



Website Advisor

General Information

Description: The Web Site Advisor is appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee. Reports to Committee Chair.

Comments: The troop web site is a major communication tool for scouts and families. Keeping that site current and relevant is vital to the success of the Troop.

Reports to:	Committee Chair
Term:	Open

Qualifications

Experience:	Knowledge of the Scouting program to ensure web site reflects the best image and values of scouting and the troop. Experience in maintaining a web site of medium or large scale size.
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Training

Training:	Minimal transition period of three months.
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Responsibilities

- Have good command of HTML and CSS and extensible markup language (XML)
- Basic knowledge of Unix operating system to include directory structures, htpasswd, htaccess, basic editors, file manipulation, FTP, etc.
- It is also helpful, if the webmaster has some familiarity with cgi, php, and related languages.
- Have ability to create PDF files from Word or other text document programs.
- Must have completed Youth Protection Training either on-line or in a classroom setting.
- Will develop procedures and policies to train youth webmaster in creating content for web site.
- Ensure that the web site meets all guidelines for unit web sites as defined by the National and local councils of the BSA.
- Ensure that the troop web site is updated in a timely manner in particular the calendar needs frequent updates.
- Continued communication with Scoutmaster and Committee Chair as to new items for website regarding activities, training, pictures, advancement, etc.