



# Simon Kenton Council Boy Scouts of America District Operations – Roles and Responsibilities The Commissioner Team

## OUR MISSION

As commissioners, we share the BSA's mission: To prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

The mission of a commissioner is to build friendly and trusting relationships with units to help them better serve youth through Scouting. District Commissioners work closely with the Council Commissioner and Assistant Council Commissioners. Unit Commissioners work closely with their District Commissioner, Assistant District Commissioners, and Roundtable Commissioners, while maintaining regular contact with their assigned units. Unit Commissioners serve as a liaison between the units and the District Committee and the Simon Kenton Council.

## OUR VISION

Every member of the BSA has a great Scouting experience.

## OUR OBJECTIVES

1. Supporting unit growth and retention through the Journey to Excellence program.
2. Contacting units and capturing their strengths, needs, and a Unit Service Plan that enables continuing improvement in *Commissioner Tools*.
3. Linking unit needs to district operating committees and other resources.
4. Supporting timely unit, district, and council charter renewals.
5. Supporting unit leaders by delivering effective *Roundtables*, collecting and distributing information, enabling program training, and providing networking opportunities.
6. Supporting the "*Commissioner First*" Concept and enlisting the *Commissioner's Checklist* to assist in meeting objectives.

## OUR GOALS

1. Enable an increased number of units.
2. Enable the retention rate of units.
3. Enable implementation of a unit service plan through collaborative detailed assessments and an increased number of significant unit contacts.



## OUR METHODS

1. The Unit Roadmap
2. New Member Coordinators
3. Unit Key 3
4. The Unit Service Plan
5. Journey to Excellence
6. my.Scouting Tools (Including Commissioner Tools)
7. Continuous Recruiting
8. Assigning Resources to Greatest Needs – Red, Yellow, Green

## DISTRICT COMMISSIONER

The District Commissioner is recommended by the District Nominating Committee for approval and appointment by the Simon Kenton Council Executive Board with the concurrence of the Scout Executive. The District Commissioner leads the District Commissioner Team, and guides and measures the district's unit service function of the program. The District Commissioner is one member of the District Key 3. The District Chair and the District Executive are the other members of the District Key 3.

### The District Commissioner

- Is:
  - Leader of all the district's commissioners.
  - Uniformed volunteer.
  - Chief morale officer for the District.
  - Chief accountability officer (for Unit Service) for the District.
  - Representative of District's youth and uniformed volunteers.
- Enables:
  - Fulfillment of our mission.
  - Fulfillment of our vision.
  - Achievement of our objectives.
  - Use of contemporary Unit Service tools and techniques.
- Ensures:
  - Orienting, training, and onboarding of all new commissioners
  - Continuous training of all commissioners (annual conference, college of commissioner science, commissioner meetings, national commissioner conferences etc.)
  - Recognition of commissioners
  - Reporting progress toward all Unit Service goals
  - Assessing the commissioner corps and implementing changes as needed



- Developing succession plans for the commissioner corps

Major responsibilities of the District Commissioner include:

- Develop a vision for unit service in the district and a plan to fulfill the vision, utilizing SMART goals to achieve the plan.
- Recruit a full staff of commissioners to include Assistant District Commissioners, Roundtable Commissioners, and Unit Commissioners.
- Oversee the training program for all commissioners in the district and encouraging commissioners to take training – in-person and online.
- Guide Unit Commissioners to contact each unit regularly, identify unit strengths and needs, and using the Unit Service Plan, make plans to meet their needs.
- Ensure that Unit Commissioners are performing detailed collaborative assessments which is the precursor to creating a Unit Service Plan.
- Encourage Unit Commissioners to enter both their unit contacts – simple assessments and detailed assessments - and Unit Service Plans in *Commissioner Tools*.
- Make sure the Roundtable Commissioners are providing vibrant Roundtable(s) each month.
- Work with the District Chair and District Executive as a member of the District Key 3.
- Plan and preside at monthly meetings of the District Commissioner Team.
- Attend District Committee meetings to report on conditions of units and to link district resources to units to secure specialized help for units.
- Represent the District as a member of the Council Commissioner’s Cabinet.
- Use *Commissioner Tools* to review the health of units and review activities of the commissioners in your District, and monitor Roundtable attendance.
- Review the recognition of all commissioners in the district.

