

Troop 457's Leadership Card

Librarian

Name: _____

Patrol: _____

Job Description: The librarian takes care of troop literature

Leadership Position Coordinator: Committee Chairman

Duties of Troop Librarian:

1. Sets up and takes care of the troop library
2. Keeps records of books and pamphlets owned by the troop
3. Adds new or replacement items as needed
4. Keeps books and pamphlets under lock & key but, makes them available for borrowing
5. Keeps a system for checking books and pamphlets in and out
6. Follows up on late returns
7. Sets a good example
8. Enthusiastically wears the Scout uniform correctly
9. Lives the Scout Oath and Law
10. Shows Scout Spirit

Prerequisites: A Scout must be of at least First Class rank.

Requirements: All Requirements must be completed to receive FULL Leadership credit; otherwise only partial credit may be given. See the indicated adult leaders below to initial requirements.

Position Coordinator _____

Date/Initials

_____ Briefed on duties and responsibilities

_____ Bring the library to one troop meeting each month and announce the date to the troop

_____ Complete an accurate inventory of the troop library and have the list available at each troop meeting for interested scouts. Make available the requested materials.

_____ Maintain a sign-out log for materials and follow-up to ensure material is returned (post an overdue listing once a month at the troop meetings)

_____ Review the library at least once for out-of-date materials and discuss with the Committee Chairman items for possible retirement from the library

_____ Present a written monthly report to the Patrol Leaders Council

_____ Attends 75% of troop meetings Actual percentage _____

_____ Attends 75% of Patrol Leader Councils Actual percentage _____

_____ Attends 55% of all outings Actual percentage _____

Advancement Chairman _____

_____ Complete Leadership Training

Board of Review Chairperson _____

_____ All Requirements initialed

This form is due within 60 days following current 6 month leadership period. If this form is completed mid term to satisfy a rank requirement, it MUST also be completed again at the end of the leadership period to receive credit for the remainder of the leadership period.

Credit from ___/___/___ to ___/___/___

_____ Board of Review Chairperson Signature

Date: ___/___/___

Term Limits: A maximum of two nonconsecutive six month terms

Board of Review Chairperson Record

Name: _____ Position: **Troop Librarian**

Patrol: _____ Credit from ___/___/___ to ___/___/___