

Quartermaster



General Information

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. There are times when the Quartermaster has to be available to check equipment in and out.

Reports to:	Assistant Senior Patrol Leader
Type:	Appointed by the Senior Patrol Leader
Term:	6 months

Qualifications

Age:	None
Rank:	None
Experience:	None
Attendance:	75% for all activities over previous 6 months
Confirmation:	Appointment Approved by the Scoutmaster

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 at a minimum: <ul style="list-style-type: none">• 80% of Patrol Leaders' Council meetings• 65% of troop meetings• 65% of troop outings• 65% of 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 and use the adult leadership and advice when you feel they are needed.

General Leadership Responsibilities

Uniform:	Set the example by wearing your uniform correctly. This means that you will: <ul style="list-style-type: none"> • Wear all of the parts of the troop uniform as defined by troop communication. • Shirt buttoned correctly, shirttail tucked in. • All required insignia and badges current and 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 and prepared for meetings and activities. If you are not going to be at a meeting you must call the Senior Patrol Leader and Scoutmaster. If you suddenly have to miss an outing, you must notify the Scoutmaster, the adult in charge, and the Senior Patrol Leader. You also need to make sure that the Assistant Senior Patrol Leader or his delegate is ready to assume your responsibilities. This requires you to "Be Prepared". Plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Attends and functions as a member of the Patrol Leaders Council.
- Report to the PLC and adult leaders on equipment condition.
- Issue equipment to the Patrols and make sure it is returned in good condition, recording usage by patrol.
- Maintain the Troop storage areas in neat order.
- Make reports to the PLC on equipment condition once every three months.
- Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.
- Perform any additional duties as assigned by your Advisor.

Duties	What it means in Troop 804
Function as a member of the PLC:	<ul style="list-style-type: none"> • Attend and participate in all PLC meetings. • Provide helpful suggestions in the meeting planning process. • Volunteer to lead activities at meetings. • Make a list of items assigned to you and follow through on those items.
Keep records of patrol and Troop equipment:	<ul style="list-style-type: none"> • Keep an inventory of Troop equipment. • Keep a record of equipment checked out. • Use a checklist to make sure that all the necessary equipment is taken on a campout. • Conduct a physical inventory at the beginning and end of your tenure.
Keep storage area and equipment in good order:	<ul style="list-style-type: none"> • Make sure the Troop equipment is properly stored when returned. • Identify all items that need repair and inform the SPL and the Adult Quartermaster. • Keep the storage area neat and label all storage boxes with contents.
Issue	<ul style="list-style-type: none"> • A Quartermaster must be at the Legion before and after each outing that

equipment and see that it is returned in good order:	<p>requires troop equipment.</p> <ul style="list-style-type: none"> • Check out patrol and Troop equipment from the Troop inventory. • Inspect all equipment to be sure it is in good repair before returning it to the Troop inventory. • If Troop equipment is mistreated or damaged, Make sure the responsible person(s) provides for repair or replacement. • Prepare reports on any damaged or missing equipment.
Keep others informed:	<ul style="list-style-type: none"> • Talk with the SPL and the Adult Quartermaster each week to discuss equipment items of importance. • Make reports to the PLC and adult leaders on equipment condition once every three months. • Make a list of any needed equipment repairs and give the information to the Adult Quartermaster. • Suggest new or replacement items.
Set a good example:	<ul style="list-style-type: none"> • Be the first to reflect the scout sign. • Maintain a positive and enthusiastic attitude. • Exhibit good self-discipline. • Have a good attendance record. • Meet your obligations on time and in full effort. • Have fun but not at the expense of others. Goofing off without purpose wastes time and loses the interest and respect of the other scouts. • REMEMBER: The troop will follow your example.
Wear the uniform correctly:	<ul style="list-style-type: none"> • Always conform to the Troop 804 uniform policy.
Show Scout Spirit:	<ul style="list-style-type: none"> • Use the Scout Oath and Law as an everyday guideline. • Actively participate in the activities of Troop 804. • Set an example for the other Scouts to follow.