

TROOP 555 LEADERSHIP CONTRACT: LIBRARIAN / HISTORIAN

Scout Name: _____

Patrol Name: _____

Term Start: _____ Term End: _____

Job Description: The Librarian / Historian is elected by the Troop to manage the Troop's library of Merit Badge books and other materials. He is also responsible to keep historic records of Troop activities and ensures that photos are taken at Troop activities and stored in the appropriate storage location. The Librarian / Historian reports to 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, 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, or where designated, ASM may sign. Keep a folder with this contract and the required items listed below.

If you think you are unable to meet any of these expectations or responsibilities, it is your responsibility to talk to the Scoutmaster.

- | | Date/Initial |
|--|--------------|
| > Within three weeks from 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. | _____ |
| > Enthusiastically wear the Scout uniform as described above. | _____ |
| > Attend Introduction to Leadership Skills for Troops (ILST) training during term of service: | _____ |
- Revised July 14, 2024

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- > Have the Troop Library available at a minimum of one Troop Meeting each month and announce it to the Troop. (ASPL) _____

Dates: _____

- > 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. _____

- > Maintain a sign-out log for materials and follow up to ensure the material is returned. Keep a copy in your folder. _____

- > Near the start of your term, Complete an accurate inventory of the troop Library. _____

- > Every month, give the Scribe a list of the overdue books for the newsletter. (Scribe) _____

- > Ensure that someone has responsibility to take pictures from at least _____

2 different Troop activities, (examples Flodder Bucks Auction, Court of Honor,

Red and Green Banquet); at least 2 different campouts, and at least 1 service project, fundraiser, Eagle workday or Eagle Ceremony.

Provide captions for the pictures or .jpeg files and provide them to the Troop Committee Chair, Adult Recruitment Advisor and Scribe as they come available. Pictures can be used for posting on Troop Facebook page

- > Attend at least 3 overnight outings:

Outing	Date
_____	_____
_____	_____
_____	_____
_____	_____

- > If you are unable to attend an overnight outing, delegate your responsibilities: _____

Outing	Date	Delegate
_____	_____	_____
_____	_____	_____

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> Store for posterity Troop trophies, awards and souvenirs earned

_____ during your term. At the end of the term, give them to the Scoutmaster. Keep a log of these awards and maintain it in your folder.

> Maintain check-out/check-in camera logbook. Report any equipment _____ issues to the adult Quartermaster advisor. Record issues in the logbook.

> At the end of your term: Go over all camera & accessories, & the box _____ of historic items, with the new incoming Historian. Record transition in the logbook and hand over all items to the new Historian:

> At the end of your term, write 2-3 things you think you did well, and 2-3 lessons you learned. Review this with the Scoutmaster and with your successor in office: _____

Things I did well:

1. _____

2. _____

3. _____

Things I learned:

1. _____

2. _____

3. _____

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Reviewed with successor:

Date: _____ Scout: _____

What suggestions do you have to make this contract better?

APPROVALS

Scout's contract-acceptance signature

date (start of term)

Scoutmaster Signature

date (end of term)