

Job Description:

The scribe keeps the troop records. He records the activities of the patrol leaders' council and keeps a record of dues, advancement, and Scout attendance at troop meetings.



Reports to:

the assistant senior patrol leader

Scribe duties:

1. Attends and keeps a log of patrol leaders' council meetings.
2. Records individual Scout attendance.
3. Coordinates and runs Troop Elections.
4. Works with the troop committee member responsible for records and finance.
5. Sets a good example.
6. Enthusiastically wears the Scout uniform correctly.
7. Lives by the Scout Oath, Law and Motto.
8. Shows Scout spirit.

Qualifications:

1. Advanced to the rank of First Class or higher.
2. Expected to attend Junior Leader Training.
3. Been registered member of BSA for at least 1 year.
4. Been a registered member of Troop 1104 for at least 6 months.
5. Received approval of the Scoutmaster.
6. Be present at 85% of Troop meetings, PLC meetings, and outings.

By signing below, I hereby understand the duties listed above for this position of responsibility and understand that I may be removed from this position when I am unable to fulfill these duties.

Scout _____ Date _____

Parent _____