

# Leadership Card

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

**Troop Librarian**

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

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

**Leadership Position Coordinator:** Assistant Scoutmaster

**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 for each 6 month period to receive FULL Leadership credit, Otherwise only partial credit may be given. See the indicated adult leaders below to initial requirements.

Assistant Scoutmaster \_\_\_\_\_

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)

Satisfied the above duties

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complete Leadership Training

Review the library at least once a month at the period for out-of-date materials and discuss with the advancement chairman for possible retirement from the library

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

\_\_\_\_\_  
Assistant Scoutmaster Signature

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

Leadership Chairperson Record

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

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