

Leadership Card

Name: _____

Troop Scribe

Patrol: _____

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

Leadership Position Coordinator: Advancement Chairman

Duties of Troop Scribe:

- Attends and keeps minutes and a log of patrol leaders' council meetings.
- Assists Troop Webmaster in keeping website information current and complete
- Records individual Scout attendance, uniform compliance & having handbook at meetings.
- Assists Advancement Adult Leaders in tracking individual scout advancement records.
- Works with troop committee member responsible for records and finance
- 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 given. See the indicated adult leaders below to initial requirements.

Advancement Chairman _____

Date/Initials

Briefed on duties and responsibilities

Ensure attendance sheets are collected at troop meetings and campouts

Assist Scoutmaster during troop elections

Attend 75% of troop meetings Actual percentage _____

Attend 55% of troop outings Actual percentage _____

Attend & take/keep minutes for Patrol Leader Council (PLC) meetings Actual _____%

Insures alternate handles role whenever unable to do it. Goal 100%; Actual _____%

Complete Leadership Training

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 ___/___/___

Leadership Chairperson Signature

Date: ___/___/___

Leadership Chairperson Record

Name: _____ Position: **Troop Scribe**

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