

Troop 354 – Leadership Position Guide

Position: ***Scribe***



Description: The Scribe is responsible for keeping accurate records of troop activities and maintaining important documentation. The Scribe tracks attendance at meetings, recording minutes during Patrol Leaders' Council (PLC) meetings, and managing any other necessary paperwork, such as duty rosters and meal planning. The Scribe helps ensure that the troop's records are organized and up to date, serving as a valuable resource for the Scoutmaster and other troop leaders. By managing these administrative duties, the Scribe plays a key role in keeping the troop's operations smooth and efficient while helping Scouts develop organizational and communication skills.

Responsibilities:

- take attendance and notes for all troop meetings, campouts, activities, and PLCs
- organize paperwork and other documentation for various needs
- serve as a member of the Patrol Leaders' Council (PLC)
- set a good example by wearing the full Scout uniform, living by the Scout Oath and Law, and showing Scout spirit