

Leadership Card

Name: _____

Troop Scribe

Patrol: _____

Job Description: The Troop Scribe keeps the record Troop's Attendance, Uniform Compliance and Patrol Leaders' Council meeting minutes.

Leadership Position Coordinator: Troop Committee Secretary

Duties of Troop Scribe:

- Distributes meeting/campout/activity attendance sheets to patrol leaders
- Collects attendance sheets from patrol leaders, verifies information with ASPL/AJSM, and turns record into Troop Advancement Chair
- Takes attendance at each Court of Honor
- Will serve as official note taker, recording meeting minutes, action items and directives
- Attends PLC meetings and keep log of meeting activities
- Records individual Scout attendance at all troop meetings and outings
- Responsible for assigning duties when unable to attend a troop function
- Works with troop committee member responsible for records
- Works with troop committee member responsible for troop newsletter
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit
- Coordinates replacement scribe and notifies SPL and ASPL in the event that they can not attend meetings or outings
- Oversees the publication of the Troop newsletter

Requirements: All Requirements must be completed to receive FULL Leadership credit, otherwise only partial credit may be given. See the indicated adult leaders below to initial requirements.

Leadership Position Mentor: _____

Date/Initials

_____ Growth Agreement

_____ Mid-Term Evaluation

_____ End Term Review

_____ Scoutmaster Review

_____ Attend 80% of All Patrol Leaders' Council (PLC) meetings Actual percentage _____

_____ Provide prior meeting minutes

_____ Complete Troop level Junior Leadership Training within position tenure or NYLT in the past year

_____ Briefed on duties and responsibilities

_____ Ensure attendance and uniform compliance is recorded for Troop meetings and campouts

_____ Keep a log of your experience as a scribe

This form is due within 30 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 ___/___/___

Leadership Position Mentor Signature

Date: ___/___/___

Leadership Record

Name: _____ Position: **Troop Scribe**

Patrol: _____ Credit from ___/___/___ to ___/___/___