

# Troop Webmaster

## Job Description

The Webmaster helps to maintain the Troop Website. The Webmaster updates specified portions of the website with approved items in a timely manner, primarily descriptions and photos of recently completed outings and events. The Webmaster works with the Web Advisor, Troop Scribe, SPL and others in maintaining and updating the website. The Webmaster receives requests for website updates from the SPL and other scouts and acts upon those requests. The web advisor and/or Scoutmaster will approve all additions, modifications and/or deletions to the website.

**Type:** Appointed by the Scoutmaster  
**Term:** 6 – 12 Months  
**Reports to:** Assistant Senior Patrol Leader  
**Adult Mentor:** Web Advisor

## SPECIFIC LEADERSHIP RESPONSIBILITIES

1. Works with the Web Advisor to continue to develop and maintain the website .
2. Reports to the PLC on a monthly basis on website status, recent changes and updates, upcoming changes and other points of interest as well as projects in development.
3. Prepares descriptive entries for the website that report on each of the Troop's activities. These postings should include photos and must be submitted to the web advisor before posting.
4. Works with the OA Representative to ensure that the troop OA members are kept abreast of all OA activities via the troop website.
5. Works with the troop librarian to ensure that the troop library holdings are available via the website as well as information on the Merit Badges featured every month.
6. Works with the troop Scribe to post the approved minutes of all PLC meetings.
7. Sets a good example.
8. Enthusiastically and correctly wears the uniform.
9. Lives by the Scout Oath, Scout Law and OA Obligation.
10. Shows Scout spirit

I \_\_\_\_\_ understand the duties and responsibilities of this position and agree to do my best to faithfully discharge these duties.

Signature \_\_\_\_\_