

# Leadership Card

Name: \_\_\_\_\_ Patrol: \_\_\_\_\_

## Troop Scribe

**Job Description:** The scribe keeps the Troop records. He records the activities of the patrol leaders' council and keeps a record of Scout attendance at troop meetings.

### Scoutmaster Duties of Troop Scribe:

- Records individual Scout attendance for assigned color team at all troop meetings and outings
- Takes attendance at each Court of Honor
- Will serve as official note taker for recording meeting minutes, action items and directives when directed
- Responsible for assigning duties when unable to attend a troop function
- Works with troop committee member responsible for records
- Maintain completed trip files. Ensure each scout/adult have submitted permission slips.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

Requirements: All Requirements must be completed to receive FULL Leadership credit, Otherwise only partial credit may be

Attend and keep a log of 75% of patrol leader council (PLC) meetings, regular meetings, and campouts.

Briefed on duties and responsibilities. \_\_\_\_\_

Ensure attendance sheets are collected at troop meetings and campouts Assist Scoutmaster during troop elections \_\_\_\_\_

Keep a log of your experience as a scribe

This form is due within 60 days following current 6 month leadership period. If this form is completed mid term to satisfy a rank requirement, it MUST also be completed again at the end of the leadership period to receive credit for the remainder of the leadership period.

Credit from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_