

Troop 346

Leadership Position Description

Troop Quartermaster

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 Adult Quartermaster

Description: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.

Comments: The Quartermaster does most of his work around camp outs. There are times when the Quartermaster has to be available to check equipment in and out.

Qualifications

Age: none

Rank: 1st class or higher

Experience: none

Performance Requirements

Training: Meet with past Troop Quartermaster and the Troop Adult Quartermaster 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.
- Keeps inventory records on patrol and troop equipment.
- Makes sure equipment is in good working condition.
- Keeps equipment storage area neat and clean.
- Issues equipment and makes sure it is returned in good condition. Works with Patrol Leaders to ensure that all patrol equipment is being maintained properly.
- Assesses Troop equipment needs for outings and events, and is responsible for getting it there and back. Distributes and collects all Troop equipment used for campouts, events, etc. Maintains a record of what equipment and by whom is checked out for each outing or event.
- Ensures that tents are dried out and properly taken care of after campouts.
- With assistance from the Senior Patrol Leader, oversees the annual redistribution of patrol equipment so that each Patrol has a fair share of equipment based on the make-up of the patrols each year.
- Reports to the TLC on equipment needing major repair or replacement.
- Maintains a prioritized list of new equipment that the Troop could/should get as funding becomes available.
- Works with Assistant Scoutmasters to assign cause of damage to equipment and makes recommendations on how repairs should be paid.
- Works with the Committee member or Assistant Scoutmaster responsible for equipment.
- Gets the US, troop and patrol flags for meeting ceremonies and puts them away afterwards.
- Works with younger Scouts to meet leadership and advancement goals.
- Assists with the transition of the next Quartermaster.

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 required as Quartermaster for troop equipment. You also need to make sure that someone will assume your responsibilities and is prepared.

Personal Goals

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

- _____

- _____

Scout Signature & Date

Assistant Scoutmaster Signature & Date