

7th Michigan Volunteer Infantry, Company B, Inc
JOB DESCRIPTION
(September 2011)

TITLE: QUARTERMASTER

PURPOSE: To assist members in the purchase of new/used equipment and supplies that meet the authenticity standards of the unit. To maintain a lending closet of equipment and clothing for both military and civilian members

AUTHORITY: Bylaws

Appointed by the president

TERM: 1 year

DUTIES:

1. Maintain lending closet and distribute items as needed
2. Purchase supplies with approval of the board i.e. caps, powder etc.
3. Purchase used uniforms/equipment for resale to members with approval of the board
4. Report monthly to the board on progress/needs/financial needs