

Role Description: Advancement Team Lead

Objective:

Manage and support the district advancement team. (1) to ensure that all units have an effective process of updating and inputting advancements into scoutbook and (2) actively recruit volunteers to support the advancement team with merit badge counselors, and eagle board of reviews. (3) to encourage and coach unit leaders how to engage scouts to advance.

Responsible to:

District program chair, partnered with the District Chair and District Executive.

Responsible for:

District advancement improvement to ensure that our scouts are learning and actively engaged with our program through advancements.

1st year Training Requirements:

Youth Protection Training, District Committee Operations "Advancement", Key Scouters Conference, Journey to Excellence, Program Safety, Advancement Requirement Training

2nd Year Desired Training

Succession Planning, Key Scouter Conference, (optional) Wood Badge

Required Duties

- Work for each unit to have an excellent advancement system (Scout Book) that is a natural part of their program
- Train unit advancement representative on good procedure, including the use Scout Book
- Track districts advancement statistics and set goals for improvement
- Review eagle scout application sand make sure a district representative serves on unit eagle board of review
- Recruit and train merit badge counselors as needed
- Set goals to help district Journey to Excellence and improve your area of specialty: Track progress and report to district chair.
- Strive to mentor a volunteer who can serve as your successor. Advise the district chair on someone to serve as the 2019 Advancement Team Leader
- Attend monthly roundtables, in uniform, as needed to provide information to units
- Attend bi-monthly district committee meetings and quarterly Council Connections meetings

First 30 Days:

- Complete an adult application with position 79
- Meet with Program Vice Chair/ District Chair and/or District Executive to review roles
- Complete Youth Protection Training
- Acquire contact sheets of district and unit leaders
- Confirm the dates and frequency of all district leadership meetings

- Introduce yourself to the council Advancement Chair

First 90 Days:

- Meet with council Advancement Lead
 - *Take note of units that will need help in advancing their scouts and create a strategic guided plan for that specific unit.*
 - *Share your desired communication style and process both upward and downward*
- Attend monthly Roundtable & district leadership meeting and Communicate often with unit commissioners
- Introduce yourself to all other members of the District Advancement Team
- Begin finding merit badge counselors.

3 Months – 6 Months

- Begin to organize boards of review for the rank of Eagle
- Be fully aware of Merit Badge Clinics and attend
- Know which units need support in finding advancement opportunities; work with Unit Commissioners to provide support
- Update the district on a regular basis with progress on JTE, help needed, and action steps

Suggested Monthly Action Plan

- Jan – Make sure units have an advancement plan for the year
- Feb - Plan calendar for next year (merit badge clinics)
- Mar - Promote Eagle Board of Reviews
- Apr – Follow up with Unit Commissioners to engage unit advancement team
- May -
- Jun - Check on units logging Advancements follow up as needed
- Jul – Help and mentor scouts working towards eagle
- Aug - Promote Eagle boards of review
- Sep -
- Oct – Promote logging advancements
- Nov - Follow up with any remaining units on advancement logging
- Dec - Ensure Journey to Excellence numbers are accurate

Resources

- The guide to Advancement (www.scouting.org/resources/guide-to-advancement/) will be your main reference manual. It covers everything from how advancement normally works at each level of scouting to the special cases the district might have to deal with.
- A work plan for an advancement committee meeting can be found at https://filestore.scouting.org/filestore/commissioner/pdf/dist_committee_mtg_14.pdf
- A 3-minute video that covers the basics of Boy Scout Advancement: <https://www.youtube.com/watch?v=1c6HgotQT8U>
- www.cubscouts.org is your best source for Cub Scout-related advancement questions. It contains requirements for all adventures and sample den meeting outlines for many.