



Troop 93 Leadership Position Description

Advancement Chair

GENERAL INFORMATION

Type: Appointed by Committee Chairman

Reports to: Committee Chairman

Description: In charge of Troop Advancement Records.

Comments: The Advancement Chair is responsible for all ranks and merit badge records for each youth (Council & troop levels). The records are maintained on a computer database.

QUALIFICATIONS

Experience: Some computer skills are necessary. Experience in record keeping desired. Understanding of troop structure and scout advancement requirements desired

PERFORMANCE REQUIREMENTS

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential

- **Attendance:** You are expected to all attend Troop meetings and all Committee meetings.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: **Uniform optional** - Set the example by wearing your uniform correctly at troop meetings and other formal events.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

The Advancement Chair handles all the youths' rank and merit badge records.

Duties include:

- Maintains computer and paper records of youth advancement and adult training
- Assure scouts follow advancement procedures (completion of a rank, Board of Review and Merit Badge counselor selection).
- Maintains rank patch stock.
- Acquires ranks and merit badge patches as necessary
- Submits records to Council office as necessary on appropriate BSA forms
- Prepares items for Court of Honor
- Periodically checks Council's records to assure accuracy, especially for Life scouts
- Schedule Scoutmaster Conferences and Board of Reviews
- Maintains Merit Badge Counselor list and adult applications for merit badge counselors