



# Be Prepared...

*for new adventure!*

## **1<sup>ST</sup> ERMINGTON GROUP SUPPORT COMMITTEE**

### **Quartermaster - Role and Responsibilities**

Scout Groups need equipment to operate an exciting program of activities for its young people. Equipment is not cheap and each item will represent a good deal of hard work in fundraising. It follows, therefore that everybody in the Group needs to look after the equipment.

The care and control of the equipment is the responsibility of the Quartermaster who will be responsible to the Group Leader and the Group Treasurer. This may seem a little strange but it is the Group Treasurer who is responsible for the inventory and insurance of the equipment. In reality the Quartermaster will need to have a practical working relationship with the Section Leaders who will be the chief users.

Venturers are responsible for maintaining their own gear and operating a booking system for their gear. Contact [venturers@ermingtonscouts.asn.au](mailto:venturers@ermingtonscouts.asn.au) for more information.

#### Key Responsibilities:

- Leaders will advise you either directly, or through the Group Leader of any required gear maintenance tasks.
- Repair costs over \$50 need to be approved at a Committee meeting.
- Regular updates of gear repaired, outstanding gear requests and recommendations for gear replacement are due to Committee monthly - either via attendance at the Committee meeting, or via an email to the Committee [committee@ermingtonscouts.asn.au](mailto:committee@ermingtonscouts.asn.au) 1 week before the scheduled Committee meeting.
- Attend the Group Council meeting once a term, or as required to provide an update on gear repaired, outstanding repair requests, and to discuss matters related to your role.
- As required manage a booking system for Group gear. Leaders should email a request to the quartermaster cc'ing the Section Leaders and Group Leaders so that all are aware of what Group gear is being borrowed during what dates/times. Approvals for borrowing should be advised asap.
- Approval for borrowing section gear is at the discretion of the Section Leader.

Joeys	<a href="mailto:joeys@ermingtonscouts.asn.au">joeys@ermingtonscouts.asn.au</a>
Cubs	<a href="mailto:cubs@ermingtonscouts.asn.au">cubs@ermingtonscouts.asn.au</a>
Scouts	<a href="mailto:scouts@ermingtonscouts.asn.au">scouts@ermingtonscouts.asn.au</a>
Venturers	<a href="mailto:venturers@ermingtonscouts.asn.au">venturers@ermingtonscouts.asn.au</a>
Group Leader	<a href="mailto:groupleader@ermingtonscouts.asn.au">groupleader@ermingtonscouts.asn.au</a>

- As required schedule some gear repair tasks at Working Bees.
- Update Group asset spreadsheet as required.
- Obtain quotes for replacement of gear, new purchases as required.

This role is vital to the well functioning of an active Group like 1st Ermington. Your dedication to this role will ensure that the Leaders can concentrate on their role of running the youth program.

Reports to the Group Leader and Group Treasurer.