

Scouts Name: _____

Troop 259 Position of Responsibility Record

Quartermaster



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.

Position Coordinator: Assistant Scoutmaster or Troop Equipment Coordinator

Qualifications: First Class

Required Duties of Quartermaster (QM):

- Keep records of patrol and troop equipment.
- Keep equipment in good repair.
- Keep equipment storage area neat and clean.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the troop committee member responsible for equipment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Additional Guidelines Assigned by Troop:

- Participate in ILST annually.
- Prepares for issue equipment needed ahead of event.
- Inspects all returned issued equipment after event noting needs of repair
- Equipment in need of cleaning can be delegated back to the patrol that used it for proper cleaning. It is not the QMs job to clean another's mess.
- Ensures that no food stuffs remain in the patrol boxes or the Jolly Green Giant (troop storage locker).
- Empties any garbage from the Jolly Green Giant routinely.
- Works with the Patrol Leaders to provide them with their patrol boxes to be embellished.
- Will make and/or maintain a Patrol Box Inventory sheet to verify all equipment that is provided.
- Consider participation in a NYLT course.

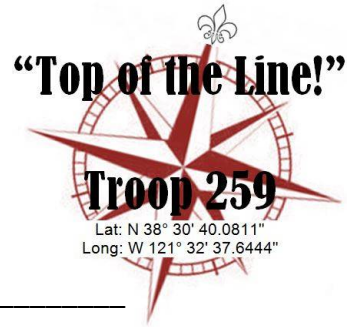


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Troop 259 Review for:

QUARTERMASTER (QM)



Credit from: _____ / _____ / _____ to _____ / _____ / _____

Position Coordinator: _____ Date _____

Scoutmaster Approval: _____ Date _____

Record activity or task you completed and the date that the assignment was completed in the table below. Each activity must be initialed by your assigned adult leader or Scoutmaster. Follow the attached generalized and specific duties for your position. **It is your responsibility to complete the tasks necessary for your Position of Responsibility and keep this form up to date.**

No	Date	Task or Activity	Position Coordinator	
			Initials	Date
1		Briefed on duties & guidelines by Position Coordinator		
2		ILST Training (annually)		
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Position Coordinator Approval: _____ Date _____

Patrol Leader Council Approval: _____ Date _____

