



## **TROOP 2**

### **Troop Scribe**

#### **General Information**

Type -	Appointed by Senior Patrol Leader or assistant
Term -	6 months
Reports to -	Senior Patrol Leader
Description -	The scribe keeps troop records of the patrol leaders meetings, attendance at regular meetings, service projects, troop events, troop activities and campouts
Comments -	To be a good scribe you must attend meetings on a regular basis and work with troop secretary

#### **Qualifications**

Age -	none
Rank -	none
Experience -	none
Attendance -	Must have had attendance of 50% in the previous 12 months

#### **Performance requirements**

Training -	Must have attended troop Junior Leader Training
Attendance -	You are expected to attend 80% of all troop meetings, 100% of Patrol Leaders Council, and 75% of outings, campouts and service projects. If your attendance is low, or if you have 3 unexcused absences in a row, you can be removed from this position.
Effort -	You are expected to give this position your best effort.

#### **General leadership responsibilities**

Uniform -	Set the example by wearing the full scout uniform correctly.
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 an example by being an active scout. Be on time for meetings and activities. You must call the senior patrol leader if you are going to be absent for an outing and attempt to find someone to assume your responsibilities.

#### **Specific leadership responsibilities**

- Do roll call at meetings and events to track attendance.
- Keep attendance logs of scout meetings, campouts and other events.
- Present attendance logs to advancement chair monthly.
- Attend all PLC meetings, keep minutes of them and distribute copies to SPL, Scoutmaster and post on bulletin board by the following Monday.



## Troop 2 Application for Leadership Position

Name \_\_\_\_\_ Age \_\_\_\_\_

Rank \_\_\_\_\_ Current position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Attendance record: Meetings \_\_\_\_\_ Campouts \_\_\_\_\_

Position being applied for \_\_\_\_\_

Why do you want this job? \_\_\_\_\_

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**Scouts agreement:** I have read the job description for this position. I understand the duties and responsibilities and if selected will carry them out as outlined in the position description.

\_\_\_\_\_  
Scout Signature

\_\_\_\_\_  
Date

**Parents agreement:** I have read the job description that my son is applying for. I will support my son in his required attendance. I understand that once in this position, my sons presence is needed for the performance of the troop and to get credit for his term of office.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scoutmaster

\_\_\_\_\_  
Advancement Chair