



Troop 97 Leadership Card

Scribe

Candidate Name: _____

Patrol: _____

Term Start Date: _____

Job Description: The Scribe keeps the Troop's records. He records the minutes of the Patrol Leaders' Council meetings and provides all information to the leadership of the unit.

Term Limits: N/A

Filled By: Appointment by Senior Patrol Leader

Leadership Position Coordinator(s): Assistant Scoutmaster(s)

Pre-Requisites to Appointment:

1. Must be at least the rank of Second Class Scout at time of appointment
2. Must have this form filled out in totality, and turned-in to the PLC Advisor

Duties and Responsibilities:

1. Attends and takes the minutes of the Patrol Leaders' Council meetings
2. Communicates the minutes to all leadership within the unit
3. Collects patrol attendance from the Patrol Leaders
4. Attends at least 75% of all Troop meetings*
5. Attends at least 75% of all Patrol Leaders' Council meetings*
6. Attends at least 55% of all Troop outings*
7. Attends the program planning meeting ("Big PLC") on _____ * **
8. Lives by the Scout Oath and Law
9. Displays outstanding and contagious Scout Spirit
10. Wears the Scout Uniform correctly and when required

After your term has concluded, the Leadership Position Coordinator(s) will determine if you have successfully completed your duties in office, which will determine the applicability of this role for rank advancement.

If cannot fulfill, timely notice **must be given to the Scoutmaster and/or PLC Advisor with a viable reasoning*

*** Typically 1-2 weekends after elections. See Scoutmaster or PLC Advisor for date*

Please Sign Accordingly in the Appropriate Areas:

As Scribe, I understand and accept responsibility for the aforementioned duties of office.

_____ (sign and date)

As the parent of the Scribe, I agree with the commitment my scout is making and promise to support them in their duties (meetings, trainings, etc.)

_____ (sign and date)

As Assistant Scoutmaster, I will assist you in successfully carrying out your duties as Scribe

_____ (sign and date)