

# **SCRIBE**

The primary responsibilities of the Scribe are to take attendance at Troop activities and to take notes at the Patrol Leaders Conference (PLC).

## **Attendance**

Decide how you are going to take attendance at Troop meetings and other activities. Are you going to have everyone sign in? Are you going to have a roster and check off who is present? Keep attendance sheets in the binder. Troop leaders may ask you for a copy of the attendance in order to enter it into Scoutbook or for verification of a Scout's attendance especially at overnight campouts.

## **PLC Notes**

Take relevant/important notes at the monthly PLC. In addition to emailing the notes out to the rest of the PLC and Troop leadership, the notes should be printed and kept at hand in the binder. There may be occasions where the PLC/leadership will need to look back at the notes for reference. It is easier to have them printed in the binder than having to look back through emails to find it.

## **Binder**

The binder should be brought to every Troop meeting and PLC. If you don't want to bring it to other activities, campouts etc, it is not necessary. However, you are still responsible for attendance. If you are not going to be present at something, ask another Scout to take attendance in your absence. It is still your responsibility to make sure attendance is taken.

At the end of your term as Scribe, you are responsible for passing the binder off to the next Scribe and explaining how you have been accomplishing the above tasks.