

Quartermaster- Troop 420



GENERAL INFORMATION

Type: Appointed

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Quartermaster keeps a current inventory of troop equipment and sees that it is in good working order.

Comments: The Quartermaster works with the Grubmasters as they check out equipment and return it during campouts and other activities.

QUALIFICATIONS

Age: None

Rank: None

Experience: None

Attendance: Must be an active member of the Troop, meaning has been attending most Troop Meetings and other outings.

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

- 75% of all troop meetings (3 of 4 each month),
- 5 of 6 Patrol Leaders' Council meetings and
- At least ½ of all outings, events 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 and to use the ASPL for advice and direction when needed.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by always 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.

Attendance: Set the example by being an active Scout. Be on time for meetings and activities. *You must call the Assistant Senior Patrol Leader if you are not going to be at a meeting or if you have an emergency and cannot attend a meeting, outing or activity you have committed to. You should have an alternate ready to assume your responsibilities anytime you are absent. You are to plan ahead and **"Be Prepared"** for any duties assigned to you by the ASPL.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Inventories and keeps records of troop equipment and supplies.

Creates a system for checking out equipment and supplies.

Issues equipment and supplies to patrols when needed.

Makes sure all equipment and supplies are returned clean and within one week after being used by a patrol. Follows up on late returns.

Notifies the Troop Equipment Coordinator when new or replacement items are needed.

Notifies the ASPL when items are not returned or are damaged while checked out.

Retrieves the US, Troop and Patrol Flags from storage prior to meetings and ceremonies. Puts them away afterward.

Meets **monthly** with the ASPL (and Scoutmaster if requested) to evaluate the program, your responsibilities and the performance of your duties.

Washes exterior & cleans interior of Troop trailer after each use (may request assistance from Assistant Patrol Leaders).

Attends Patrol Leader's Council meetings.

Sets a good example for the other Scouts.

- Be the first to reflect the scout sign
- Maintain a positive and enthusiastic attitude.
- Exhibit good self-discipline.
- Have an excellent attendance record.
- Meet your obligations on time and with full effort.
- Have fun but not at the expense of everyone (Goofing off without purpose wastes time and loses the interest and respect of the other scouts).

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RESOURCES AVAILABLE

Assistant Senior Patrol Leader
Other Junior Leaders
Scoutmaster
Troop Quartermaster
Junior Leader Handbook, No. 33500A
BSA Supply catalog

Quartermaster- Troop 420

Troop 420 Leadership Contract with _____
(neatly printed name)

Scout's Agreement

I have read the job requirements for the position of **Quartermaster**. I understand the duties and responsibilities of this position, and I agree to carry them out to the best of my ability. I agree to lead by example, and I make these commitments to my fellow Scouts, the adult leaders, and myself. In addition, I will help other scouts whenever possible; be especially supportive of younger and less experienced scouts and will do my best to have fun while helping the scouts of Troop 420.

If I find that I am unable to meet this commitment, I will promptly ask to be removed from this position. I understand that I will receive FULL leadership credit if I follow the above stated commitments. I may not receive credit if the above commitments are not met.

I will do my best to uphold the duties of this position from _____ (start date) to _____ (estimated end date).

(Signature)

(date)

Approval

(Scoutmaster's Signature)

(date)

This scout has served in this leadership position through (Actual End Date): _____ (Scoutmaster's Initials) _____

Comments: