

## TROOP WEBMASTER

Name: \_\_\_\_\_ Patrol: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

### GENERAL INFORMATION

Type: Appointed by the Adult Webmaster with Scoutmaster approval  
Term: 6 months  
Reports to: Assistant Senior Patrol Leader and Adult Webmaster

### QUALIFICATIONS

Age: 14 (Scoutmaster's discretion)  
Rank: First Class (Scoutmaster's discretion)  
Experience: Basic computer skills and typing  
Equipment: The Scout must have access to a computer with a basic word processing application, a photo imaging application, a file transfer protocol (ftp) application, and internet access.  
Training: After becoming a First Class Scout, has completed ILST. They also must attend a training session with the Adult Webmaster

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Work with Adult Webmaster to maintain a usable information site for use by scouts, parents, and interested youth
- Publish pages, permission forms, news, and other information as needed
- Publish documents, forms, and information requested by Troop leaders
- Keep Troop information up-to-date and published in a timely manner
- Submit Troop Historian's pictures within one (1) week of the outing to the Webmaster
- Submit within (1 week) of receipt any meetings, outing, or merit badge updates to the Webmaster
- Obtain Website improvement ideas at PLC and work on implementation with approval of Webmaster
- Sets the example by wearing the uniform correctly
- Lives the Scout Oath and Law
- Shows Scout Spirit

**PERFORMANCE GOALS:** These are expectations. A scout should always strive to do their best.

- Attend 75% of troop meetings
- Attend 2/3 of troop outings
- Earn two new merit badges

**PERFORMANCE REQUIREMENTS:** The below requirements are necessary to fulfill the responsibility's position.

- Briefed on duties and responsibilities
- Post Troop Scribe's outing notes and Historian's pictures within one (1) week of outing
- Post within (1) week of receipt any meetings, outings, or merit badge updates

### ATTENDANCE:

Set the example by being an active Scout. Be 15 minutes early for meetings and activities. Need to be 30 minutes early to meetings when service patrol. You MUST call the SPL or ASPL if you are not going to be at a meeting or if you suddenly have to miss an outing or activity.

### SCOUT AGREEMENT:

I have read the job descriptions for this position. I understand the duties, goals, and responsibilities and will carry them out to the best of my ability. I further understand that if I do not fulfill the responsibilities and requirements of this job then I can be removed.

Scout's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT SUPPORT AGREEMENT:

I agree with the commitment my scout is making. I promise to support them in attending training, Troop meetings and Troop activities as well as with encouragement at home. I realize that their presence is necessary for the smooth operation of the Troop.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SCOUTMASTER'S AGREEMENT:

The Scoutmaster (or designee) will provide feedback on scout's leadership performance.

Scoutmaster's signature: \_\_\_\_\_ Date: \_\_\_\_\_

When the term is completed, the Scoutmaster and Advancement Chair approve of the time served: Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Scoutmaster: \_\_\_\_\_ Advancement Chair: \_\_\_\_\_