



The Scribe is role that is very visible in the PLC meetings. It requires good organizational skills and the ability to listen carefully and take notes.

This job is responsible for keeping accurate records. This means that you will have to take careful notes at every PLC meeting. You will organize these notes into typed minutes which will be used to create the agenda for the next meeting.

Using the template that will be provided to you by The Scoutmaster, you are responsible for updating each section. This includes new and old business, attendance rosters and the section which outlines the program and service patrols for the next few months.



You will also maintain attendance records for the troop. Each week, each patrol is responsible for marking attendance records. You are responsible for gathering these records and reporting on the attendance of the patrols at each PLC.

You must also keep the listing of the troop leadership current. That means after each election, you must update the listing of patrol leaders, assistant patrol leaders, ASM's, and Troop Leaders. This list also changes for the first 6 months after a new patrol joins the troop as we rotate leadership through the new boys. The listing includes phone numbers as well as names.

