



Webmaster

General Information

Description: The Troop Webmaster works with web site ASM. He helps keep the digital documentation up to date.

Comments: The troop web site is a major communication tool for scouts and families. Keeping that site current and relevant is vital to the success of the Troop.

Reports to:	IT ASM
Type:	Appointed by the Scoutmaster
Term:	Six months

Qualifications

Age:	15+
Rank:	Star or higher
Experience:	None
Confirmation:	Appointment Approved by Scoutmaster

Performance Requirements

Training:	You must attend the Troop Leader Training even if you have attended in the past.
Attendance:	You are expected to attend the troop meetings, Patrol Leaders' Council meetings, outings, and service projects.
Effort:	You are expected to give this job your best effort and use the adult leadership and advice when you feel they are needed. <u>You must provide written reports to the advancement chair noting what you have done in this position. The reports are due two months after you start the position and every two months thereafter until the end of the term of the position.</u>

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, shirrtail 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 (A patrol leader if possible) is ready to assume your responsibilities. This requires you to "Be Prepared", plan ahead and this will never be an issue.

Specific Leadership Responsibilities

- Manage digital (PDF) outing documents and upload to Troop web site weekly with ASM.
- Update the Troop Calendar and Outing pages with ASM.
- Obtain photos from Historian and upload to Web site monthly.
- Obtain Web site improvement ideas at PLC's and work on implementation with approval of ASM-Webmaster.
- Work with the ASM-Webmaster and Communications Chair coordinate web site updates.
- Works with the PLC at Patrol Leaders' Council meetings.
- Assists the Assistant Scoutmaster with web site.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law.
- Shows Scout spirit.

Every two month's you must document factual accomplishments stating how you have demonstrated leadership and performed your duties to obtain credit for your position. List number of meetings attended, trip and outings participated in and specific accomplishments your have executed in the performance of your duties. This must be signed by SM or designated ASM every two months in order to obtain leadership advancement credit.

Month /year to Month /year (___/___ to ___/___)

Scout signature _____ date _____
 SM/ASM signature _____ date _____

Month /year to Month /year (___/___ to ___/___)

Scout signature _____ date _____
 SM/ASM signature _____ date _____

Month /year to Month /year (___/___ to ___/___)

Scout signature _____ date _____
 SM/ASM signature _____ date _____