



**Troop 325  
Leadership Position Description**

**TROOP QUARTERMASTER**

**GENERAL INFORMATION**

- Type:** Appointed by the Senior Patrol Leader  
**Term:** 6 months  
**Reports to:** Assistant Senior Patrol Leader  
**Description:** The Troop 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:** none  
**Rank:** none  
**Experience:** none  
**Attendance:** 50% over the previous six months

**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 60% of all troop meetings, Patrol Leaders' Council meetings, outings, 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.

**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.  
**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.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

- Keeps records on patrol and troop equipment
- Makes sure equipment is in good working condition and chuck boxes are complete
- Issues equipment and makes sure it is returned in good condition
- Makes suggestions for new or replacement items
- Works with the ASM Quartermaster responsible for equipment stored in the garage
- Makes sure the US, troop, and patrol flags for meetings and ceremonies are properly stored away afterwards.