

SCRIBE

I hereby agree, as the **Scribe** of Cedarlight Grove, ADF, to abide by the following terms of my **elected position**. Should I neglect to fulfill my duties listed below, I acknowledge I may be removed from my position as well as be denied the ability to run for an appointed or elected position for a period of time to be decided by the Executive Witan.

Duties:

- The Scribe must be familiar with the Grove Organizer's Handbook and the Leadership Handbook.
- The Scribe will have completed or will be actively working on their Dedicant's Program.
- The Scribe should be accessible to all members; their phone number and e-mail address should be posted publicly to the membership.
- The Scribe should understand and have access to the library system to assist membership with checking out books.
- The Scribe should be able to mediate and divert problems that arise within the Grove.
- Attend 75% of Witan meetings from start to finish, keeping track of Witan meeting attendance and minutes. If unable to attend, appoint another Witan member to do these tasks for them

Weekly:

- Review all web content and updates.
- Send updates and changes to webscribe weekly as needed, which includes making sure Witan minutes are on the website as well as mp3's of recorded meetings.
- When necessary, update SD and PW on proposals and problems arising during WWtOO or other Grove related functions.
- Answer/acknowledge all regular Grove correspondence within 3 days and pass to appropriate person for action.

Monthly:

- Prepare witan agendas and post them at least 3 days in advance on the forum. Have printed copies available during in-person Witan meetings.
- Post Witan minutes on the forum within a week of the Witan meeting.
- Keep a tally of all vote results from Witan meetings, unanimous or not.

Yearly:

- Summarize community service, witan meeting attendance, etc for the yearly report to be submitted to the Witan and Webscribe for archiving.

Bi-Yearly

- Prepare election ballots with voter information supplied by the Membership Coordinator. Must mail these out on December 1st so members have time to fill them out and submit them to the Grove.

As Needed:

- Create and submit workshop brochures and advertisements, on paper or on web. This includes advertising activities on the CLG Facebook page and other internet media.
- Keep witan abreast of all proposals by membership.
- Attend meetings for guilds and committees as requested.
- Update and review all fliers and brochures.
- Keep archives of all meetings and documents at home and be able to submit them on disc if necessary for archiving.
- Must submit all documents to the Webscribe for Archiving.
- Must keep track and correspond all proxy votes.
- Receptionist duties - Answering e-mail as needed in the following capacity:
 - To acknowledge that the querent's e-mail has been received.
 - To keep the querent abreast of status reports pertaining to their query or proposal.
 - This does not include: making a decision, or crafting any e-mail as final solution without first consulting all of the executive Witan. All formal letters will be written and submitted by the SD for approval before they are sent off. The Scribe is only responsible for keeping correspondence up to date.

Requirements:

- Must have Excellent Organizational Skills
- Must have regular computer and internet access, as well as the ability to check e-mail several times a week.
- Must have good grammar, spelling, and punctuation.
- Must attend all Witan meetings or assign a temporary replacement to take notes.
- Must be a member of the ADF, as well as a member of Cedarlight Grove for at least a year.
- Must be available regularly for Witan Proceedings.
- Must be very familiar with Cedarlight Grove and ADF bylaws and policies.
- Must maintain a current membership within CedarLight Grove and ADF
- Must not owe funds to CedarLight Grove before being elected

Signed: _____

Date: _____