

<b>Troop 355</b>	<b>Position Guide</b>	Latest Revision: April 30, 2009
	<b>Advancement Coordinator</b>	Page 1 of 1

## **Preamble**

The Advancement coordinator is responsible for managing the troops monthly Board of review at the scout house.

### **I. Reporting Relationship**

This position reports to the Advisory Committee Chair

### **II. Responsibilities and Duties**

1. Work with the Scoutmaster and Committee Chair to establish the dates for Boards of Review
2. Receive requests from scouts (not parents) for Boards of Review
3. Request adult participation for Boards of Review
4. Assign parents to specific Boards of Review
5. Provide Boards of Review with the appropriate documentation
6. Monitor the Boards of Review
7. Report the results of the Boards of Review to the Scoutmaster, Committee Chair and the Awards Chair.

### **III. Training**

1. Attend the following training courses provided by the San Gabriel Valley Council:
  - a. Fast Start Training
  - b. Troop Committee Challenge
  - c. Youth Protection