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## Scribe's Duties

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*"He who controls the past controls the future. He who controls the present controls the past."*

*George Orwell*

## 1 Your Mission

**Minutes:** Take minutes at all meetings. Especially the main guild meetings. Send them out to the list. File copies in the locker. Try hard to make minutes entertaining so people will bother reading them. Beat your predecessor until you get the minutes of the meeting at which you were elected.

**Email:** Send/answer all general email regarding the Guild. Maintain the mailing list and make sure people are added and removed in a timely fashion. Keep stock answers to send to people about what the Guild is (the discuss archive is a useful tool for this one, though there are a few in the Scribe directory). Remember to send recent applications to people being added to the list.

**Paper Mail:** We don't get too much of this, but it should be showing up in the ASA office.

**High Council's scheduling:** Make sure that the High Council as a whole does the things it needs to when it needs to. Scheduling meetings and games is the big one here to keep an eye on. If your predecessor hasn't scheduled Summer, get on that.

**Web Site:** Maintain and update the web site. Use of RCS has been somewhat spotty during different eras; a lot of files aren't actually checked in – by all means, consider upgrading to a better version control system. Things to maintain include:

- the lists of current and past High Council members
- the schedule, and the list of upcoming games
- the list of past games

**Mailing List Reminder:** Sometime in early Spring, you should send out a reminder mail to the Guild about the assorted mailing lists that the Guild maintains. A sample email can be found in  
`/mit/assassin/Scribe/StandardEmails/GuildBusiness/mailling-list-reminder.txt`.

**Sanity Checking:** Though not specifically the job of the Scribe, all members of the High Council should keep an eye out to make sure that the High Council doesn't make any stupid decisions. Precedent doesn't matter nearly as much as common sense.

## 2 Where Things Are

**Guild's locker:** `/mit/assassin/` – Most things should be pretty obvious from poking around at the top level.

**Officer Greensheets:** (including this document) `/mit/assassin/HighCouncil/Greensheets` – basic information-dumps regarding being on the High Council.

**Mailing List Passwords:** `/mit/assassin/Private/mailman.txt` and `/mit/assassin/Private/gmail.txt`

**Scribe subdirectory:** [/mit/assassin/Scribe/](#) – It's yours, and it's full of cruft left to you by your predecessors. Look through it; there's some useful information there.

*Last modified on 28 March 2014 by Jay Muchnij.*