

## Webmaster Agreement

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Patrol: \_\_\_\_\_ Parent's Initials/Date: \_\_\_\_\_

**Job description:** Maintain the Troop Website.

**Reports to:** Scoutmaster

### **Webmaster duties:**

- Work with the Committee Chairman and/or Scoutmaster to ensure the Troop website is maintained, contains current information, and complies with applicable privacy rules.
- Attend PLCs to obtain information for posting to the website, particularly calendar info
- Maintain the Troop Calendar on the website
- Post documents and other information to the website as requested by the SM, CC, SPL, ASMs, or ASPLs
- Pass off information on logging in / accessing the website to the next Webmaster
- Set a good example.
- Attend leadership training
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

**Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.**

### **Date/Initials (When completed/NC if not completed)**

\_\_\_\_\_ Briefed on duties and responsibilities  
\_\_\_\_\_ Complete leadership training  
\_\_\_\_\_ Attended at least 70% of PLC meetings  
\_\_\_\_\_ Maintained Troop Calendar on the website and posted information about events in a timely fashion  
\_\_\_\_\_ Posted information to website in a timely fashion as directed by SM, CC, SPL, ASPLs, and ASMs  
\_\_\_\_\_ Pass off information on logging in / accessing the website to the next Webmaster

\_\_\_\_\_  
Leadership Coordinator Signature

Yes / No / Partial