

JOB DESCRIPTION: The Quartermaster is the troop's supply boss. He keeps an inventory of troop equipment and sees that the gear is in good condition. He works with patrol quartermasters as they check out equipment and return it, and at meetings of the patrol leaders' council he reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he may have the guidance of a member of the troop committee.

INTRODUCTION: Upon accepting the position of Troop Quartermaster, you have agreed to provide a **service** to your Troop. The responsibility should be fun and rewarding. This job description will provide you with some of the things for which you are responsible while serving in this position. The QM is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions, bring them to the attention of the Assistant Senior Patrol Leader or an adult leader.

RESPONSIBLE TO: The Assistant Senior Patrol Leader and coordinates with the adult Quartermaster.

PREREQUISITES:

- None

GENERAL DUTIES:

- Ensure all Troop equipment is in serviceable shape and properly stored.
- Maintain a complete list of Troop equipment.
- Maintain a check-out and check-in list for all equipment.
- Update equipment list with notes as to loss, damage, repairs done, additions, and possible equipment to be added.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

SPECIFIC DUTIES:

When you are appointed:

- With the adult QM, schedule an inventory of all Troop equipment.
- Give a description and condition of each item.
- Make list of items that need to be repaired or replaced for presentation to the Troop Committee.
- Make sure all equipment is clean and dry before storage.

Monday before campouts:

- If you are not attending the campout, get with the ASPL to make sure he takes care of, or has someone take care of, your duties. Make sure you instruct that Scout on the things he will need to do.

On campout departure date:

- Arrive on time, preferably 10 minutes early, to help load the trailer.
- Upon arrival at the camping area, have each PL come to check out equipment that his Patrol needs. (Examples: tents, stakes, shelters, Dutch ovens, etc.)
- Consult Scoutmaster and SPL about Troop equipment needed (propane, wash buckets, lanterns, stakes, rope, etc.).

On campouts:

- Take note of any damage found and separate those items so they can be repaired/replaced.
- Be sure to tell the Scouts that if the tents aren't dry when folded up, that they need to take them home to dry out and return at the next meeting.
- Be sure that Troop equipment is used and cared for properly. (Examples: no stepping on tents while setting up/taking down, zippers opened fully when entering/exiting tents, all items clean and dry before storing, etc.)

At the end of each campout:

- Remind the PLs or acting PLs that they need to inventory their Patrol box before closing it for the last time.
- Have each PL return his Patrol's equipment. Write the date each tent was returned on the tent checkout forms.
- Be sure all returned items are stored properly for transportation. All cargo netting, tie-downs, and bungee cords need to be in place before closing up the trailer for the trip home.
- Make sure that wet or dirty items are taken home by the scouts to be cleaned out, dried, and repacked. Make sure they know what needs to be done and how to do it, e.g. don't put tents or rain flies in the washer or dryer.
- Remind Scouts that the equipment is to be returned no later than 2 Mondays after the campout.
- Inform the adult QM and/or the Scoutmaster of damaged, destroyed or missing equipment.

First and second Monday after campouts:

- During closing comments, remind Scouts of the equipment they need to return and date by which it must be returned.
- When equipment is returned, inspect it to make sure it's clean, dry, and rolled/folded/packed correctly. Mark the date of return on the tent checkout forms.
- If returned equipment is not satisfactory, show the Scout what's wrong and send it back with the Scout to be corrected. Report any problems to the ASPL, adult QM, or SM.
- Make sure the returned equipment is returned to the trailer and stored properly.
- When all equipment is returned, hand over campout equipment checklist to the adult QM or the SM.

RESOURCES:

- None listed

AT THE END OF YOUR TENURE IN THIS POSITION:

- Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new Quartermaster take over.
- Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

To help you better understand your role within the Troop, here is the Organizational Chart that defines the relationships of all the leadership positions:

