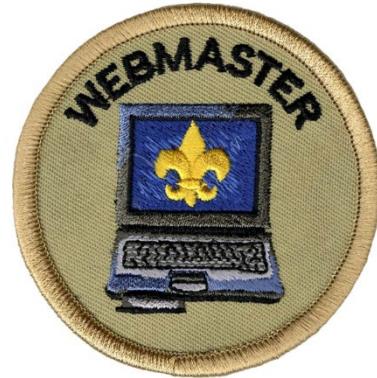


POSITION OF RESPONSIBILITY

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

Scout's Name: _____ **Patrol:** _____

Term Dates: _____ to _____

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

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?

1. **What is the primary purpose of the proposed legislation?**

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

SPL's Signature

Date

Scoutmaster or Troop Webmaster's Signature

Date