



Junior Leader Job Description for Troop Scribe

INTRODUCTION: When you accepted the position of Troop Scribe, you agreed to provide service and leadership 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.

RESPONSIBLE TO: Senior Patrol Leader (SPL), Assistant Scoutmaster - Scribe Advisor

SPECIFIC DUTIES:

- Record weekly troop meeting attendance.
 - Record dues payments
 - Work with appropriate troop committee members responsible for finances and records.
 - Work with other troop leaders to make the troop run well.
 - Set a good example.
 - Wear the uniform correctly.
 - Live by the Scout Oath and Law.
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RESOURCES: As the 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. Other resources include your fellow troop junior leaders, teachers, religious advisors, and community leaders. Some literature that can help you include the following:

- *Boy Scout Handbook, No. 33105*
- *Junior Leader Handbook, No. 33500A*
- *Scoutmaster Handbook, No. 33009*
- *Woods Wisdom, Troop Program Features, No. 7262A*
- *Fieldbook, No. 33200*
- *Boy Scout Requirements, No. 33215B*
- *Boy's Life*
- Troop Policy Manual
- Troop Roster
- Troop Calendar
- Troop Planning Agenda Sheets