



# Boy Scouts of America

## Troop 89

### Troop Quartermaster Job Description

1. Maintain a listing of all patrol Quartermasters and contact information.
2. Maintain a complete and accurate inventory of all troop equipment in the troop trailer and in the Scout hut..
3. While working with the adult Troop Quartermaster Advisor, compile a listing of any gear that needs to be repaired, destroyed, and/or purchased to maintain troop efficiency.
4. Prior to each campout, working with the Adult Troop Quartermaster Advisor set up a night for the patrol quartermasters to come to the trailer to insure that the gear their patrols need for an upcoming campout is loaded onto the trailer. .
5. At the campout, maintain a list of all gear that is in need of repair..
6. Also while at the campout, maintain a list of all Scout and adult gear as it is distributed and checked out. Provide clear instructions to same that the gear may be taken home for cleaning but it must be returned ready for the next campout OR if repairs are needed, they must be reported when the gear is returned.
7. Any gear that is not returned in a timely manner must be reported to SPL.
8. Maintain a complete and accurate inventory of all troop gear (non high adventure gear)
8. Attend or have a qualified representative attend each PLC and have a report of current equipment status ready to present to the PLC and to the Adult Quartermaster Advisor.
9. For the annual summer camp trip, pre-plan and execute the loading and unloading procedure for all equipment. Working with the Adult Quartermaster Advisor and the Scoutmaster, prepare a list or troop gear to be transported to the camp on the bus. Maintain gear while at camp.
10. Transition of Troop Quartermaster to his replacement will include passing all of the above, current information to the new Troop Quartermaster.
11. Wear complete uniform at all Troop functions.
12. Is expected to be at all Troop campouts and summer camp except in extreme situations as agreed upon by the Scoutmaster.