

TROOP 642 · OFFICE JOB DESCRIPTION

Historian

MINIMUM RANK	PRIOR OFFICE	ATTENDANCE
First Class Scout	**None**	**75% of meetings**

Job Description

1. Lead by example: attend at least 75% of troop meetings in proper uniform, along with all troop campouts, summer camp, and other troop events.
2. Live by the Scout Oath and Scout Law. Let your actions at home, at school, and at Scouting events show that you know and live by them.
3. Wear the Field uniform correctly at troop meetings — proper shoes, socks, pants or shorts, belt, shirt, and merit badge sash — with the correct insignia sewn on your shirt.
4. Keep a record of troop activities: campout dates and locations, special events, Courts of Honor, guest speakers, and other milestones.
5. Collect photos of troop activities, keep the bulletin board current, and maintain the troop's photo archive or scrapbook (digital or print).