



## JPL Troop 509 Leadership Position Description

# WEBMASTER

### GENERAL INFORMATION

- Position:** Appointed by the Scoutmaster
- Term:** 12 months
- Reports to:** Scoutmaster
- Role:** The webmaster is responsible for maintaining the troop's website, [jpltroop509.org](http://jpltroop509.org). The webmaster should make sure information posted on the website is correct and up-to-date and that privacy is protected. The webmaster works closely with the Scoutmaster, the Patrol Leaders' Council (PLC), and the Troop Committee.
- Comments:** To be a good webmaster, update the website as soon as possible whenever there are changes. You are an important link in troop communications. Your best effort is required to keep everything on the website current and accurate for the troop.

### QUALIFICATIONS

- Age:** 12 or older
- Rank:** First Class rank or higher
- Experience:** A working knowledge of HTML coding

### PERFORMANCE REQUIREMENTS

- Training:** You must attend the Introduction to Leadership Skills for Troops (ILST)
- Attendance:** You are expected to attend 50% of all troop meetings, 50% of all outings and 25% of all service projects. If your attendance is low, or if you have three unexcused absences in a row, you can be removed from office.
- Effort:** When you accept this position, you agree to provide service and leadership to the troop. You are expected to give this job your best effort.

### GENERAL LEADERSHIP RESPONSIBILITIES

- Uniform:** Set a good example by wearing your uniform correctly. Wear all of the parts of the troop uniform, shirt tucked in, with all required badges in their correct locations.
- Behavior:** Set a good example by living the scout oath and law in your everyday life. Show scout spirit in everything you say and do.
- Attendance:** Set a good example by being an active scout. Be on time for meetings and activities. You must contact the senior patrol leader if you are not going to be at a meeting. You also need to make sure that someone will assume your responsibilities when you are temporarily unable to carry out your duties.

### SPECIFIC LEADERSHIP RESPONSIBILITIES

- Set a GOOD EXAMPLE (the most powerful form of leadership)
- Pay careful attention to announcements at troop meetings, emails sent to the troop, and Troop Committee minutes, and update the website with that information
- Do not post personal information without the prior approval of the Scoutmaster
- Work with the scribe and historian to post appropriate materials submitted by them