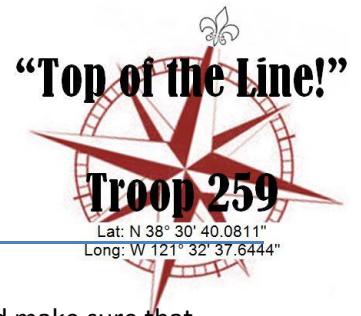


Scouts Name: _____

Troop 259 Position of Responsibility Record

Webmaster



Job Description:

The troop webmaster is responsible for maintaining the troop's website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the troop committee may assist him with his work.

Position Coordinator: Assistant Scoutmaster or Committee Member

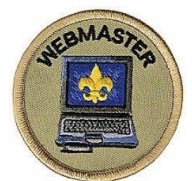
Qualifications: First Class

Required Duties of Webmaster:

- Maintain a safe and secure troop website with the assistance of the Position Coordinator.
- Ensure the troop website is a positive reflection of Scouting for the public.
- Manage the troop's electronic communication tools.
- Work with the Scouts to provide up-to-date troop information.
- Work with the scribe.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Additional Guidelines Assigned by Troop:

- Participate in ILST training annually.
- Maintains up-to-date news, photos, and info on the Troop website.
- Takes/collects pictures and writes news articles for posting to the website after each monthly activity.
- Adds and deletes information per Scoutmaster and Committee Chairperson requests.
- Provides leadership in presenting the Cyber Chip safety award program which is required for Scout rank and Star rank.
- Works with the Position Coordinator ensuring the website adheres to professionalism and Boy Scouts of America policy on what can and cannot be displayed.

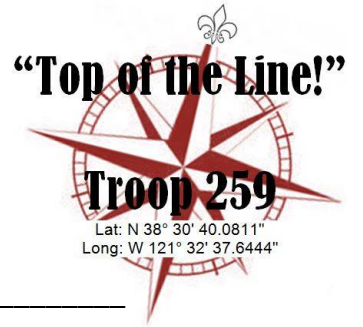


Scouts Name: _____

Troop 259 Position of Responsibility Record

Troop 259 Review for:

WEBMASTER



Credit from: _____/_____/_____ to _____/_____/_____

Position Coordinator: _____ Date _____

Scoutmaster **Approval:** _____ Date _____

Record activity or task you completed and the date that the assignment was completed in the table below. Each activity must be initialed by your assigned adult leader or Scoutmaster. Follow the attached generalized and specific duties for your position. **It is your responsibility to complete the tasks necessary for your Position of Responsibility and keep this form up to date.**

No	Date	Task or Activity	Position Coordinator	
			Initials	Date
1		Briefed on duties & guidelines by Position Coordinator		
2		ILST Training (annually)		
3		Conduct Cyber Chip safety award program		
4				
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Position Coordinator **Approval:** _____ Date _____

Patrol Leader Council **Approval:** _____ Date _____

