

## POSITION OF RESPONSIBILITY

### SCRIBE

**Job Description:** The Scribe acts as the troop's secretary, keeping a detailed record of troop activities and attendance. This vital role supports the youth leaders in tracking progress and communicating with the troop committee.



**Reports To:** The Scribe reports to the Senior Patrol Leader with the guidance from the Troop Secretary or another adult leader as designated by the Scoutmaster.

#### Key Duties

- **Maintain Records:** Keep an accurate log of discussions at Patrol Leaders' Council (PLC) meetings. Use PLC notes to generate Troop Agenda. The Scribe also works with Patrol Leaders to record attendance at all troop activities, including meetings and Courts of Honor.
- **Manage Communication:** Share highlights from PLC meetings with the troop committee chairman and help publish key information, such as PLC meeting notices, in the troop newsletter.
- **Track Attendance:** Coordinate with patrol leaders to ensure all attendance records are given to the designated adult leader for entry into official troop records, such as Scoutbook.
- **Be a Role Model:** Wear the Scouting America uniform correctly and with pride. Live by the Scout Oath and Scout Law, demonstrate high Scout Spirit, and set a good example for the troop.

#### Prerequisites

- **Rank:** First Class or higher
- **Training:** Completed or will commit to completing Introduction to Leadership Skills for Troops (ILST) during the term.

#### Performance and Advancement Expectations:

- **Consistent Attendance:** Attend troop meetings, campouts, and Courts of Honor to effectively perform the duties of the position.
- **Attend PLC Meetings:** Consistently attend all Patrol Leaders' Council (PLC) meetings to record the discussions.
- **Complete Position Agreement:** Read and sign the troop's Leadership Position Agreement.
- **Meet with Scoutmaster:** Schedule and complete at least one conference with the Troop Secretary or Scoutmaster during your term to review your progress and discuss your personal advancement goals.
- **Maintain Records:** Keep a record of your service and duties completed.

**SCRIBE**  
Troop 54 Leadership Tracking Sheet

**Scout's Name:** \_\_\_\_\_ **Patrol:** \_\_\_\_\_

**Term Dates:** \_\_\_\_\_ to \_\_\_\_\_

Date	Activity Log (PLC notes, newsletter, etc.)

**How did your work as Scribe help the Patrol Leaders' Council and the troop run more smoothly?**

**What did you learn about the importance of accurate communication and records?**

\_\_\_\_\_  
*Troop Secretary or Scoutmaster's Signature*

\_\_\_\_\_  
*Date*