

**TROOP 13 OF VIENNA  
LEADERSHIP CONTRACT**

**Leadership Position Description**

**Troop Scribe**

**General Information SCOUT'S NAME:** \_\_\_\_\_

**Type:** Appointed by the Senior Patrol Leader of the Troop

**Term:** 12 months

**Reports to:** Assistant Senior Patrol Leader and Troop Advancement Committee  
Chairman

**Description:** The Scribe keeps the troop records. He records and publishes the activities of the Patrol Leaders? Council and keeps a record of Scout attendance at troop meetings.

**Comments:** To be a good Scribe you need to attend nearly all troop and Patrol Leaders Council meetings.

**Qualifications**

**Age:** none

**Rank:** 2<sup>d</sup> class or above

**Experience:** none

**Performance Requirements**

**Training:** You must attend the Introduction to Leadership for Scouts and Troops even if you have attended in the past.

**Attendance:** You are expected to attend 60% of all troop meetings, Patrol Leaders Council meetings, outings, and service projects. You must call the Senior Patrol Leader if you are not going to be at a meeting or if you suddenly must miss an outing. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office. Does attend PLCs.

**Specific Leadership Responsibilities**

- Attends, keeps minutes, and publishes a log of Patrol Leaders Council meetings.
- Records individual Scout attendance.
- Works with the Troop Committee members responsible for records and finance.

**General Leadership Responsibilities**

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

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**Behavior:** Set the example by living the Scout Oath, Scout Law, and Outdoor Code in your everyday life. Show Scout Spirit in everything you say and do.

**Bearing:** Set the example by being an active Scout. Be on-time for meetings and activities. You also need to make sure that someone will assume your responsibilities.

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

**Scouts Agreement:** I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

\_\_\_\_\_  
Signature/ Date

**Parents Support Agreement:** I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the Troop.

\_\_\_\_\_  
Signature /Date