

# Scribe Leadership Card

**Name:** \_\_\_\_\_

**Term:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**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. He is a non-voting member of the PLC

**Leadership Position Coordinator:** Scoutmaster

**Ranks that this job may apply toward:** First Class, Star, Life, Eagle

**Minimum Rank for this job:** Star, Life or Eagle

## **Duties of Patrol Leader:**

- ♣ Record the minutes of the PLC meetings.
- ♣ Attends annual Planning Conference
- ♣ Must attend troop JLT training
- ♣ Maintain troop attendance records for Troop Meetings.
- ♣ Collect Dues and turn them in to the Assistant Scout Master.
- ♣ Record Scout attendance at all troop events, records attendance in TroopTrack and gives a report to the Troop Historian, Scoutmaster, and Troop Scribe Advisor.
- ♣ Collects permission slips and confirms attendance for troop outings
- ♣ 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.
- ♣ Attend at least 75% of troop meetings and outings
- ♣ Enthusiastically wear the Scout uniform correctly.
- ♣ Live by the Scout Oath and Law.
- ♣ Show Scout spirit.
- ♣ Perform any additional duties as assigned by your Advisor.

I have set the following three goals during my term as Scribe:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I will develop patrol spirit by: \_\_\_\_\_

I understand that this is an important position of responsibility within the troop and agree to perform the above responsibilities to the best of my ability. I agree and understand that if I fail to perform these duties that I may be removed from office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date