

**TROOP 555 LEADERSHIP CONTRACT: LIBRARIAN**

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

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

Term Start: \_\_\_\_\_ Term End: \_\_\_\_\_

**Job Description:** The Librarian is elected by the Troop to manage the Troop’s library of Merit Badge books and other materials. He reports to a designated ASPL.

Designated ASPL: \_\_\_\_\_

**GENERAL EXPECTATIONS:**

1. **Attendance:** You are expected to attend most Troop Meetings. If you cannot attend a meeting call the Assistant Senior Patrol Leader to let him know..
2. **Effort:** You are expected to give this job your best effort. Do your advance work, to always Be Prepared.
3. **Uniform:** Set the example by wearing your uniform correctly and with pride at Scout activities. This means to wear the Class ‘A’ shirt, neckerchief with slide, BSA belt, and as many more uniform parts as possible; shirttail tucked in, with all required insignia in the correct locations. Wear Class ‘B’ shirt when Class ‘A’ is not appropriate. Wear your Merit Badge sash to all Courts of Honor, to Scout Mass, and other formal occasions.
4. **Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
5. **Troop Growth:** Recruit and welcome new Scouts into the Troop. Help them to fit in, and encourage their advancement.

**SPECIFIC RESPONSIBILITIES**

All requirements must be completed to receive full leadership credit; Scoutmaster, ASM, or where designated, another Junior Leader may sign. Keep a folder with this contract and the required items listed below.

- |  | Date/Initial |
|--|--------------|
| > Within three weeks of the beginning of your term, update your uniform with the appropriate POR insignia.           | _____        |
| > At the end of your term, remove the POR insignia from your uniform.  | _____        |
| > Attend Troop Leader Training during term of service:   | _____        |
| > Have the Troop Library available at a minimum of one Troop Meeting each month and announce it to the troop. (ASPL) | _____        |

Dates: \_\_\_\_\_  
\_\_\_\_\_

- > Enthusiastically wear the Scout uniform as described above. \_\_\_\_\_

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- > Retrieve the Patrol Binders from the file cabinet before each Troop Meeting and return it at the end of each meeting. \_\_\_\_\_
  
- > Review the library at least once during the term for out-of-date materials and discuss with the Advancement Chairman for possible retirement and replacement. (ASPL) \_\_\_\_\_
  
- > Maintain a sign-out log for materials and follow up to ensure the material is returned. Keep a copy in your folder. (ASPL) \_\_\_\_\_
  
- > Complete an accurate inventory of the troop library and have the list available at each troop meeting for interested scouts and bring the materials next week (if they are not kept at the school) \_\_\_\_\_
  
- > Every month, give the Scribe a list of the overdue books for the newsletter. (Scribe) \_\_\_\_\_
  
- > At end of your term, write 3 things you think you did well and 3 lessons you learned. Review this with Scoutmaster and with your successor in office: \_\_\_\_\_

Three things I did well:

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

Three things I learned:

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

Reviewed with successor:

Date: \_\_\_\_\_ Scout: \_\_\_\_\_

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What suggestions do you have to make this contract better?

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## **APPROVALS**

\_\_\_\_\_  
Scout's contract-acceptance signature

\_\_\_\_\_  
date (start of term)

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

\_\_\_\_\_  
date (end of term)