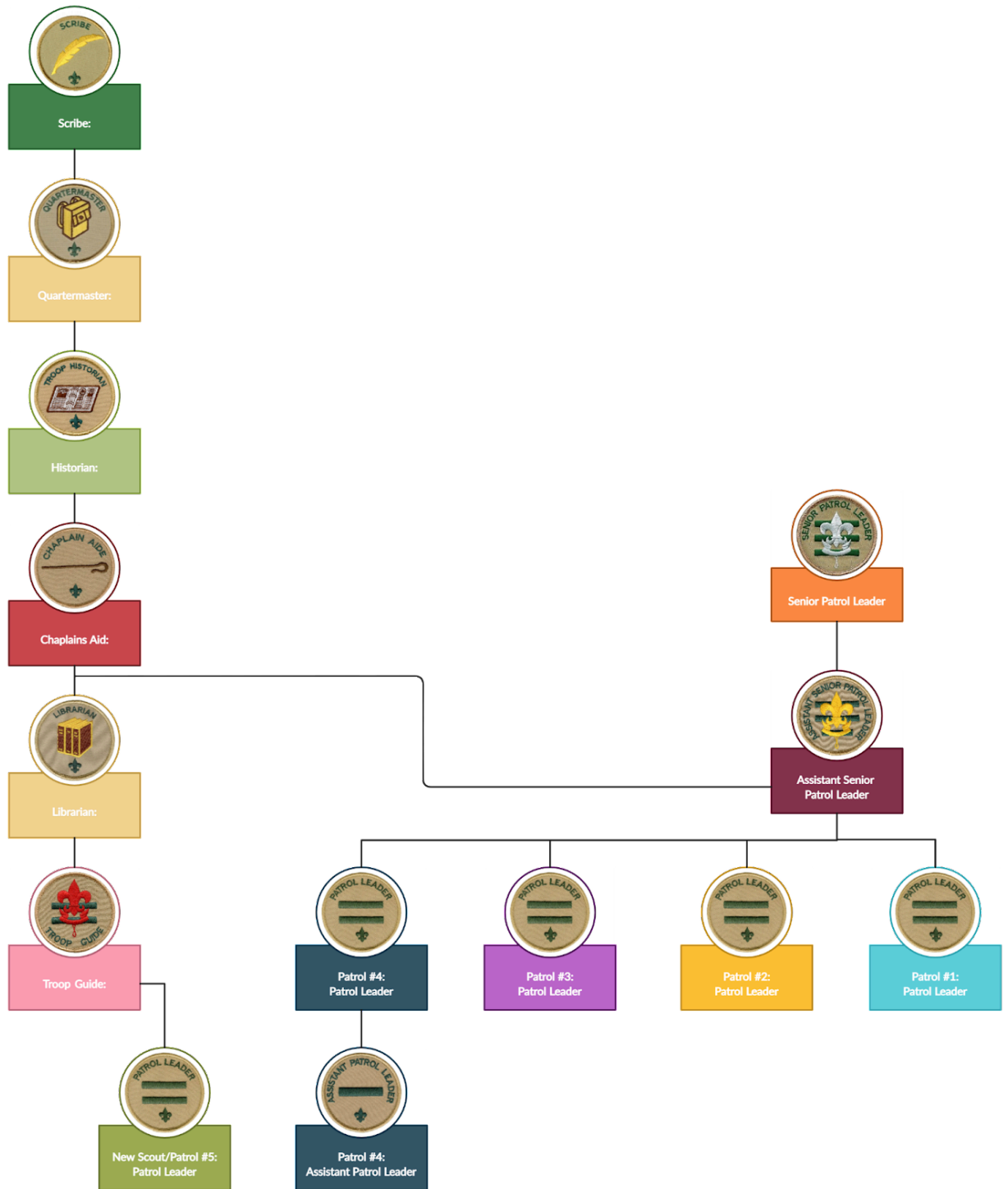
## Scribe Handbook

**Duties:** The scribe acts as Troop 81's Secretary. They must attend all Patrol Leaders Council meetings, and keep a well-written record of all discussions and outcomes. They must also work with Patrol Leaders to keep attendance during all Troop meetings and inform the Senior Patrol Leader or Assistant Senior Patrol Leader of any recurring absent members of the Troop. They must also be willing to keep a written record and attendance log of any other Troop activities deemed fit by the Senior Patrol Leader, and if unable to do so must appoint someone who can temporarily fill their position.

**Chain of Command:** The Scribe will act as a normal member of their Patrol, reporting to their Patrol Leader; However when pertaining to their duties, such as taking meeting attendance, they will report to the Assistant Senior Patrol Leader.

## **Responsibilities:**

- **Attend and keep a log of Patrol Leaders Council Meetings:** The scribe should attend all meetings of the Patrol Leaders Council and document not only the attendance of the members but a summary of all conversations and their outcomes.
- **Record Individual Scout Attendance:** During patrol meetings at the start of every troop meeting the scribe should get a report of what members from each patrol are present at the meeting.
- **Record Attendance and event logs for any other Troop events or activities deemed fit by the Senior Patrol Leader:** If there are any meetings or other miscellaneous events deemed fit by the Senior Patrol Leader where the scout must document either attendance and or the conversations made, they will be notified and will be expected to document the event.



**Edits:**

8/27/2024 Riley Ramey: Minor grammatical fixes, removed gender specific pronouns, and updated BSA to Scouting America.

2022 Coen Segerstrom: Started document and made responsibilities and summary.