### **ASSISTANT DISTRICT COMMISSIONER**

A District may have one or more Assistant District Commissioners. Each is responsible for an assigned share of the units in the District and the Unit Commissioners who serve those units. Assistant District Commissioners are often assigned a geographic area of the District. They work closely with the District Commissioner and District Executive.

Major responsibilities include:

- Become familiar with the vision the District Commissioner has created and understand your role in fulfilling the vision.
- Recruit enough Unit Commissioners to serve their assigned units and area.
- Conduct personal coaching and orientation sessions for Unit Commissioners.
- Maintain regular contact with their Unit Commissioners to provide guidance in unit service needs.
- Meet with their team of Unit Commissioners at the monthly District Commissioner Meeting to plan specific actions to help units be more successful.



- Serve units with no assigned Unit Commissioner.
- Help Unit Commissioners evaluate and improve their unit service performance.
- Assist Unit Commissioners in using *Commissioner Tools*, including adding entries for commissioners who are unable to add their own.
- Track charter renewal status of all their units.
- Use *Commissioner Tools* to review the health of the units; review commissioner activity in recording contacts and creating unit service plans; and monitor roundtable attendance.
- Be sure to recognize the accomplishments of the commissioners in your charge.

### ROUNDTABLE COMMISSIONERS

Roundtable Commissioners are responsible for the monthly Roundtable(s) in the district. *Roundtables* are monthly meetings where Scout leaders and other interested adults from all units attend. When skillfully executed, the Roundtable experience will inspire, motivate, and enable unit leaders and other interested adults to provide a stronger program for their youth. There are two main purposes of Roundtables. First, to provide ***the skill to do*** – skills, techniques, information, program ideas – the know-how that makes for a successful unit. And second, to provide unit leadership with ***the will to do*** – the morale, enthusiasm, inspiration, and vision that periodically renews the desire to serve youth.

Major responsibilities include:

- Recruit and train a staff of Assistant Roundtable Commissioners to put on quality roundtables for unit personnel.
- Plan and conduct monthly Roundtable programs using the National Roundtable Guidelines.
- Make arrangements for Roundtables, including meeting places, equipment and supplies.
- Conduct regular critiques to determine how Roundtables can be improved.
- Use *Commissioner Tools* to enter Roundtable attendance.
- In geographically large districts consider a combination of multiple Roundtables, rotating Roundtable locations, in-person Roundtables, virtual Roundtables, and linking Roundtables through common agendas and virtual meeting technology.
- In all districts consider utilizing a combination of rotating locations and in-person and virtual Roundtables options.

### UNIT COMMISSIONERS

Many Unit Commissioners serve more than one type of unit. One might serve a Cub Scout Pack, a Scouts BSA Troop, a Venturing Crew, a Sea Scout Ship or an Explorer Post in the same Chartered Organization. Other Unit Commissioners may serve only packs, only troops, only crews, only ships, only posts, or only clubs.

**The Unit Commissioner is a Scouting generalist whose passionate overriding mission in Scouting is to help units better serve more youth through scouting.**



Specific responsibilities include just five things. Listed under each are suggested methods for accomplishing the responsibility.

1. Supporting unit growth and retention through the Journey to Excellence.
  - a. Use the Unit Service Plan to help guide units to continuous improvement.
2. Contacting Units and capturing in *Commissioner Tools* their strengths, needs, and a *Unit Service Plan* that enables continuing improvement.
  - a. Serve as the unit leader’s friend and coach.
  - b. Offer encouragement and support.
  - c. Use a detailed collaborative assessment with the unit’s leaders at least two times per year to review the unit’s strengths and needs.
  - d. Create a *Unit Service Plan* based on the detailed collaborative assessment.
3. Linking unit needs to district operating committee and other resources.
  - a. Use members of the district operating committees to help meet the needs of your unit(s). As a Unit Commissioner you are not expected to know everything.
  - b. The district operating committee can provide access to subject matter experts who can address the unit’s specific needs.
  - c. Engage other resources (for example: from another unit) when needed.
4. Supporting timely unit, district, and council charter renewals.
  - a. Facilitate the on-time annual charter renewal of all assigned units using *Internet Rechartering* or the traditional paper rechartering method.
  - b. See that a completed charter renewal application is returned to the council service center.
  - c. Present the new charter at an appropriate meeting of the chartered organization.
5. Supporting unit leaders by collecting and distributing information, enabling program training, and providing networking opportunities.
  - a. Unit commissioner can promote Roundtable attendance in their assigned units.

