



**Quartermaster**

**Job Description:**

The **Quartermaster** keeps track of Troop equipment and sees that it is all in good working order, issues and collects it as necessary. In particular the Quartermaster is responsible, with the SPL and Adult Quartermaster(s) for selecting Troop gear to take on campouts and appropriately issuing and collecting the Troop equipment. When the Quartermaster cannot be present, he should ensure that a senior member of the PLC (usually the SPL or an ASPL) will be present to issue or collect Troop equipment on his behalf. The Quartermaster is appointed by the SPL and approved by the Scoutmaster immediately after a new SPL is elected. By Troop Committee decision, he must be at least **First Class** rank and have **JLT Training**. The Quartermaster, at the direction of the Scoutmaster, is responsible for writing a summary of accomplishments at the end of each term of office. At all times the Quartermaster must be aware that he is a role model for the Scout Troop and he should demonstrate leadership and provide a living example by following the ideals and principles of Scouting.

**Reports to:** Assistant Senior Patrol Leader

**Adult Mentor:** Adult Quartermaster, or designee

**Quartermaster Qualifications:**

- 1st Class Scout
- JLT Training
- Regular access to computer and printer
- Ability to neatly store, issue, recover and track issued Troop equipment and materials

**Counts toward rank:** Star, Life, Eagle

**Length of term:** 4 months (March-June, July-October, November-February)

**Quartermaster duties:**

- Regularly attend Troop meetings, Troop campouts, and Troop events

- during his service period.
- Develop a “hard-copy” form to be used in issuing and tracking Troop or Patrol equipment.
  - Keep records of Troop and Patrol equipment.
  - Keep equipment clean and in good repair.
  - Issue equipment and see that it is returned clean, dry, and in good order, especially tents.
  - Promptly report any problems or missing items to the Adult Quartermaster for appropriate action.
  - Responsible, along with the Adult Quartermaster(s) for maintaining the Troop shed (interior & exterior) in clean, orderly and good condition.
  - Inventory, check and document all Troop equipment for its condition and submit a report to the PLC and CLM at the beginning and end of your service period.
  - Ensure that each Patrol has an adequately stocked Patrol box.
  - Prior to the “New Scout Campout” in the spring of each year, instruct the new Scouts on proper tent assembly, use, care and maintenance.
  - Work with the Troop Committee member/Adult Quartermaster(s) responsible for equipment.
  - Make suggestions for new or replacement equipment at the PLC and CLM, as needed.
  - Arrive at least 30 minutes early for any Troop or Patrol outing, and when necessary, meet with the SPL and Adult Quartermaster(s) for gear selection and assignment.
  - Have access to a computer and printer, and enter the data of the Troop equipment and materials into a workable inventory control system.
  - Make regular reports at the monthly PLC meetings.
  - Attend 2/3<sup>rds</sup>, or more, of all Troop meetings during his service period.
  - Attend 2/3<sup>rds</sup>, or more, of all PLC meetings during his service period.
  - Attend 1/2, or more, of all Troop campouts during his service period.
  - Set a good example and be a positive role model to the Troop membership through cheerful service and following the ideals and principles of Scouting.
  - Wear the full class “A” Scout Uniform correctly to all Scout meetings, outings, activities and functions during his service period.
  - Live by the Scout Law and Scout Oath.
  - Demonstrate Scout spirit.