



Troop 202 Adult Position – Mentor to Scribe

Position: Mentor to Scribe

Incumbent: Mr. Evanson

- Key Tasks:
- Complete and maintain current Safeguarding Youth training and Diocese Protocol training.
 - Serve as a mentor and positive role model to the youth in the Scribe role.
 - Meet with the Scribe to set appropriate goals for the leadership term consistent with the youth job description and the troop's needs.
 - Coach the Scribe to keep an accurate journal of events and meetings, including in particular written notes of each Patrol Leaders' Council (PLC) meeting with action items, due dates, and assignments.
 - Urge the Scribe to write thank-you notes for favors and good turns shown the troop.
 - Urge the Scribe to write emails or letters of encouragement to Scouts who have been missing from troop meetings on a regular basis, letting them know they are missed and welcoming them back. (This task could be shared with the Senior Patrol Leader, Patrol Leader, or Troop Guide, as agreed among them.)
 - Remind an outgoing Scribe to turn over the Scribe notebook and any other materials or incomplete action items to the incoming Scribe.