

TROOP 642 · OFFICE JOB DESCRIPTION

Webmaster

MINIMUM RANK	PRIOR OFFICE	TERM LIMIT
First Class Scout	None	Two consecutive terms

The Webmaster maintains the troop website, making sure everything posted is accurate and current and that the privacy of members and leaders is protected. A troop committee member (the Adult Webmaster) supports the Webmaster in this work.

The Webmaster gathers and formats new material and recommends updates to existing content. The website is a key communication tool for Scouts and families — and often the first impression prospective families have of Troop 642 — so keeping it current, accurate, and approved is vital to the troop's success and safety.

Job Description

1. Lead by example: attend at least 75% of troop meetings in proper uniform, along with all troop campouts, summer camp, and other troop events.
2. Live by the Scout Oath and Scout Law. Let your actions at home, at school, and at Scouting events show that you know and live by them.
3. Wear the Field uniform correctly at troop meetings.
4. Meet with the Adult Webmaster each month to review changes and progress.
5. Learn Scouting America's online safety guidelines.
    a. **Beginning of term:** Earn (or renew) the Cyber Chip for your age group.
6. Keep the troop website safe and secure.
    a. **Beginning of term:** Review the whole site for personal information. Contact each person to confirm their information is correct and that they approve of it being posted.
7. Make sure the website reflects positively on Scouting and Troop 642.
    a. **Beginning of term:** Review the whole site and note anything that should be changed or updated. Review your list with the ASPL and Adult Webmaster before bringing it to the PLC.
8. Work with Scouts and leaders to keep troop information up to date.
    a. **Twice during term:** Work with the Scribe, Librarian, and Historian to gather and post relevant material, including photos and short write-ups of campouts and events. If those positions are vacant, assign a Scout to take photos.
    b. **Twice during term:** Check that all links on the website still work.
    c. **Once during term:** Prepare a one-page activity summary with two or three photos and share it with the MDPC webmaster or communications team.
    d. **Once during term:** Gather website content ideas from troop members and discuss them with the PLC and Adult Webmaster.

Webmaster Evaluation

To receive position of responsibility credit, document your accomplishments every two months. Include the number of meetings attended, the trips and outings you joined, and specific things you accomplished in your role. The Scoutmaster or a designated Assistant Scoutmaster must sign off every two months.

Accomplishments Checklist

- ☐ Initiated monthly discussions with the Adult Webmaster (AW) to discuss changes and progress
- ☐ Earned (or renewed) the Cyber Chip
- ☐ Reviewed the website to identify personal information; contacted people and received approval for continued use or changes; shared changes with the AW for posting
- ☐ Reviewed the website to ensure it is a positive reflection of Scouting and Troop 642; developed any changes and shared them with the AW for posting
- ☐ Confirmed calendar activities, dates, and times monthly, and shared requested updates with the AW for posting
- ☐ Twice during term, provided pictures and a brief description of activities to the AW for posting
- ☐ Twice during term, confirmed all links were active
- ☐ Once during term, prepared a one-page summary for MDPC communication and received PLC approval to share it with MDPC
- ☐ Once during term, solicited ideas from the troop and discussed them with the PLC; developed any changes and shared them with the AW for posting
- ☐ Attended 75% of all troop meetings and events
- ☐ During term, wore the uniform correctly, lived by the Scout Oath and Scout Law, and helped build Scout spirit

Evaluation Period 1: from ___ / ____ to ___ / ____ (month / year)

Accomplishments

_____

_____

_____

_____ _____

Scout signature / date APL / Adult Webmaster signature / date

Evaluation Period 2: from ___ / ____ to ___ / ____ (month / year)

Accomplishments

_____

_____

_____

_____ _____

Scout signature / date APL / Adult Webmaster signature / date

Evaluation Period 3: from ___ / ____ to ___ / ____ (month / year)

Accomplishments

_____

_____

_____

_____ _____

Scout signature / date APL / Adult Webmaster signature / date

_____ _____

Scout name Scout signature

_____ _____

Assistant Patrol Leader Adult Webmaster