



Position Description for National NCAP Authorization Reviewer

Position Summary: Assists councils in the NCAP 5-yr Authorization process for councils assigned to them by the National Authorization Coordinator. Ensures all documents meet National Standards and drafts both the Authorization Report and Authorization to Operate for those councils.

Appointment and Support: Appointed by a National NCAP Authorization Coordinator in accordance with their procedures. Reports to that National NCAP Authorization Coordinator. Supported by the National NCAP Committee and its members.

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 National Authorization process.
3. Can use good common-sense judgment in implementing Authorization processes.
4. Council Board level experience desired.
5. Has camp operations and budgeting experience.
6. Understands both council and camp finances and budgeting.

Responsibilities:

1. Attends all required training for Authorization Reviewers.
2. Makes initial contact with the council assigned to them to introduce themselves and communicate due dates and determine contact info for the council Application "Leads"
3. The Reviewer should set up a meeting (either Zoom or conference call) with the council to provide an orientation on the authorization process and go through each of the forms that are required for the council to submit, answer questions and reinforce the April 30th deadline.
4. Regularly follows up with the point person from the council to determine progress and answer questions.
5. Maintains the Authorization Reviewer Communications Log to document communications with the council.





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6. Regularly communicates the council's status to the National Authorization Coordinator and escalates any questions and delays to the Coordinator.
7. Reviews council documentation associated with the councils Application for Authorization to Operate to ensure that all documents meet national standards and have the appropriate signatures before submitting to the Authorization Coordinator.
8. Reviews all Application documentation and prepares draft Authorization Reports and Authorization to Operate documents and submits them to the Authorization Coordinator.
9. May assist with NCAP National Committee initiatives to include, but not limited to special projects, review and revision of program documentation and resources with project teams.

