

## POSITION OF RESPONSIBILITY

### WEBMASTER

#### Job Description:

The Webmaster maintains the troop's public-facing digital presence, ensuring information is accurate, engaging for prospective members, and compliant with Scouting America digital safety and privacy policies.



#### Reports To:

The Webmaster reports to the **Senior Patrol Leader** with the guidance of the adult troop webmaster.

#### Prerequisites

- **Rank:** At least First Class.
- **Training:** Completed or will commit to completing *Introduction to Leadership Skills for Troops (ILST)* during their term.

#### Key Duties:

1. **Safety & Privacy:** Ensure the troop website and troop Instagram account follow Scouting America social media and cyber-safety guidelines (e.g., no last names of youth, no private contact info).
2. **Content Maintenance:** Work with the adult Troop Webmaster to keep the website current and ensure all links are functioning.
3. **Media Coordination:** Coordinate with other Scouts to gather photos and stories that highlight troop activities.
4. **Digital Citizenship Education:** Lead at least one "Safety Minute" or presentation at a Troop Meeting or PLC Meeting regarding cyber-safety or the proper use of social media.
5. **Integration:** Ensure public pages link effectively to internal troop resources (like Scoutbook or newsletters).
6. **Be a Role Model:** Wear the **Scouting America uniform** correctly and with pride. Live by the Scout Oath and Scout Law and consistently demonstrate a high level of **Scout Spirit**.
7. **Work with Leaders:** Cooperate with the Senior Patrol Leader and other youth leaders to coordinate responsibilities.

## **Performance and Advancement Expectations**

To fulfill the "active service" requirement for this role, the Historian is expected to:

- **Be a Regular Participant:** Consistently attend troop meetings, campouts, and Courts of Honor to perform the duties of the position.
- **Complete Position Agreement:** Read and sign the troop's Leadership Position Agreement.
- **Meet with the Scoutmaster:** Schedule and complete at least one conference with the Scoutmaster or delegated adult leader during their term to review their progress and discuss their advancement goals.
- **Maintain Records:** Keep a record of their service and duties for all Scoutmaster conferences.

**WEBMASTER**  
Troop 54 Leadership Tracking Sheet

**Scout's Name:** \_\_\_\_\_ **Patrol:** \_\_\_\_\_

**Term Dates:** \_\_\_\_\_ to \_\_\_\_\_

**CAMPOUT, COURT OF HONOR, OR OTHER SPECIAL EVENT ATTENDANCE (do not include Troop Meetings)**

Date

Location

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**A major part of being Webmaster is protecting the privacy of our Scouts. Describe a Digital Safety Moment that you researched or presented to the troop. How does the Safety Moment help us stay compliant with Scouting America's safety standards?**

**Describe a specific improvement or update you made to our digital presence this term - even if it was a small fix. What was the problem, what steps did you take to resolve it, and how did that change make the website better for our troop?**

*I confirm that this Scout has successfully fulfilled the responsibilities of Webmaster.*

\_\_\_\_\_  
*SPL's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Scoutmaster or Troop Webmaster's Signature*

\_\_\_\_\_  
*Date*