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# Troop Scribe

## Scout Leader Position Description

**Responsible To:** Assistant Senior Patrol Leader and works with troop committee member responsible for records and finance.

**Minimum Rank for this Job:** First Class

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

**Job Description:** The scribe keeps the troop records. He records the activities of the patrol leaders' council, advancement, and Scout attendance at troop meetings and outings.

### Specific Duties:

1. Attends and keeps accurate notes of Patrol Leaders' Council meetings and forward minutes to webmaster to publish on website.
2. Records individual Scout attendance in TroopMaster for all troop functions.
3. Collects dues at COH for Treasurer and records in TroopMaster.
4. Records individual scout advancement progress.
5. Work with appropriate troop committee members responsible for finance, records, and advancement.
6. Set a good example.
7. Enthusiastically wear the Scout uniform correctly.
8. Live by the Scout Oath and Law.
9. Meet Active Scout Requirement.
  1. Attend the Troop Leadership Training (TLT) session at the beginning of the term.
10. Work with ASM Advancement Chair, Treasurer, Secretary.

**I have read and understand the responsibilities I am agreeing to fulfill in taking this position. If I don't fulfill all of the job requirements as outlined above, I understand I will not receive leadership credit for this position toward rank advancement.**

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Print Name

Signature

Date



# Scribe Evaluation Form - Troop 288

This form is to assist you in satisfying the requirements for rank advancement which have been approved by the Scoutmaster. Use this form throughout your term as Scribe to record your accomplishments. Space under requirements left blank will be considered as “no effort” made on this requirement.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ to \_\_\_\_\_

Complete Troop Leadership Training.


Record attendance at all troop functions in TroopMaster.


Collect quarterly dues at COH, turn over to treasurer and record in TroopMaster.


Attend a majority of the Patrol Leader Council meetings and record the minutes of each meeting in a legible manner, forward minutes to webmaster to publish on website.


Turn necessary information over to the Troop Historian for his records.


Use the space below to list any additional accomplishments you feel contributed to fulfilling leadership requirements for this position