



Roles & Responsibilities Sheet

Officer Title:	SAL National Scribe	Classification:	Appointed
Oversight Body:	SALCA	Code:	SAL/SCRIBE
Location:	INDIANAPOLIS, IN	Travel Required:	NEC & Possibly National Convention
Salary:	N/A	Position Type:	VOLUNTEER
National Legion Staff Contact:	Kevin Mook	Direct Report:	COMM/COMM Chairman

SCRIBE

FAX OR EMAIL:

Fax number or email:

MAIL:

Name

Address

City, ST ZIP Code

SCRIBE R.R.E.

Qualification Requirements:

SAL member in good standing and endorsed by your Detachment and Department

Recommended by CONA

Approved by SALCA and appointed by the SAL NATIONAL COMMANDER.

Basic knowledge of Microsoft Office Suite (e.g., WORD, EXCEL, POWERPOINT and OUTLOOK)

Extremely organized and able to process and document COM/COM actions. And send electronically within 48 hrs.

ROLE

CONGRATULATIONS!

Serving as a National Scribe of the Sons of The American Legion is a privilege and honor bestowed by your fellow members serving on the National level. You will have the unique opportunity to assist your commission or committee assigned to you and help promote the national organization's programs.

As a National Scribe, you will be called upon to document the actions of the commission or committee to which you are assigned. All documentation must be in written form. You must attend all in-person and video/phone meetings throughout the year. Meetings will include the Fall and Spring National Executive Committee meeting in Indianapolis and the annual National Convention. Additionally, you will need to participate in conference calls and video meetings with the chairman.



The elected national officers include:

- the Commander
- Five Vice Commanders

The appointed national officers include:

- the Adjutant and assistant Adjutants
- the Historian
- the Sgt-at-Arms and three assistant Sgt-at-Arms
- the Parliamentarian
- the Chaplain

Non-Officer Appointments include:

- Aide to National Commander
- * National Scribes

Responsibilities & Expectations

The duties of a Scribe are to document the actions of their respective national commission or committee. Follow the policies and procedures as outlined to archive all minutes to the national database.

- Work with the chairman and the members to ensure the COM/COM operates efficiently.
- Promote attendance at all in-person meetings, conference calls, and video meetings.
- Assist with programs, functions, and events when participating in Zoom meetings, conference calls, or in-person meetings.
- Monthly contact with your respective chairman.
- Maintain a knowledge and understanding of the commission or committee that you serve.
- Keep a log of ideas presented by all members so you may show those ideas in an organized manner when called upon by your chairman. Compile and submit electronically for in person meetings immediately and within 48 hrs. of virtual meetings.

Preparation and following the responsibilities and expectations outlined in this R.R.E. is critical to you having a great year as a National Scribe.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time