

Michigan Crossroads Council
Commissioners
2023

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.** To ensure every member of the BSA has a great Scouting experience. By supporting unit growth and retention through the journey to excellence.

Vision:

By being a Friend to the Unit the MCC Commissioner Team will reengage and reinvigorate delivering the promise of Scouting through alignment with the leaders of the Council, Divisions and Districts to support and sustain our Units and their leaders.

Purpose:

The purpose of commissioning is to keep Units operating at maximum efficiency so they can deliver a quality program to a growing membership. The Commissioner's role is to develop strength within the Unit by providing program resources and acting as the liaison between the Unit and the District, Division and Council. This helps Units provide the best possible Scouting program, which ultimately helps assure that individual Scouts have the best opportunity to

- develop good character traits
- participate and use good citizenship skills
- practice personal fitness.

In general, the goals of Commissioner Service through the execution of a successful unit service plan are to:

1. