

RUM RIVER CHAPTER

Job Description

Title: Quartermaster

Two-year position—Appointed Position

Responsibilities:

1. Keep an inventory of RRC supplies.
2. Organize RRC supplies in storage closet on 3W.
3. Bring requested supplies to meetings, educational events, etc.
4. Purchase supplies as requested.
5. Responsible for key to supply closet.
6. Responsible for monitoring and updating RRC Boards on units (ICU, 3E, 3W, 4HT, Float Pool lounge).
7. Attend all Board meetings and act as a voting officer.

Board Approved: 8/2011