

## TROOP LIBRARIAN

Name: \_\_\_\_\_ Patrol: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

### GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader  
Term: 6 months  
Reports to: Assistant Senior Patrol Leader

### QUALIFICATIONS

Age: None  
Rank: None  
Experience: None  
Training: After becoming a First Class Scout, has completed JLT

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Sets up and takes care of the troop library
- Keeps records of books and pamphlets owned by the troop
- Adds new or replacement items as needed
- Keeps books and pamphlets available for borrowing
- Keeps a system of checking books and pamphlets in and out
- Follows up on late returns
- Works with the Troop and Adult Historian
- Makes request (once/month) for donations of scouting literature for library
- Sets the example by wearing the uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

**PERFORMANCE GOALS:** These are expectations. A scout should always strive to do their best.

- Attend 90% of troop meetings
- Attend 90% of troop outings
- Earn two new merit badges

**PERFORMANCE REQUIREMENTS:** The below requirements are necessary to full fill the responsibilities position.

- Briefed on duties and responsibilities
- Within 1 week of taking office complete an accurate inventory and present it to the SM and then have it available for the troop
- Maintain a sign-out log for materials and follow-up to ensure materials is returned (post an overdue listing once a month at the troop meetings)
- Review the library at least once a month during the period for out-of-date materials and discuss with the advancement chairman for possible retirement from the library
- Once/month request donations of scouting literature for library
- Within 1 week of leaving office complete an accurate inventory and present it to the SM

### ATTENDANCE:

Set the example by being an active Scout. Be at least 15 minutes early for meetings and activities. Need to be 30 minutes early to meetings when service patrol. You MUST call the SPL or ASPL if you are not going to be at a meeting or if you suddenly have to miss an outing or activity.

### SCOUT AGREEMENT:

I have read the job descriptions for this position. I understand the duties, goals, and responsibilities and will carry them out to the best of my ability. I further understand that if I do not full fill the responsibilities and requirements of this job then I can be removed.

Scout's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT 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 his presence is necessary for the smooth operation of the Troop.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SCOUTMASTER'S AGREEMENT:

The Scoutmaster (or designee) will provide feedback on scout's leadership performance.

Scoutmaster's signature: \_\_\_\_\_ Date: \_\_\_\_\_