



Position Description for National NCAP Authorization Coordinator

Position Summary: Manages the NCAP 5-yr Authorization process from start to finish for the councils assigned to them annually using a team of trained Authorization Reviewers.

Appointment and Support: Appointed by the National NCAP Committee in accordance with their procedures. Reports to the National NCAP Committee Authorization Chair. Supported by the National NCAP Committee and its members. This position serves as a member of the National NCAP Committee.

General Requirements:

1. Registered adult member of the Boy Scouts of America
2. Knows and practices Scouting ideals.
3. Completes required annual training for the position to which appointed.
4. Meets any special qualifications required for that position.
5. Holds current Youth Protection training certificate.

Specific Qualifications:

1. Shows leadership and management skills in working with people and data, including use of the latest electronic communication resources.
2. Has in-depth understanding of the BSA National Camp Standards and the camp authorization process.
3. Can use good common-sense judgment in implementing authorization processes.
4. Has Council Board level experience.
5. Has camp operations and budgeting experience.
6. Understands both council and camp finances and budgeting.

Responsibilities:

1. Recruits, develops, and oversees a well-prepared group of National Authorization Reviewers.
2. Ensures appropriate training for all National Authorization Reviewers.
3. Acts as a resource person for National Authorization Reviewers.
4. Holds periodic meetings (no less than annually) with Reviewers.
5. Annually assigns councils up for authorization to the Reviewers.
6. Monitor's progress of the Reviewers on at least a monthly basis and reports on progress at the monthly National Authorization Committee meetings.





7. Assists Reviewers with councils that are not responsive and escalates, if necessary, to the appropriate NST Director and National Staff.
8. May grant deadline extensions within reason to councils if appropriate and notifies the National NCAP Authorization Chair.
9. Responds to data calls from the National NCAP Committee.
10. Reviews Authorization Reports and Authorization to Operate drafts from Reviewers and ensures that they meet all NCAP requirements.
11. Posts all completed council documentation that meet standards and draft Authorization Reports and Authorization to Operate documents to the proper National shared file storage location on “Teams” and notifies the National Authorization Chair, the Assistant National Authorization Chair, and the National Staff Advisor that the files are ready for Peer Review.
12. Facilitates a final review at the NST and Region level after the Peer Review is completed.
13. Obtains final ATO acceptance signatures from the council and issues them their 5-year NCAP Authorization.
14. Serves as the “first responder” for any standards- or process-related questions from Authorization Reviewers.
15. Evaluates Authorization Reviewers and ensures that all Reviewers meet the criteria for conducting successful authorization reviews.
16. Develops and maintains relationship and two-way communication with National NCAP Committee Assessment members. Uses this communication channel to communicate issues and work towards a more efficient and comprehensive NCAP process.
17. Assists with National NCAP Committee initiatives to include, but not limited to: regular attendance at meetings, special projects, review and revision of program documentation and resources with project teams, and serving on appeals review panels as needed.

