



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.
- Comments:** The Quartermaster does most of his work around campouts. Preparing for campouts and other patrol activities will be when the Quartermaster will work with the patrol quartermasters to make sure patrols have proper equipment. Documenting equipment checked in and out is an important part of this position. The Quartermaster will also be responsible for making sure proper equipment is prepared for Troop function

QUALIFICATIONS

- Experience:** Patrol Quartermaster
- Attendance:** 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Troop Leader Training (TLT), even if you have attended in the past.
- Attendance:** You are expected to attend 60% of all troop meetings, PLC meetings, outings, and service and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, 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. Lead by example at all times.
- Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. You must call your ASPL 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

- **Keep records on patrol and troop equipment** - This means using the Troop Equipment inventory forms. At the beginning of each term for a new QM, she will inventory all gear with the outgoing QM. At the conclusion of the inventory, the outgoing QM signs off on any remaining responsibilities for the gear unless open issues and their respective closure are duly noted. At that point, the incoming QM takes full responsibility for the troop equipment.
- **Issue equipment for either patrol or Troop activities** - The QM will identify prior to any activity, the needed gear. She will inspect it to confirm that it is in serviceable condition and report to the ASPL any equipment that is in need of attention.
- **Patrol QMs will sign out individual patrol boxes and be responsible for their return** - The Patrol QM will review the sign out & sign in forms with the Troop QM. Any discrepancies will need to be resolved with the oversight of the ASPL or JASM.
- **Makes sure equipment is returned in good condition** - After every function, the QM will re-inspect the gear as it is returned. Any gear not returned in a

clean and serviceable condition will be returned to the appropriate patrol QM to assign it to be returned in such manner.

- **Makes suggestions for new or replacement items** - As equipment deteriorates or breaks during 'normal and intended use', the QM needs to keep an ongoing list of items that the Troop Committee Equipment Chairman to monitor and prepare the Committee for such replacements.
 - If any equipment has been issued and not returned, the Scout responsible for it shall need to replace it with equivalent condition and quality. If the Scout fails to do so, the Troop may decide to deduct funds from his troops account to purchase replacement.
 - If any equipment is irresponsibly misused and damaged, that Scout is also responsible for replacement.
- **Responsible for the Troop shed, trailer, and storage room** - These are her domain: She will be issued keys to these areas and be fully responsible for making sure they are secured at all times and that all equipment is properly stored and maintained in the proper locations.
- **Serves as a contributing member to the PLC** and attends the monthly meetings to report on and answer questions pertaining to equipment issues, but is **not** a voting member.
- **Works with the Patrol Quartermasters.**
- **Will need to be present early enough to meetings** to make sure the weekly service patrol has access to the storage room so the Troop, Patrol, and American flags are accessible. Likewise, at the end of meetings, that the flags are properly stored prior to securing the storage room.