



Troop 401

Leadership Position Description

TROOP LIBRARIAN

GENERAL INFORMATION

- Type:** Elected by the members of the Troop
- Term:** 6 months - (may serve consecutive terms)
- Reports to:** Assistant Senior Patrol Leader
- Description:** The Troop Librarian takes care of Troop literature.
- Comments:** The library contains books of historical value as well as current materials. All together, the library is a Troop resource worth many dollars. The Librarian manages this resource for the Troop.

QUALIFICATIONS

- Age:** none
- Rank:** Scout rank or higher
- Experience:** none
- Attendance:** 50% over previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the troop Junior Leader Training even if you have attended in the past.
- Attendance:** To receive credit for this position, you must have an average attendance record of at least 60% of all troop meetings, Patrol Leaders' Council meetings (only when requested), outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office.
- Effort:** You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior:** Set the example by living the Scout Oath, Law and Outdoor Code in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Sets up and takes care of a Troop library using system developed
- Keeps records of book and pamphlets owned by the Troop
- Adds new or replacement items as needed
- Keeps books and pamphlets available for borrowing
- Keeps a system for checking books and pamphlets in and out
- Follows up on late returns