

JOB DESCRIPTION: The troop webmaster is responsible for maintaining the troop's website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the troop committee may assist him with his work.

INTRODUCTION: When you accepted this position, you agreed to provide **service** in Troop 216. This responsibility should be fun and rewarding. This guide provides some of the things you are expected to do while serving as Webmaster. You are a record keeper for the Troop who sees that Troop website content is kept current under advice and consent of the PLC via assistance of adult web content editors. The Troop Webmaster is appointed by the Senior Patrol Leader (SPL) with approval of the Scoutmaster.

RESPONSIBLE TO: Assistant Senior Patrol Leader (ASPL)

PREREQUISITES

- Earn and maintain the annual charge for the Cyber Chip.

SPECIFIC DUTIES:

- Actively pursue information that needs communication to all members of the Troop and work with website content editors for inclusion to the Troop 216 website.
- Attend and advise the PLC meetings of events so Troop activities do not conflict other interesting events at the District/Council level or with area Merit Badge Workshops and other interesting area events.
 - o Ensure the upcoming three months' worth of the online Troop Calendar schedule is printed out and information made available for communication to all members of the PLC. Record all planned activity decisions made in the PLC and properly disseminate for inclusion on the Troop website.
 - o If you cannot attend a PLC meeting, make sure the SPL gets a copy of the Troop online calendar before the meeting and returns it to you after the PLC with notes to be properly placed on the Troop website.
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto, and proudly wearing the correct uniform to all meetings and activities.

RESOURCES:

- http://meritbadge.org/wiki/index.php/Cyber_Chip

AT THE END OF YOUR TENURE IN THIS POSITION:

- Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
- Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

To help you better understand your role within the Troop, here is the Organizational Chart that defines the relationships of all the leadership positions:

