



Troop Scribe

Job Description:

The Troop Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council (PLC) and keeps a record of dues, advancement, and Scout attendance at troop meetings.

Reports to: Assistant Senior Patrol Leader

Adult Mentor: Troop Committee Secretary

Troop Scribe Duties:

- Attend and keep a log of Patrol Leaders' Council (PLC) meetings
- Record attendance at troop functions
- Assist in advancement records of the troop
- Work with troop committee members responsible for finance and records
- Regularly attend troop meetings, campouts, and other events during his service period
- Set a good example of the principles of Scouting
- Enthusiastically wear the Scout Uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit

Troop Scribe Qualifications:

- First Class scout or above

Counts toward rank: Star, Life, Eagle