

# Boy Scout Troop 149



## Scribe



**Job Description:** The Scribe keeps the troop records. He records the activities of the patrol leader's council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

**Reports to:** Assistant Senior Patrol Leader

### **Scribe Functions:**

When you accepted the position of Scribe, you agreed to provide service and leadership to your troop. As Scribe, you are expected to do the following:

- Attend and keep a log of patrol leaders council meetings.
- Record attendance and dues payments of all troop members.
- Record advancement in troop records and on Troop/Team Advancement chart.
- Set a good example.
- Wear the Scout uniform correctly.
- Work with appropriate troop committee members responsible for finance, records, and advancement.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.
- Handle correspondence appropriately.



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## Ten Tips for Being a Good Leader

- 1** Keep Your Word. Don't make promises you can't keep.
- 2** Be Fair to All. A good leader shows no favorites. Don't allow friendships to keep you from being fair to all members of your patrol. Know who likes to do what, and assign duties to patrol members by what they like to do.
- 3** Be a Good Communicator. You don't need a commanding voice to be a good leader, but you must be willing to step out front with an effective "Let's go." A good leader knows how to get and give information so that everyone understands what's going on.
- 4** Be Flexible. Everything doesn't always go as planned. Be prepared to shift to "plan B" when "plan A" doesn't work.
- 5** Be Organized. The time you spend planning will be repaid many times over. At patrol meetings, record who agrees to do each task, and fill out the duty roster before going camping.
- 6** Delegate. Some leaders assume that the job will not get done unless they do it themselves. Most people like to be challenged with a task. Empower your patrol members to do things they have never tried.
- 7** Set an Example. The most important thing you can do is lead by example. Whatever you do, your patrol members are likely to do the same. A cheerful attitude can keep everyone's spirits up.
- 8** Be Consistent. Nothing is more confusing than a leader who is one way one moment and another way a short time later. If your patrol knows what to expect from you, they will more likely respond positively to your leadership.
- 9** Give Praise. The best way to get credit is to give it away. Often a "Nice job" is all the praise necessary to make a Scout feel he is contributing to the efforts of the patrol.
- 10** Ask for Help. Don't be embarrassed to ask for help. You have many resources at your disposal. When confronted with a situation you don't know how to handle, ask someone with more experience for some advice and direction.

