

# Charter Organization Representative Delegate

## POSITION DESCRIPTION

### Overview:

The Great Trail Council is serving as the direct chartering organization for all units that has lost their charter partner. The Great Trail Council Board has taken the action to have the VP of Operations serve as the Head Institutional Head for the Council. To make administration easier each district will be considered its own Institution with the VP of Operations appointing an Institutional Head for each district. The Charter Organization Representative for each district will be the District Executive. Given the number of units this represents, a Charter Organization Representative (COR) Delegate will be needed in each unit to facilitate operations responsibly.

### Requirements:

Leaders serving in this role must be registered in the unit in another capacity and agree to take on this functional position as well. The unit leader (Scoutmaster, Cubmaster, Crew Advisor, or Skipper) cannot not serve as the COR Delegate. All COR Delegates must be approved by the COR and IH. They will not serve as voting members of their respective district or of the Great Trail Council.

### Responsibilities:

- Work with the respective district and council level volunteers, including the unit IH and COR.
- Attend unit committee meetings.
- Complete reference checks for all new adult leadership applicants and submit the telephone reference check form to the council in a timely manner.
- Using the online registration system, formally recommend adults for volunteer leadership positions in the unit.
- Electronically sign the Charter Renewal Application on behalf of the COR.
- Provide leadership to the unit charter renewal process, ensuring it is completed on time.
- Ensure that the annual inventory and financial reporting are completed on time.
- Safeguard that the unit is following current, Youth Protection Trainings and Policies, Two Deep Leadership Policies, and the Guide to Safe Scouting.

### My.Scouting and Scoutbook Access:

- COR Delegate is a functional position in My.Scouting.org.
- The COR Delegate can only be assigned My.Scouting by the COR. Council will facilitate this process.
- The COR Delegate has a number of permissions on My.Scouting:
  - o They can manage and respond to leads in Invitation Manager and accept youth applications in Application Manager.
  - o In Organization Manager, Delegates can manage the unit roster, assign positions with the Position Manager, and manage the unit's BeAScout pin.
  - o They can run reports on all these features as well as reports to track position training and Youth Protection Training.
- The COR Delegate has unit administrative rights in Scoutbook.