

# Leadership Card

Name: \_\_\_\_\_

Troop Librarian

Patrol: \_\_\_\_\_

**Job Description:** The librarian takes care of troop literature

**Leadership Position Coordinator:** Advancement Chairman

**Duties of Senior Troop Librarian:**

- 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 for checking books and pamphlets in and out
- Follows up on late returns
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

**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.

Advancement Chairman \_\_\_\_\_

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 and bring the materials the next week
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Complete Leadership Training
- \_\_\_\_\_ Review the library at least once a month during the period for out-of-date materials and discuss with the advancement chairman for possible retirement from the library

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 \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Leadership Chairperson Signature

Date: \_\_\_/\_\_\_/\_\_\_

Leadership Chairperson Record

Name: \_\_\_\_\_ Position: **Troop Librarian**

Patrol: \_\_\_\_\_ Credit from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_