



Scribe

- Must have completed an approved Youth Leader Training within last 2.5 years
- Must be active and in good standing with the troop

Job Description

- The scribe keeps the troop records
- He maintains attendance records for each patrol
 - He checks the attendance records and consolidates the information for report at the PLC meeting
- He attends PLC Meetings
 - He reports on attendance during the PLC meeting
 - He listens actively and takes notes during the PLC meeting
 - He records his notes on the activities of the PLC meetings
 - Calendar items
 - Old business
 - New business
- Sets a good example.
- Enthusiastically and [correctly wears the Scout uniform](#) (all four parts).
- Lives by the [Scout Oath](#) and [Law](#)
- Show Scout spirit.