

Troop Scribe

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” – Colossians 3:17

Introduction: By accepting the position of Troop Scribe, you agree to provide service and leadership to your troop. The responsibility should be fun and rewarding. This job description outlines some of the things you are expected to do while serving in this leadership role.

Advisor/Adult Mentor: Membership Chairman / Webmaster

Reports to: Assistant Senior Patrol Leader

Specific Duties:

- Record the minutes of the PLC meetings.
- Maintain troop attendance records for Troop Meetings.
- Record Scout attendance at all troop events and give a report to the Troop Historian, Scoutmaster, and Troop Scribe Advisor.
- Write articles for Troop Newsletter and Website regarding upcoming events.
- Maintain updated list of Troop members, including address, phone numbers and email address.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- Maintain an activity log of duties performed for this position, including date, description of duties and time spent.
- Other projects as assigned by your Advisor.

Participate in a conference with your advisor midway through your tenure to discuss and evaluate your responsibilities and the performance of your duties. You can always have a conference with your advisor at any time. If you feel like having a discussion, just ask.

Resources: As Troop Scribe, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, ASM's, Troop Committee Members, and other Scouts. Other resources include teachers, religious leaders, community leaders, and fellow junior leaders. There is also literature available, some of which is in the Troop Library.

Scout Agreement

I have read the job descriptions for this position. I understand the duties and responsibilities and agree to carry them out to the best of my ability. I understand that my performance in this position will be evaluated by the assigned Adult Mentor and other adult leaders on the basis of my abilities and the job description.

Scout Name

Scout Signature

Date

Adult Mentor Name

Adult Mentor Signature

Date

