# **Webmaster**

Troop **webmasters** are responsible for maintaining the troop's website. 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. A member of the troop committee may assist them with their work.

***Qualifications:***

* Elected by Troop
* First Class Rank or higher
* Term: Serves 6 consecutive months, not to exceed two executive terms
* Term exceptions with Scoutmaster approval

**Reports to**: the Assistant Senior Patrol Leader, Committee Webmaster, and Scoutmaster

**Trained by:** Troop Webmaster

**Webmaster duties:**

* Keep the troop website content up to date with information needed by the troop.
* Manage user access to the troop site.
* Make sure that information posted on the website is correct and that members’ and leaders’ privacy is protected.
* Work with the Troop Historian to publish stories regarding the troop outings and activities to the web site. Publish at least three stories.
* Post Troop photos for at least one event per month to the troop website.
* Work with the Troop Librarian to keep the online Troop Library records accurate.
* Maintain the troop documents.
* Provide at least one News Story per month.
* Ensures the Web site is as youth-run as possible.
* Sets a good example to all other scouts.
* Communicate and respond in a timely manner with Scouts and Troop Leadership
* Arrive 10 minutes before the start of troop meetings.
* Participate in outings. Attendance expectation 65%
* Attend troop meetings. Attendance expectation 65%
* Set a good example.
* Wear the field uniform (class A) correctly to all regular troop meetings and religious services.
* Wear the activity uniform (class B t-shirt) to all outings and other troop activities.
* Live by the Scout Oath and Law.
* Show Scout spirit.

