

12th Aylesbury Scout Group Role Description

For Quartermaster

Revision 1.0

Date: August 2024

Role Description

Title: Quartermaster (QM)

Outline: The QM role is vital to helping a Scout Group run effectively. Scout Groups get up to all sorts of exciting activities, and we have lots of equipment that needs looking after. This can include camping equipment (tents, stoves, shelters, lamps, etc.), games equipment to run sections each week, and cooking equipment (pots and pans etc). As QM, it would be your job to ensure you keep an accurate inventory of this equipment and seek approval to purchase or repair it when necessary pending approval from the Trustee board.

You would have close connections with the Group Lead Volunteer and Section Leaders who need access to camp equipment or particular activities. The role might suit someone who previously looked after or maintained camping or hiking equipment, who currently participates, or is interested in these activities...

Responsible to: The Trustee Board

Type of Role: ~~Trustee~~ / Supporter

Main Tasks

- 🦿 Equipment management
- 🦿 Equipment planning
- 🦿 Equipment maintenance
- 🦿 Equipment inventory
- 🦿 Equipment replacement

Communication within the group

- 🦿 Chair of the Trustee Board
- 🦿 Group Lead Volunteer
- 🦿 Treasurer of the Trustee Board
- 🦿 Sectional Team Members
- 🦿 External providers

Key Skills for the Role

- 🦿 Strong organisational and communication skills
- 🦿 Ability to work as part of a team
- 🦿 Able to think creatively and solve problems
- 🦿 Good IT skills
- 🦿 Ability to summarise information for different audiences
- 🦿 Willing to speak one's mind and listen to the views of other
- 🦿 Able to maintain independent and objective judgement

Useful Skills for the Role

- 🦿 Understanding of Google documents and workspace
- 🦿 Understanding of Monday.com

Useful Links to Support the Role

