

# Troop Webmaster Position



## GENERAL INFORMATION

Assignment: Elected by the troop or appointed by the Senior Patrol Leader or Scoutmaster.

Term: 6 months

Reports to: Assistant Scoutmaster/Adult Webmaster

Coordinate with: Troop Historian

## QUALIFICATIONS

Age: none

Rank: none

Experience: none, but interest in photography and the Internet is helpful

## OBJECTIVES

Help maintain an up-to-date information site for use by scouts, parents, and interested boys.  
Improve communication in the troop.

## PERFORMANCE STANDARDS

### Training

Attend any troop Junior Leader Training offered by the Troop or the Council.

### Attendance

Attend 60% of troop meetings, Patrol Leaders' Council meetings, outings, and service projects.  
Fulfill the requirements of this position for 6 months.

## GENERAL LEADERSHIP RESPONSIBILITIES

### Attendance

Set the example by being an active Scout.

Be on-time for meetings and activities.

Attend all Patrol Leaders' Council meetings (PLCs).

Call the Senior Patrol Leader if you are not going to be at a meeting.

If you have to miss a meeting, make sure that someone will assume your responsibilities.

### Uniform

Set the example by wearing your uniform correctly.

Wear all of the parts of the troop uniform (including pants), and all required badges correctly.

## Behavior

Set the example by living the Scout Oath and Law in your everyday life.  
Show Scout Spirit in everything you say and do.  
Give your best effort.

## SPECIFIC DUTIES:

Pick one item from each of the five categories below, and complete them during your term in this position.

### Data Collection

Collect facts about scouts and troop activities to be posted on the web site.  
Collect and submit pictures about scouts and troop activities to be posted on the website.  
Collect information for the troop calendar, news, and other information for the website.  
Collect documents, forms, fliers, or other documentation for the website.  
Collect updated information about new and former members of the troop  
Collect scout e-mail addresses to improve communication among patrol leaders and scouts.  
Collect and submit backpacking recipes, outing reports, and articles from scouts.

### Promotion

Promote the site in the troop meetings.  
Introduce new, incoming scouts to the website. Provide them with the website URL.  
Write a brief welcome letter to new and incoming scouts to be posted on the homepage.  
Design and run one troop website "scavenger hunt" to draw scout attention to the website.  
Send out at least one "broadcast" e-mail to the scouts in the troop about the website, other scouting websites, or news about the internet.

### Research and Development

Assemble a slide show from activity photographs downloaded from the troop photo gallery; then run the slide show at a Court of Honor.  
Find helpful links to add to the site that scouts will like and use.  
Develop ideas and resources for the "patrol" section of the website.  
Contribute any new ideas to improve the website overall.

### Maintenance

Help keep troop information up-to-date and published in a timely manner.  
At least once during the course of your position, check all external links on the website to ensure they are still active.

### Training

Upon finishing the 6 month term, train the next troop webmaster for the position.

Scout Webmaster Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Adult Supervisor Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date Position Begins: \_\_\_\_\_ Date Signed: \_\_\_\_\_