

## COMMISSIONER RESPONSIBILITY CARDS

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**THE COMMISSIONER CONCEPT:** As liaison between the local council and Scouting units, the commissioner's mission is to keep assigned units operating at maximum efficiency. The commissioner maintains regular contact with the

leaders of the units, counsels them on where to find assistance, notes any weaknesses in programs, and suggests remedies. The commissioner is successful when the units effectively deliver the ideals of Scouting to their members.

### Responsibilities

#### COUNCIL COMMISSIONER

- Report to the council president and serve as an officer of the local council, a member of its executive board and executive committee, and as a National Council member representing the local council.
- Be responsible for the unit service function of the council.
- Chair the regular meetings of the district commissioners.
- Be sure that districts provide opportunities for immediate commissioner orientation, frequent basic training courses, and training topics at all monthly commissioner meetings.
- Plan and conduct an annual commissioner conference for training, recognition, and morale.
- Appoint assistant council commissioners.
- Assist district nominating committees in selecting district commissioners as needed.
- Guide district commissioners to recruit full staffs.
- Verify that proper techniques are used to select and recruit unit leaders.
- Maintain procedures to ensure maximum on-time unit charter renewal by district commissioner staffs.

### Responsibilities

#### ROUNDTABLE COMMISSIONER

- Report to the district commissioner.
- Conduct monthly roundtable meetings:
  - Develop regular roundtable plans.
  - Participate in the annual council roundtable planning conference.
  - Meet with the district executive and district commissioner to review the council's master roundtable plan and adapt to the district plans.
  - Lead a monthly roundtable planning session.
  - Use national aids: *Boy Scout* or *Cub Scout Roundtable Planning Guide*, Roundtable Planning Sheets, *Scouting* magazine, *Program Helps*, *Boys' Life*, etc.
  - Determine what contributions can be made by resource people, and arrange for their participation.
- Recruit roundtable staff, as needed, to handle program elements, projects, physical arrangements, hosting, and participation.
- Involve unit adults in training and roundtables.
- Train roundtable staff:
  - Use the *Boy Scout* or *Cub Scout Roundtable Planning Guide*.

### Responsibilities

#### UNIT COMMISSIONER

- Report to the district commissioner or assistant district commissioner as assigned.
- Help each unit earn the Quality Unit Award.
- Use the annual commissioner service plan, with its scheduled opportunities for commissioner contact with units.
- Know each phase of Scouting and its literature. Be able to describe how each works.
- Visit meetings of assigned packs/troops/teams/crews regularly, usually once a month.
- Visit regularly with the unit leader.
  - Be aware of unit leader concerns and challenges.
  - Serve as the unit leader's coach and counselor.
  - Build a strong, friendly relationship.
  - Using the literature and profile sheet, help the leader see opportunities for improvement.
  - Encourage unit participation in district and council events.
- Work to ensure effective unit committees.
  - Visit with the unit committee periodically.
  - Observe the committee, offer suggestions for improvement, and work to solve problems.
- See that adult leaders have adequate training.
- Make certain that proper techniques are used to select and recruit unit leaders.

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#### DISTRICT COMMISSIONER

- A district commissioner leads the commissioner staff and does the following:
- Identify and recruit enough of the right people as commissioners so that all Scouting units in the district receive regular, helpful service.
    - Assistant district commissioners
    - Cub Scout roundtable commissioner
    - Boy Scout roundtable commissioner
    - Venturing roundtable commissioner
    - Enough unit commissioners for each to serve only three units
  - Provide opportunities for
    - Immediate commissioner orientation.
    - Frequent basic training.
    - Training topics at all monthly commissioner meetings.
    - The entire staff to attend the annual council commissioner conference.
  - Supervise and motivate unit commissioners to visit each unit regularly, identify unit needs, and make plans to meet unit needs.
  - Administer the annual commissioner service plan, which gives specific purposes for commissioner contact with units at designated times of the year.

### Responsibilities

#### ASSISTANT DISTRICT COMMISSIONER

- Report to the district commissioner.
- Recruit a full staff of unit commissioners to serve their assigned units and area.
- Help the district commissioner train unit commissioners and roundtable commissioners:
  - Conduct personal coaching/orientation sessions.
  - Participate in the formal basic training courses.
  - Help unit commissioners attain the Arrowhead Honor, Commissioner's Key, and Distinguished Commissioner Service Award.
- Attend monthly district commissioner staff meetings, including a meeting with your unit commissioners to review unit needs.
- Serve units with no assigned unit commissioner.
- Maintain regular contact with unit commissioners under your supervision:
  - To assess units' strengths and weaknesses
  - To help find solutions to units' problem
  - To provide information, informal training, program ideas, and recognition
  - To help unit commissioners work successfully with unit committees, chartered organization representatives, and chartered organizations.

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- Facilitate on-time charter renewal of all units.
  - Help the unit conduct a membership inventory of youth and adults.
  - Help the unit committee chairman conduct the charter renewal meeting.
  - See that a completed charter renewal application is returned to the council service center.
  - Make arrangements to present annually each unit charter at a meeting of the chartered organization.
- Attend all meetings of the commissioner staff.
- Become trained:
  - Initial orientation and basic training
  - Arrowhead Honor and Scouter's Key
  - Annual council commissioner's conference
- Set the example.
  - Adopt an attitude of helpfulness.
  - Keep promises.
  - Be concerned about proper uniforming.
  - Be diplomatic.
  - Be a model of Scouting ideals.
- Know the resources available to the unit in the neighborhood, district, and council.
- Conduct own Self-Evaluation on page 51 of the *Commissioner Fieldbook*.

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- Working well in advance, assign specific roundtable program projects.
- Follow through with those who have accepted assignments.
- Promote roundtable attendance:
  - Obtain the unit commissioner's help in bringing new leaders to roundtables.
  - Follow up on units not participating.
  - Keep roundtable attendance records and share them monthly with the district commissioner.
- Evaluate roundtables:
  - At least twice a year appraise the effectiveness of roundtables.
  - Seek suggestions from unit leaders.
- Attend monthly commissioner staff meetings; report on the roundtable program and attendance.

- Be sure each district has a commitment and strategy to provide prompt, intensive, and persistent care when major problems occur that could threaten the life of a unit.
- Maintain Boy Scouts of America standards of uniforming, wearing of insignia, use of the program, and other policies and procedures.
- Promote the Quality Unit as a standard of performance and ensure, through the district commissioners, recognition of unit leaders and units achieving this standard.
- Be responsible, through the district commissioners, for the presentation of program plans, ideas, and materials via effective district roundtables.
- Be responsible, through the district commissioners, for the effective use of the annual service plan to ensure the health and tenure of units.
- Keep the president and executive board apprised of the condition of units.
- Cooperate with the membership/relationships chairman to successfully conduct the annual membership recruiting effort.
- Serve as a member of the council Key 3, working in close cooperation with the council president and Scout executive.



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- Involve unit adults in training and roundtables.
- Evaluate, at least quarterly, the performance of unit commissioners and provide the help necessary to give them the confidence and expertise to serve assigned units effectively.
- Become familiar with the program themes offered by the BSA for Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crews.
- Supervise the operation of the annual service plan for assigned units.
- Accept other assignments made by the district commissioner.
- Keep track of recharter status and progress of all units.
- Support local and national Scouting policy and procedures.

- Oversee the unit charter renewal plan so that each unit reregisters on time and with optimum membership.
- Guide roundtable commissioners to ensure that monthly roundtables are well-attended, and provide practical and exciting unit program ideas.
- Plan and preside at monthly meetings of the district commissioner staff.
- Work with the district chairman and district executive to stimulate and coordinate the work of the district (the district Key 3).
- Help meet district goals.
- Represent the district as a member of the council commissioner cabinet.
- Support local and national Scouting policy and procedures.
- Attend district committee meetings to report on conditions of units and to secure specialized help for units.

