



## Troop 90 Leadership Position Description

### TROOP SCRIBE

#### GENERAL INFORMATION

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Troop Scribe keeps the troop records. He records the activities of the Troop Leaders' Council (TLC) and keeps a record of Troop jobs and Scout attendance at troop functions.  
**Comments:** The Troop Scribe insures that records are kept for the SPL to refer back too on what the TLC agreed on. Also informs Troop Advancement Chair who attended Troop Functions.

#### QUALIFICATIONS

- Age:** 13 or older  
**Rank:** 1st Class or higher  
**Experience:** none  
**Attendance:** 50% over previous 6 months  
**Participation:** Fundraisers & Service Projects

#### PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.  
**Attendance:** You are expected to attend 80% of all troop meetings, Troop Leaders' Council meetings, outings, and service projects. If your attendance is low you can be removed from office.  
**Effort:** You are expected to give this job your best effort.

#### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.  
**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.  
**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

#### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Attend and keep a log of Troop Leaders' Council (PLC) Meetings.  
Record attendance at troop functions.  
Work with the troop committee member responsible for records, and advancement.