

Advancements Chariman Position Description

The duties of this position are as follows:

Advancement Chairman

- Encourage Scouts to advance in rank.
- Develop and maintain a Merit Badge Counselor list.
- Arrange Scoutmaster Conferences and Boards of Review for Scout Rank advancements.
- Maintain any Troop forms needed by Scouts for Rank advancements.
- Maintain Troopmaster Software with outings, merit badges, advancements, personal data, special awards, etc.
- Email Scouts' personal history and individual outing reports.
- Maintain Council Website for rank advancements and merit badges.
- Secure patches, badges and certificates for awards and advancements. Make available for distribution to Scouts at either Troop Meetings or Courts of Honor, as appropriate.
- Work with the Troop Librarian to build and maintain a Troop Library of Merit Badge pamphlets and other advancement literature.
- Promote the wearing and proper use of uniform and insignia.
- Give guidance to the ASPL of Advancements, Troop Guide or other Scouts tasked with promoting advancements. Work with them to define, refine, and implement the Troop's "Trail to First Class" program.
- Send emails to Troop members through Troopmaster.
- Collect Eagle Scout recommendation letters and give to Scout in a sealed envelope.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.
- Procure and issue Troop Neckerchiefs, Hats and T-Shirts.
- Other responsibilities (can be additional membership positions) within the Advancement sub-committee:
 - **Court of Honor Coordinator**
 - Assist Scouts in preparing for quarterly Troop Courts of Honor, including planning, advancement recognition, and ceremonies.
 - Check with Scoutmaster & Troop Committee Chairman for any information to be dispensed at COH.
 - **Troop Neckerchief Coordinator**
 - Procure and issue Troop Neckerchiefs.
 - Maintain inventory of Troop Neckerchiefs. Report inventory (and current cost to procure) to Troop Committee annually.
 - Maintain record of cost, supplier contact info, and order quantity requirements (minimum order quantities) for material and Neckerchief Patches.
 - If Neckerchiefs are hand-made, maintain patterns.
 - Maintain artwork files, or location of artwork files.
 - **Troop Hat & T-Shirt Coordinator**
 - Procure and issue Troop Hats and T-Shirts.
 - Maintain inventory of Troop Hats & T-Shirts. Report inventory (and current cost to procure) to Troop Committee annually.
 - Maintain record of cost, supplier contact info, and order quantity requirements (minimum order quantities).

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- Maintain artwork files, or location of artwork files.
- **Patch Coordinator**
 - Advise Committee & Troop on requirements for earning BSA Outings patches and Special Awards patches.
 - Procure appropriate BSA Outings patches and/or Awards patches.
- **Annual Awards Coordinator**
 - Maintain record of qualifications for Annual Awards and Annual Award recipients.
 - Advise Committee & Scoutmaster on selection of nominees for Annual Awards and coordinate selection for award recipients.
 - Procure awards, medals, trophies, etc., for presentation of Annual Awards.
 - Maintain record of cost, supplier contact info and lead-times for awards, medals, trophies, engraving, etc., for presentation of Annual Awards.
- **Life to Eagle Scout Adviser/Coordinator**
 - Advise Eagle Scout candidates on the general process of applying for Eagle Scout rank.
 - Coordinate Eagle Boards of Review with District Advancement Committee.
 - Assist Eagle Scout families with Eagle Court of Honor planning.
 - Report to the Troop Committee at each meeting. If not in attendance, submit written report.