

TROOP 642 · OFFICE JOB DESCRIPTION

Quartermaster

MINIMUM RANK	PRIOR OFFICE	ATTENDANCE
First Class Scout	None	75% of meetings

Job Description

1. Lead by example: attend at least 75% of troop meetings in proper uniform, along with all troop campouts, summer camp, and other troop events.
2. Live by the Scout Oath and Scout Law. Let your actions at home, at school, and at Scouting events show that you know and live by them.
3. Wear the Field uniform correctly at troop meetings — proper shoes, socks, pants or shorts, belt, shirt, and merit badge sash — with the correct insignia sewn on your shirt.
4. Raise the U.S. flag outside the Scout House before each Wednesday meeting and retire it afterward (weather permitting).
5. Help the Scoutmaster inspect troop equipment regularly and keep it in good repair.
6. Make sure troop equipment is stored neatly between uses.
7. Track equipment issued at campouts, such as tents. Check everything back in before the trailers are packed, make sure it comes back in good condition, and report anything needing repair to the Scoutmaster.
8. Supervise packing of troop equipment in and on the trailers at the end of each campout.