



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. He should make sure that information posted on the website is correct and up-to-date and that privacy is protected. He works closely with the scoutmaster, the Troop Leadership Corps (TLC), 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: need a working knowledge of HTML coding and Adobe Dreamweaver
Attendance: 75% over the previous six months

PERFORMANCE REQUIREMENTS

- Training:** You must attend the Introduction to Leadership Skills for Troops even if you have attended in the past.
Attendance: You are expected to attend 80% of all troop meetings, TLC meetings, outings, and 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 or scoutmaster 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).
- Serve as an active member of the TLC.
- Pay careful attention to announcements at troop meetings, and to emails sent to the troop, and update the website with that information.
- Attend Troop Committee meetings, noting any new or changed outings and who is responsible for the outings, and noting any changes to the meeting calendar, and make the related changes to the website.
- Do not post personal information without the prior approval of the scoutmaster.
- Work with the troop scribe and troop historian to post appropriate materials submitted by them.