

# Webmaster- Troop 420



## GENERAL INFORMATION

**Type:** Appointed

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader

**Description:** The Webmaster keeps the troop website(s) up to date. He posts the activities of interest to the troop while protecting the privacy of the scouts and adult members.

**Comments:** To be a good Webmaster you should be comfortable working with technology and understand the importance digital responsibility.

## QUALIFICATIONS

**Age:** None

**Rank:** None

**Experience:** None but should have an interest in technology and be able to access the internet and email.

**Training:** Should have a current Cyber Chip or earn the age appropriate Cyber Chip within 30 days of assuming this position. Should have the Digital Technology Merit Badge or commit to actively working to earn this during your term as Webmaster.

**Attendance:** Must be an active member of the Troop, meaning has been attending most Troop Meetings and other outings.

## 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

- 75% of all troop meetings (3 of 4 each month),
- 5 of 6 Patrol Leaders' Council meetings and
- At least ½ of all outings, events 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.

**Effort:** You are expected to give this job your best effort and to use the ASPL for advice and direction when needed.

## GENERAL LEADERSHIP RESPONSIBILITIES

**Uniform:** Set the example by always 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.

- Be the first to reflect the scout sign
- Maintain a positive and enthusiastic attitude.
- Exhibit good self-discipline.
- Have an excellent attendance record.
- Meet your obligations on time and with full effort.
- Have fun but not at the expense of everyone (Goofing off without purpose wastes time and loses the interest and respect of the other scouts).

**Attendance:** Set the example by being an active Scout. Be on time for meetings and activities. \*You must call the Assistant Senior Patrol Leader if you are not going to be at a meeting or if you have an emergency and cannot attend a meeting, outing or activity you have committed to. You should have an alternate ready to assume your responsibilities anytime you are absent. You are to plan ahead and **"Be Prepared"** for any duties assigned to you by the ASPL.

## SPECIFIC LEADERSHIP RESPONSIBILITIES

Collects electronic copies of the PLC notes from the Scribe **within one week** of the meeting.

Collects electronic copies of the OA Representative **within one week** of the OA meeting.

Collects any newsworthy items from the Den Chief **monthly**.

Collects electronic resources from Troop Guide(s) and Instructor(s).

Collects pictures and articles from Historian after each campout or activity.

Provides the Adult Leader in charge of the website with information collected from the Scribe, OA Representative, Den Chief, Troop Guide(s), Instructor(s) and Historian at least **monthly** but not more than **10 days after** each meeting. The information should be well written and formatted for publication.

Meets **monthly** with the ASPL (and Scoutmaster if requested) to evaluate the program, your responsibilities and the performance of your duties.

## RESOURCES AVAILABLE

Assistant Senior Patrol Leader

Other Junior Leaders

# Webmaster- Troop 420

Troop Secretary and/or Webmaster  
Assistant Scoutmaster  
Scoutmaster  
Boy Scout Handbook, No. 33105  
Junior Leader Handbook, No. 33500A  
Boys' Life magazines  
Troop and patrol rosters  
Activity calendar (troop)

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Troop 420 Leadership Contract with \_\_\_\_\_  
(neatly printed name)

## Scout's Agreement

I have read the job requirements for the position of **Webmaster**. I understand the duties and responsibilities of this position, and I agree to carry them out to the best of my ability. I agree to lead by example, and I make these commitments to my fellow Scouts, the adult leaders, and myself. In addition, I will help other scouts whenever possible; be especially supportive of younger and less experienced scouts and will do my best to have fun while helping the scouts of Troop 420.

If I find that I am unable to meet this commitment, I will promptly ask to be removed from this position. I understand that I will receive FULL leadership credit if I follow the above stated commitments. I may not receive credit if the above commitments are not met.

I will do my best to uphold the duties of this position from \_\_\_\_\_ (start date) to \_\_\_\_\_ (estimated end date).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(date)

## Approval

\_\_\_\_\_  
(Scoutmaster's Signature)

\_\_\_\_\_  
(date)

This scout has served in this leadership position through (Actual End Date): \_\_\_\_\_ (Scoutmaster's Initials) \_\_\_\_\_

Comments: