

TROOP 642 · OFFICE JOB DESCRIPTION

Scribe

MINIMUM RANK	PRIOR OFFICE	ATTENDANCE
First Class Scout	None	80% of meetings

Job Description

1. Lead by example: attend at least 80% of troop meetings in proper uniform, along with all troop campouts, summer camp, and other troop events.
2. Live by the Scout Oath and Scout Law. Let your actions at home, at school, and at Scouting events show that you know and live by them.
3. Wear the Field uniform correctly at troop meetings — proper shoes, socks, pants or shorts, belt, shirt, and merit badge sash — with the correct insignia sewn on your shirt.
4. Attend troop events — especially weekly meetings — and keep an accurate attendance record.
5. With the Scoutmaster's help, send written invitations to Webelos and Arrow of Light Scouts to visit troop events, and send a welcome note to prospective Scouts after they visit.
6. Send thank-you notes to guest speakers, and, with the Scoutmaster's help, respond to people asking for information about the troop.

Weekly Meeting / Activity Duty: Roll Call

1. When the Senior Patrol Leader calls for it, take attendance for the meeting or activity.
2. Bring a copy of the troop roster (printed or on a device) to mark attendance.
3. Ask each Patrol Leader or acting Patrol Leader:

   > *"Patrol Leader (Assistant Patrol Leader, Scout) _____, what is the condition of your patrol?"*

1. Mark each Scout who is present on the roster.
2. When all patrols have reported, tell the Senior Patrol Leader that roll call is complete.