**THE COMMISSIONER’S CHECKLIST**

Use the following checklist as a tool to grow strong unit service.

<ul style="list-style-type: none"> <li>• All Units should receive minimum of 6 contacts/year recorded as a simple assessment in <i>Commissioner Tools</i> (Contacts can be in-person, by phone, or e-mail).</li> <li>• All Units complete a minimum of 2 detailed assessments/year and 1 Unit Service Plan to establish goals for</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit, Recruit, Recruit - Inform Unit Members of District Position opportunities and encourage recruitment (Unit and Roundtable Commissioners, District Members-At-Large, District Chairs, etc.).</li> </ul>
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<p>improvement recorded in <i>Commissioner Tools</i>.</p> <ul style="list-style-type: none"> <li>• Begin preparing Units for rechartering no later than 2 months out (update unit rosters, leader training, position changes, etc.).</li> <li>• Confirm Unit Key 3 contact information and meeting time/location regularly.</li> <li>• Encourage <i>Roundtable</i> attendance by all units. <i>Roundtable</i> is not just for Unit Leaders.</li> <li>• Familiarize Unit Key 3 with JTE Scorecard and how to use it for improvement.</li> <li>• Assist Unit Key 3 with Scoutbook and my.scouting.org access and use of tools available (Member Manager, Training Manager, Organization Security Manager, how to assign members to key roles, etc.).</li> <li>• Assist Unit in how to review/update YPT regularly. Encourage parent completion.</li> <li>• Assist Unit in reporting Advancement and Service Hours monthly/regularly.</li> <li>• Encourage and guide Unit in reporting Long Term Camping to assist with District JTE scoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Review &amp; encourage Position Specific Training for Unit Leaders/Members (in-person and online).</li> <li>• Encourage Units to use “New Parent &amp; New Member Coordinator” positions.</li> <li>• Emphasize importance of “On Boarding” and engaging new parents at point of registration.</li> <li>• Review leader status – encourage effective succession planning and “position change” procedures are followed for all members.</li> <li>• Encourage adult recognition and Awards/Knots.</li> <li>• Encourage Units to participate in District and Simon Kenton Council activities.</li> <li>• Encourage Units to participate in Order of the Arrow (OA) events and pay membership dues yearly.</li> <li>• Confirm Units know who holds District Positions and how to contact who to contact for specific needs. Communicate “<i>Commissioner First</i>” Concept.</li> <li>• Confirm receipt of District mailings.</li> <li>• Confirm receipt of Simon Kenton Council mailings.</li> <li>• Inform Units of Commissioner Meetings and District Committee Meeting Dates.</li> </ul>
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## DISTRICT EXECUTIVE

Strictly speaking, District Executives are not commissioners, but they are full-time *commissioned* leaders of the Boy Scouts of America. The first Scouting professionals came from the ranks of commissioners and, to this day, District Executives and Commissioners share the *Wreath of Service*. District Executives share the same objectives as the Commissioner Team: to help units better serve more youth through Scouting.

The District Executive is a Scouting friend and coach for every Commissioner in the District. He



or she is employed by the Simon Kenton Council and works under the direction of the Scout Executive. The District Executive works to deliver the Scouting program through the volunteers. The Scouting organization is volunteer-driven, professionally-guided. The District Executive is a member of the District key 3.

You can expect your District Executive to:

- Provide professional coaching.
- Give inspiration and encouragement.
- Maintain regular contact with the heads of chartered organizations.
- Keep district records up to date.
- Arrange for help from the council service center.
- Provide vital behind-the-scenes administrative skills.
- Work with and support volunteers on the unit and district level.
- Suggest and support action plans for recruiting district volunteers.
- Provide needed data that is not available to volunteers.

Both commissioners and professionals share responsibility for building good working relationships. Good volunteer-professional relationships are characterized by mutual trust, mutual respect, and mutual recognition of each other's role and competency.

Be accessible to your District Executive. Exchange phone numbers, email addresses, mailing addresses, etc. Return their calls. Be respectful of each other's vacation or family time. Help make the most efficient use of each other's Scouting time. Commissioners should know that they can turn to their professional for advice and troubleshooting. Develop good communications in which you and your district executive listen to and understand each other. Take good care of your District Executive. Your District Executive cares about you.