



## Functional Roles for Registered Leaders:

**Functional Roles:** In addition to registered unit positions, there are several functional roles/positions that can be assigned to adult leaders in your unit. A functional role should not be assigned to an adult who does not hold a current registered position.

Functional roles do not require a registration fee. Adult Leaders who are already registered with a unit can be assigned to a functional role by current unit leadership. Functional roles are assigned by:

1. Log into [My.Scouting.org](https://my.scouting.org), Select Unit
2. Click Organization Manager
3. Click Position Manager
4. Select Functional Role tab, Click ADD
5. Select adult leader from the drop-down menu of options and enter expiration date, Save Changes

Functional Roles exist at the Unit, District and Council-Levels. For example, a Registrar will complete a Unit-Level registration for an adult leader with a position title of Committee Member. Once the Committee Member position is registered, that leader can then be assigned a unit level functional role.

[Click here for additional information regarding the Position Manager tool in My.Scouting.org.](#)

See the next page for a current list of unit-level Functional Roles that can be assigned to already registered adult members/leaders:



## UNIT LEVEL FUNCTIONAL ROLES:

**Charter Organization Representative (COR) Delegate:** The leader assigned as the COR Delegate will have the same privileges/rights within My.Scouting.org as the Charter Organization Representative, including the ability to Accept or Deny online applications for adult leaders.

**Key 3 Delegate:** Up to 3 leaders can be assigned as a Key 3 Delegate, they will have the same privileges/rights within My.Scouting.org as the Committee Chair and Unit Leader (Cubmaster, Scoutmaster, Venturing Advisor, Skipper, Exploring Advisor). The Unit Key 3 Delegate will be allowed to approve online youth applications.

**Unit Advancement Chair:** This position is typically assigned to a registered Committee Member. Their role is to maintain accurate advancement records for all scouts within the unit. Leaders assigned to this role gain access to Advancement tools within [Scoutbook](#) and [Internet Advancement 2.0](#).

**Unit Training Chair:** This position is typically assigned to a registered Committee Member. Their role is to maintain training records for the unit and ensure training opportunities are available to existing leaders. Leaders assigned to this role gain access to the Training Manager tool in [My.Scouting.org](#).

**Registration Inquiry:** This is a “view only” role that can be given to leaders who need to have access to Invitation and/or Application Manager to see information only. They cannot approve online your applications.

**Youth Protection Champion:** This position focuses on ensuring adult leaders maintain current Youth Protection Training and helps administer the Cyber Chip program. They create awareness for the BSA’s Youth Protection policies and help create a culture of awareness and safety within their units.