



Junior Leader Job Description for Troop Scribe

INTRODUCTION: When you accepted the position of troop scribe, you agreed to provide service in our troop. This responsibility should be fun and rewarding. This job description provides some of the things you are expected to do while serving as a junior leader. You should make notes on this sheet as you participate in an introduction to leadership conference with an adult troop leader.

RESPONSIBLE TO: Assistant senior patrol leader (and works with the troop committee member responsible for records and finance)

SPECIFIC DUTIES:

- Attend and keep a log of patrol leaders' council meetings.
 - Record attendance and dues payments.
 - Record advancement in troop records.
 - Work with appropriate troop committee members responsible for finance, records, and advancement.
 - Set a good example.
 - Wear the uniform correctly.
 - Live by the Scout Oath and Law.
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RESOURCES: As a troop scribe, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmasters, and troop committee members. There also are your fellow troop junior leaders, teachers, religious advisers, and community leaders. Some literature items that can help you follow:

- *Boy Scout Handbook*, No. 3229
- *Junior Leader Handbook*, No. 3500
- *Woods Wisdom, Troop Program Features*, No. 7262A
- *Boy Scout Requirements*, No. 3216B (advancement)
- *Boys' Life*
- Copy of troop rules and policies
- Troop and patrol rosters
- Activity calendars (troop, district, school)
- *Troop/Team Record Book*, No. 6510
- First Class Tracking Sheet, No. 4101C