

Troop Scribe

Scout Name: _____ **Start Date:** _____ **End Date:** _____

Signature: _____ (acknowledge understanding of the duties and expectations)

Introduction: When you accepted the position of Troop Scribe, you agreed to provide service and leadership in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership with an adult troop leader.

Responsible To: Assistant Senior Patrol Leader (ASPL), Troop Advancement Chair

Adult Coach: Assistant Scoutmaster – Junior Troop Leaders

Duties:

Checkpoints					
Record attendance at Troop meetings					
Gather and report list of Scouts needing a Board of Review to Troop Advancement Chair					
Gather and report information as needed for Troop Leadership reviews					
Participate in troop meetings and activities – Attendance expectation is 75%					
Set a good example					
Wear the Scout uniform correctly to all Scouting activities					
Live by the Scout Oath and Law					
Show and help develop Scout spirit					

I = Needs Improvement / G = Good / E = Excelling

Resources: There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, Troop Committee Members and your fellow troop junior leaders. Some literature items that can help you are: Boy Scout Handbook, Junior Leader Handbook, Boys’ Life Magazine, Troop by-laws, Troop rules and policies, Troop roster, Troop Meeting Planner sheets, Activity calendars (troop, district and school), Boy Scout Requirements