

 **Troop 109
Leadership Position Description**

**TROOP QUARTERMASTER**

**GENERAL INFORMATION**

 **Type:** Appointed by the Senior Patrol Leader

 **Term:** 6 months

 **Reports to:** Assistant Senior Patrol Leader

 **Description:** The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order. Inventory list of troop and patrol equipment is in the Documents section of our website.

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

**QUALIFICATIONS**

 **Age:** none

 **Rank:** none

 **Experience:** previous experience as Patrol Quartermaster

 **Attendance:** 75% over the previous six months

 **Participation:** Fundraisers & Service Projects

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**GENERAL LEADERSHIP RESPONSIBILITIES**

 **Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

 **Behavior:** Set the 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 Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

Keeps the Consumables box stocked with any items that are used up on each campout. (Such as paper towels, condiments, soap, propane, etc.) Buy these at Wal-Mart of another discount store and submit the receipt to the Committee Treasurer.

After each campout check with the Patrol Quartermasters to make sure all the equipment in the patrol boxes is in good working order. If something breaks then call the Committee Quartermaster and request a replacement.

Work with the Patrol Quartermasters to make sure if they are missing a campout they have made arrangements for someone else in the Patrol to take on the Quartermaster’s responsibilities. Also work with the Patrol Quartermasters to plan yearly Troop Patrol Box Cleanups.

If you need to, contact a committee person, like the Treasurer or the Quartermaster. These positions are listed on the website under Adult Leadership positions.

Keeps records on troop equipment

 Makes sure equipment is in good working condition

 Issues equipment and makes sure it is returned in good condition