



Quartermaster Leadership Position Description

Position Description: The Quartermaster keeps track of Troop equipment, sees that it is in good working order and issues equipment and makes sure it is returned in good condition.

General Information

Type: Elected by the Troop

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Comments: The Quartermaster does most of the work around campouts. There are times when the Quartermaster has to be available to check equipment in and out and is primarily responsible for the Scout room under guidance of the ASM/Equipment Manager.

Qualifications:

Age: none

Rank: First Class

Experience: This should not be a scout's first troop leadership position.

Troop Attendance: 50% over previous 6 months

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. Sets a good example at all times.

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.

Training: Attends Leadership Training, even if has in the past.

Specific Leadership Responsibilities:

- Maintains inventory lists for Troop and Crew equipment
- Works with adult Equipment Manager
- Issues equipment to Scouts for campouts and keeps written logs, making sure equipment is returned in good condition, dried and returned to correct Scout room location
- Attends 80% of Troop campouts, including summer camp if appropriate
- Arranges for a substitute Quartermaster for all outings not attending
- Facilitates with unloading and loading of trucks for Troop campouts
- Verifies that duty rosters for firewood, water, garbage are followed and equipment on campout is taken care of and locked up at night
- Makes suggestions for new or replacement items



Quartermaster Leadership Tracking Card

Name: _____

Date Appointed: _____

Patrol: _____

Date Appointment Ends: _____

Performance Requirements/Tracking: All requirements must be *completed, initialed and dated by appropriate person* to receive FULL leadership credit. Visit with the SM (or designee) after appointment, and then visit the Advancement Chair, with this card completed after the term.

After Election: ASM/Equipment Mgr _____ Briefed on duties and responsibilities:

- _____ Attends Leadership Training (when)
- _____ Meet with ASM/Equipment Mgr to develop an action plan
- _____ Maintain and assist in repair of equipment following each outing, as needed
- _____ Directs the loading/unloading Troop trailer prior to all campouts
- _____ Maintain equipment inventory
- _____ Attends 80% of Troop campouts, including summer camp if appropriate
- _____ Meets with the ASPL to discuss how/what you are doing within 4 weeks
- _____ Meets with ASM/Equipment Mgr and reviews progress 6 weeks after appointment
- _____ Meets with ASPL and review progress 5 months after appointment

At term completion:

- _____ Discuss progress with leadership skills and with ASM/Equipment Mgr
- _____ Submit a short written report to the SM overviews experience
- _____ Attest to attendance (80% of campouts) to SM
- _____ Submit completed leadership card to Advancement Chair

This form is due at the next meeting following current leadership period. If this form is completed midterm to satisfy a rank requirement, it **MUST** also be completed again at the end of the leadership period, during which time the Scout continues to serve this position, in order to receive credit for the remainder of the leadership period.

Credit from ___/___/___ to ___/___/___ _____

Date: ___/___/___ _____ Advancement Chair Signature

T2 Rev: 12/2014

Record Keeping: