



SELECTION OF WOOD BADGE COURSE DIRECTORS

Purpose. This document describes policies, procedures, and timelines for the selection of Wood Badge Course Directors for courses conducted under the purview of the National Capital Area Council (NCAC).

Background. NCAC annually selects Wood Badge Course Directors (CD) in accordance with the Boy Scouts of America's Wood Badge Administrative Guide. The Council conducts Wood Badge courses based on resource availability and sufficient participant interest; normally these factors result in two courses per year, one in the Spring and the other in the Fall, and occasionally a third. The Council selects one CD and a backup for each scheduled course. The CD is responsible for selecting and training the Wood Badge Staff, conducting the resident sessions, and completing the beadings of participants as they finish their tickets.

Roles and Responsibilities. The following people play key roles in the CD selection process:

- The Scout Executive or designee—reviews and approves eligibility of CD nominations; approves final CD recommendations
- The Wood Badge Advisor—assist in the development of list of those eligible for CD nomination; participates in the Wood Badge Course Director Selection Committee
- The Training Committee Chair—provides oversight to the Wood Badge CD selection process; reviews final CD recommendations along with Wood Badge Advisor, and approves CD recommendations along with Wood Badge Advisor and Scout Executive or designee
- The Council Wood Badge Coordinator—responsible to facilitate the selection process to include appointing and chairing the Wood Badge Course Director Selection Committee; after selection, assist the CD in developing staff lists, supporting staff development, and liaison with Council professionals and Area and Region Wood Badge Coordinators; serve as Chair of the Wood Badge Committee
- Members of the Council Wood Badge Committee—supports the Wood Badge Course Director Selection Committee by providing CD nominations, recommendations for former Wood Badge Staffers to serve on the Selection Committee, and providing information to the Selection Committee on Scouters nominated to CDs.
- Members of the Wood Badge Course Director Selection Committee—responsible for reviewing CD nominations and making recommendation for CDs and Backup CDs

Selection Process Steps

1. Appoint Wood Badge Course Director Selection Committee. The Council Wood Badge Coordinator in collaboration with the Council Training Committee Chair annually appoints the Wood Badge Course Director Selection Committee. Wood Badge Course Director Selection Committee will consist of:

- Council Wood Badge Coordinator (chair)
- Former Wood Badge Course Directors (2)
- Former Wood Badge Staffers (2) who have served on at least two staffs each in different positions. Recommendations for these staffers should come from members of the Wood Badge Committee and where possible not have served on the staffs of the two former CDs on the Selection Committee.
- Experienced District Training Chair identified by Council Training Committee Chair
- Experienced Council Scouter identified by Wood Badge Advisor

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Normally, members of the Selection Committee, other than the Council Wood Badge Coordinator, are appointed in the Fall and serve no more than two consecutive years. In order to ensure continuity and retain experience, the Coordinator and Training Committee Chair will strive for a rotation that ensure that not all committee members change at the same time. In addition, they will strive to ensure that the mix of the members of the committee reflects the Council's ethnic, gender, and demographic diversity.

2. **Nomination.** The Council Wood Badge Course Director selection process begins with the submission of a nomination of an eligible Scouter to the Council Wood Badge Coordinator.
 - **Eligibility.** In accordance with the BSA National Wood Badge Administrative Guide, to be serve as a CD, a Scouter must:
 - ✓ Be a registered member of the NCAC, have completed Wood Badge and served on Wood Badge Staff, and have relevant leadership and training experience.
 - ✓ Be a registered member of the Boy Scouts of America and a strong supporter of the local council.
 - ✓ Be enthusiastic, open-minded, flexible, people-oriented, and committed to implementing a Wood Badge course in a positive manner.
 - ✓ Be a role model who is well-respected by volunteers and professionals, and must know and exemplify the Scout Oath and Scout Law.
 - ✓ Have completed the current version of Wood Badge either as a participant or a staff member and received the Wood Badge beads.
 - ✓ Have extensive experience in several Scouting programs as either a volunteer Scouter or a BSA professional.
 - ✓ Have served on the staff of a Wood Badge course as a troop guide as well as in at least one additional required Wood Badge staff position or in an adult NYLT staff position.
 - ✓ Have demonstrated the ability to train, to counsel, and to perform the specific skills, duties, and responsibilities of an assigned position.
 - ✓ Must complete the Annual BSA Health and Medical Record, Parts A, B, and C are required.
 - **Who Can Nominate.** The nomination can be made by members of the Wood Badge Selection Committee, former or current Wood Badge Course Directors, the Council Training Chair, District Training Chairs, or Council Professionals serving as Staff Advisors for Wood Badge or Training.
 - **When to Nominate.** Nominations for Wood Badge Course Director are due not later than 1 March of any given year. Nominations should have information that is as current as possible and it is recommended that a nomination not be submitted prior to 1 December of the year preceding the 1 March due date.
 - **How to Nominate.** A Scouter authorized to nominate a Wood Badge Course Director submits a Wood Badge Course Director Nomination Form to the Council Wood Badge Coordinator. Directions and the form are available from the Council Wood Badge Coordinator, the Council Training Chair, or Council Wood Badge Staff Advisor.

The Council Wood Badge Coordinator reviews all nominations to ensure that the nomination meets the above criteria, provides the nomination list to the Wood Badge Advisor and Council Training Committee Chair, and the submits to the Scout Executive or designee for approval prior to sending the list to the Wood Badge Course Director Selection Committee.

3. **Selection Committee Actions.** The Selection Committee examines the nomination packets and assesses the qualifications of the candidates and ranks them on factors that include:
 - Wood Badge experience and performance on prior courses
 - District and Council Training experiences

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- Leadership positions held and performance
- Servant Leadership qualities
- Recommendations to include input from members of the Wood Badge Committee
- Other factors, such as diversity, that would contribute to strengthen Wood Badge contribution to Council Programs

The Selection Committee may also request additional information on nominees through the Council Wood Badge Coordinator from the Wood Badge Committee or through the Wood Badge Advisor.

Once the Selection Committee has developed a list of the top 5 candidates, the Council Wood Badge Coordinator informs the candidates that they are being considered for the position of Wood Badge Course Director and schedules them for interviews with the Course Director Selection Committee. At the time of the interview, a nominee must agree to the following:

- To attend an Area or Regional Wood Badge Course Directors Conference within 18 months before the start of their course, and
- To sign and strictly follow the Course Director's Pledge.

If a candidate declines to be interviewed, the Coordinator will report back to the Selection Committee which can determine, based on the circumstances, if the candidate's nomination should be retained for future consideration. Candidates who are not selected may be nominated the following year.

Based on the results of the candidate review process, Council Wood Badge Coordinator submits the recommendations of the Selection Committee to the Council Training Committee Chair and Wood Badge Advisor. The recommendation packet contains the following:

- Complete list of candidates considered
- One recommendation for each available Course Director position with a brief rationale based on the collected evaluations
- Two alternate recommendations, who may serve as Backup Course Director.

4. Course Director Selection Approval. After review of the Selection Committee packet, the Council Training Committee Chair and Wood Badge Advisor meet with the Council Training Committee Advisor and Scout Executive who approve the final selections prior to submission to the area director and area Wood Badge coordinator, or the area training chair for approval.

5. Post Approval. After approval, the Council Wood Badge Coordinator notifies verbally and by letter signed by the Scout Executive those Scouters selected as CDs or Backup CDs. The Coordinator also informs verbally those not selected.

The Coordinator then works with the chosen CDs and Backup CDs to finalize course dates, broad potential staffing pool roster, and paperwork to Northeast Region (NER) requesting to conduct the Wood Badge training.

As the result of this selection process, the Selection Committee and Wood Badge Committee may identify former Wood Badge Staffers who should be considered for developmental/senior staff positions based on their potential as future CDs. Based on these recommendations, the Council Wood Badge Coordinator may suggest to selected CDs that these identified former Wood Badge staff members be considered for developmental positions in the upcoming courses. Such recommendations are intended to help enhance the CD selection process but do not guarantee recommendation in the future by the Wood Badge Selection Committee.

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- 6. Timeline.** The timeline for the Wood Badge Course Director selection process is based on the deadlines to notify BSA Area 6 and Northeast Region for Requests of the selection of Wood Badge Course Directors and submission of the form for Authorization to Conduct a Wood Badge Course. The timeline also considers lead time for posting Wood Badge course dates on the NCAC calendar. Circumstances may require changes in the schedule but initially the Council timeline for Course Director selection is as follows:
- November 1: Wood Badge Course Director Selection Committee is appointed.
 - March 1: Candidates' completed nominations due.
 - May 1: Interview process completed.
 - June 1: Committee recommendations due to WB Council Coordinator, who presents to Council Training Committee Chair, Wood Badge Adviser, and Scout Executive.
 - July 1: Selections approved for submission to NER
 - Aug 1: Request for Authorization to Conduct WB Course submitted to the Northeast Region Area 6.
 - Fall: CDs and Backup CDs attend NER CD Conference.