

Commissioner Job Descriptions

From time to time people ask what is the actual job of a particular kind of commissioner. Here is a brief description of each of these jobs.

District Commissioner

The district commissioner leads the commissioner staff of the district, guiding and measuring the district's unit service program. Major responsibilities include:

- Recruit and train a full staff of commissioners.
- Oversee the commissioner training program.
- Work with the district chairman and district executive as a member of the district's Key 3.
- Plan and preside at the monthly meeting of the district commissioner staff.
- Attend district committee meeting to report on conditions of units and to secure specialized help for units.
- Represent the district as a member of the council commissioners cabinet.

Assistant District Commissioners

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 or specialty area of the district. They work closely with the district commissioner and district executive. Major responsibilities include:

- Recruit enough unit commissioners to serve their assigned units and areas.
- Conduct personal coaching and orientation sessions for unit commissioners.
- Maintain regular contact with their unit commissioners to provide guidance in unit service needs.
- Serve units with no assigned unit commissioner.
- Help unit commissioners evaluate and improve their unit service performance.

Unit Commissioners

The unit commissioner is a generalist whose passionate overriding mission in Scouting is to help units succeed. Don't be put off by the amount of item listed here - it's not nearly as bad as it looks. Specific responsibilities include:

- 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 the Scouting program. Review Scouting program literature.
- Visit unit meetings.
 - a. Observe the unit in action and determine the degree to which the descriptions in the literature are being followed.
 - b. If called upon, participate or help in some of the regular activities of the unit.
- Visit regularly with the unit leader.
 - a. Listen to what the unit leader has to say.
 - b. Offer encouragement and support.
 - c. Using the literature and profile sheet, help the leader see new opportunities for

improvement.

- d. Maintain the best possible relationship with unit leadership.
- e. Help the leader with forms and applications.
- f. Encourage unit participation in district and council program events and training opportunities.
- Work to assure effective and active unit committees.
 - a. Visit with the unit committee periodically.
 - b. Observe the committee in action.
 - c. Using the literature, offer suggestions for improvement.
 - d. Work with the committee to solve problems and improve unit operation.
- Keep in touch with the chartered organizations of the units you serve.
 - a. Meet and orient the chartered organization representative.
 - b. Meet the head of the organization and explain your role as helper of units.
 - c. Help develop a good relationship between unit leaders and chartered organization leaders.
- Know the neighborhood in which your units are located.
 - a. Help graduating members of one program join the next level of Scouting.
 - b. Identify potential sources for new youth members.
 - c. Cultivate men and women of good moral character who might become Scouting leaders.
 - d. Know chartered organizations and prospective ones.
 - e. Learn about resources and characteristics of the neighborhood, which may affect a unit.
- Know the district and council.
 - a. Identify resources that can help the unit.
 - b. Know scheduled events that will help the unit.
 - c. Work closely with the professional staff.
 - d. Use members of district operating committees to help meet specialized needs of your units.
- Set the example.
 - a. Adopt an attitude of helpfulness.
 - b. Keep promises.
 - c. Be concerned about proper uniforming.
 - d. Be diplomatic.
- Continue to grow in experience and knowledge.
 - a. Attend commissioner training experiences and earn the commissioner training awards.
 - b. Meet with, and share information with, other commissioners.
- Involve unit personnel in Cub Scout roundtables, Boy Scout roundtables.
- Make certain that proper techniques are used to select and recruit unit leaders.
- Facilitate the on-time annual charter renewal of all assigned units.
 - a. Help the unit conduct a membership inventory of youth and adults.
 - b. Help the unit committee chairman conduct the charter renewal meeting.
 - c. See that a completed charter renewal application is returned to the council service center.

Roundtable Commissioners

- Recruit and train a staff qualified to put on quality roundtables for unit personnel.
- Plan monthly roundtable programs.
- Make all arrangements for roundtables including meeting places, equipment, and supplies.
- Conduct regular critiques to determine how round tables can be improved.