



Troop Scribe

Job Description

Introduction: When you were selected as Troop Scribe, you agreed to provide leadership and service in our Troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader.

Responsible to: Assistant Senior Patrol Leader (Troop)

Specific Duties:

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records attendance at meetings
- When requested, works with adult leaders responsible for finance, records, and advancement
- Sets the example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and the Scout Law
- Shows Scout Spirit

Resources: There are many resources available to you to help you do your job. These include people such as your Scoutmaster, Assistant Scoutmasters, and Troop Committee Members. There are also your fellow troop junior leaders, teachers, religious advisors, and community leaders. These are some of the literature items that will also help you:

Boy Scout Handbook
Junior Leader Handbook
Troop Program Resources Books
Boy Scout Requirements Book
Merit Badge Pamphlets

Boy's Life
Troop Handbook
Troop Roster
Troop Calendar
Troop Meeting Planning Sheets