

# Troop 346

## Leadership Position Description

### Troop Librarian

#### General Information

**Type:** Appointed by the Senior Patrol Leader with the approval of the Scoutmaster.

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader and Troop Advancement Committee Chairman

**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 hundreds of dollars. The Librarian manages this resource for the troop.

#### Qualifications

**Age:** none

**Rank:** none

**Experience:** none

#### Performance Requirements

**Training:** Meet with past Troop Librarian for training.

**Attendance:** As a leader in the Troop, regular participation is expected at Troop Leadership Committee meetings, weekly troop meetings, patrol meetings, special events and campouts.

## Specific Leadership Responsibilities

- Attends Troop Leadership Committee meetings.
- Sets up and takes care of a troop library.
- Keeps records of books, pamphlets, literature, magazines, audiovisuals, and merit badge counselor list available for check out by the Scouts and leaders.
- Reports to the TLC on repair or replacement needs.
- Keeps a prioritized list of new materials desired and makes recommendations as to new acquisitions as Troop funds become available.
- Keeps books and pamphlets available for borrowing at troop meetings.
- Keeps a system for checking books and pamphlets in and out.
- Follows up on late returns.
- Keeps an archive of all Troop special events (including Courts of Honor, etc.) with information on ceremony scripts, equipment needs, facilities, etc.
- Keeps an archive of places to go and trips the Troop has made from information supplied by the Scout-In-Charge for each outing. Also collects and archives articles and information on potential places the Troop could go on outings, and provides this information at the annual planning meeting.
- Works with younger Scouts to meet leadership and advancement goals.
- Assists in the next Librarian's transition.

## General Leadership Responsibilities

**Uniform:** Set the example by wearing your uniform correctly.

**Behavior:** Set a good example by living the Scout Oath and Law 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 Scoutmaster or Senior Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing in which you're scheduled to serve as the Librarian. You also need to make sure that someone will assume your responsibilities.

## Personal Goals

In addition to the responsibilities listed above, set at least two personal goals for this position:

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Scout Signature & Date

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Assistant Scoutmaster Signature & Date