



# Webmaster Leader Leadership Position Description

**Position Description:** The Webmaster posts information about troop outings, service projects, and other events to the troop and/or chartered organization website.

## **General Information**

**Type:** Appointed by the Senior Patrol Leader with Scoutmaster Approval

**Term:** 6 months

**Reports to:** Assistant Senior Patrol Leader with assistance from the adult Webmaster

**Comments:** Projects on the website may be substituted with Scoutmaster approval.

## **Qualifications:**

**Age:** 13 to under 18 years of age

**Rank:** Tenderfoot or higher

**Experience:** none

**Troop Attendance:** 50% over previous 6 months

## **General Leadership Responsibilities:**

**Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

**Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Sets a good example at all times.

**Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Assistant Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

**Training:** Attends Leadership Training, even if has in the past.

## **Specific Leadership Responsibilities:**

- Ensures that all event dates and times are listed correctly on the website or other social media.
- Ensures that social media and other troop/crew policies are followed.
- Obtains information about outings, service projects, and other troop events from the Historian.
- Posts a news article about each troop outing, service project or other activity. Articles must be posted within two weeks of the event.
- Posts photos of troop/crew events and service projects on the facebook site.
- Administers special projects with regards to the website or other social media.



# Webmaster Leader Leadership Tracking Card

Name: \_\_\_\_\_  
Patrol: \_\_\_\_\_

Date Appointed: \_\_\_\_\_  
Date Appointment Ends: \_\_\_\_\_

**Performance Requirements/Tracking:** All requirements must be *completed, initialed and dated by appropriate person* to receive FULL leadership credit. Visit with the SM (or designee) after appointment, and then visit the Advancement Chair, with this card completed after the term.

After Appointment: Adult Webmaster/Mentor \_\_\_\_\_ Signature/Date

- Briefed on duties and responsibilities:

- \_\_\_\_\_ Attends Leadership Training (when)
- \_\_\_\_\_ Works with the ASPL to determine what goals should be met with regards to the website or other social media.
- \_\_\_\_\_ Works on at least one special project related to the website or social media or posts event newsletter and photos.
- \_\_\_\_\_ Meets with the ASPL to discuss how the Troop is doing within 4 weeks of appointment
- \_\_\_\_\_ Meets with Mentor and reviews progress 6 weeks after appointment

At term completion:

- \_\_\_\_\_ Discuss progress with leadership skills and next steps with Mentor
- \_\_\_\_\_ Submit a short written report to the SM about work completed or presentation to the Committee.
- \_\_\_\_\_ Submit completed leadership card to Advancement Chair

**This form is due at the next meeting following current leadership period.** If this form is completed midterm to satisfy a rank requirement, it **MUST** also be completed again at the end of the leadership period, during which time the Scout continues to serve this position, in order to receive credit for the remainder of the leadership period.

Credit from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_  
Date: \_\_\_/\_\_\_/\_\_\_ Advancement Chair Signature

T2 Rev: 12/2015

**Record Keeping:**