

# Troop Webmaster

## GENERAL INFORMATION

**Type:** Appointed by the Scoutmaster

**Term:** 6 months

**Reports to:** Adult Webmaster

**Description:** The Troop Webmaster helps Develop, maintain, and monitor the Troop's Website

**Comments:** For a scout to be successful at the Troop Webmaster position, he must be proficient at working on a computer and know how to work within Word or similar software programs.

## QUALIFICATIONS

**Age:** None

**Rank:** First Class or higher

**Experience:** One year in Scouting

**Attendance:** Satisfy the Troop's "active scout" standard by attending at least six troop events (meetings or campouts), and at least one community service event or troop service event within the preceding six-month period.

## PERFORMANCE REQUIREMENTS

**Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

**Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office. Additional time outside Troop events will be required to complete assignments on web site issues.

**Effort:** You are expected to give this job your best effort by keeping the Website up to date.

Act as a liaison with SPL, SM, and Troop committee Chair for new information to be uploaded to the site  
Schedule at least 3 Leadership Conferences with the Adult Webmaster (Beginning, middle and end of term)  
Obtain advisor approval of your goals and maintain a leadership journal.

## GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

## SPECIFIC LEADERSHIP RESPONSIBILITIES

Work with adult Webmaster and SM on items to be placed on the Troop Website.

Help with preparing and organizing information going onto the Website.

Work with the Adult Webmaster to ensure that the Website is up to date.

Review the content of material going on the Website to make sure it is appropriate.

Participate in the monthly Patrol Leaders' Council.

Keep your advisor informed of activities, accomplishments and concerns.