



JPL Troop 509 Leadership Position Description

QUARTERMASTER

GENERAL INFORMATION

- Position:** Appointed by the scoutmaster
Term: 6 to 12 months
Reports to: Scoutmaster
Role: The 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.

QUALIFICATIONS

- Age:** 12 or older
Rank: First Class rank or higher
Experience: none
Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Introduction to Leadership Skills for Troops even if you have attended in the past.
Attendance: You are expected to attend 60% of all troop meetings, Troop Leadership Corps (TLC) meetings, outings, and service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office.
Effort: When you accept this position, you agree to provide service and leadership to the troop. You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set a good example by wearing your uniform correctly. Wear all of the parts of the troop uniform, shirt tucked in, with all required badges in their correct locations.
Behavior: Set a good example by living the scout oath and law in your everyday life. Show scout spirit in everything you say and do.
Attendance: Set a good example by being an active scout. Be on time for meetings and activities. You must contact the senior patrol leader or scoutmaster if you are not going to be at a meeting or if you have to miss an outing. You also need to make sure that someone will assume your responsibilities when you are going to be absent.

SPECIFIC LEADERSHIP RESPONSIBILITIES

- Set a GOOD EXAMPLE (the most powerful form of leadership).
- Serve as an active member of the TLC.
- Store and keep track of all troop equipment. Maintain an inventory of all troop equipment.
- Work with the patrol leaders to see that all patrol equipment is being maintained properly.
- Be responsible for issuing troop equipment and checking it back in on return. Make sure that returned equipment is clean and in good order, or that it is repaired if not.
- Plan troop equipment needs for outings and events (*e.g.*, rain flies, poles, and stakes) and be responsible for getting it to the event and back.
- Make suggestions for new or replacement items.
- Work with the Troop Committee member responsible for equipment.
- Get the US and troop flags for meetings and ceremonies and put them away afterward