

Advancement Chair

Owns the troop's advancement tracking and recognition process.

OVERVIEW

The Advancement Chair ensures every scout's rank progress is tracked, reported, and celebrated. They manage Scoutbook (or equivalent), organize Boards of Review, order badges and patches, and make sure no scout falls through the cracks.

RESPONSIBILITIES

- 1 Maintain accurate advancement records in Scoutbook
- 2 Coordinate Boards of Review logistics and panel recruitment
- 3 Order rank badges, merit badges, and Eagle awards
- 4 Submit advancement reports to BSA council
- 5 Work with the Scoutmaster on Eagle application paperwork
- 6 Recognize scout achievements at Courts of Honor

TIME COMMITMENT

3–4 hours/week

IDEAL FOR

An organized adult comfortable with software and detail tracking

WORKS WITH

[Scoutmaster](#)[Committee Chair](#)[Librarian](#)

TIPS FROM LEADERS WHO'VE DONE IT

Scoutbook lags reality unless you stay on top of it. Set a weekly update routine.

BOR logistics — date, panel, paperwork — need lead time. Don't let advancement stall.

Eagle paperwork has hard deadlines. Know them. Set calendar reminders.

Celebrate every rank publicly. The scouts who don't react still notice.