



Job Title:	Webmaster	Group:	Troop
Details:	Elected by members of the patrol	Term:	6 months
Reports to:	Assistant Senior Patrol Leader	Minimum Age:	none
Mentor(s):	Craig Huck	Minimum Rank:	none
Experience:	None required	Updated:	1/17/24

Job Description

ROLE AND RESPONSIBILITIES

Troop webmasters are responsible for maintaining the troop's website and Facebook group page. They make sure that information posted on the website is correct and up to date and that the privacy of youth and adult troop members is protected. They will work closely with the Webmaster Mentor to get information onto the website that is useful to scout families, leaders, and committee members.

- Maintain the troop website as needed
- Ensure the website is as youth-run as possible
- Update information and links on the website as requested
- Work with various unit members on needed topics
- Work with Historian & Scribe to ensure the newsletter gets posted in a timely manner
- Ensure the newsletter is emailed to the troop group email and posted to the Facebook page

QUALIFICATIONS AND REQUIREMENTS

- Attend a majority of troop meetings (3 out of 4 monthly) and Court of Honors (3 out of 4 annually)
- Attend a quarter of all troop campouts (3 out of 12 annually)
- Check and respond to troop emails/correspondence on a consistent basis
- Set a good example by living the Scout Oath and Law in your everyday life
- Live by the Scout Oath and Law
- Show and help develop Scout spirit within the Troop
- Wear the Scout uniform correctly

PREFERRED SKILLS AND ITEMS

- Attention to detail
- An email account that is included in the troop group email
- A Facebook account

Scout:			Date:	
Parent:			Date:	
Mentor:		Craig Huck	Date:	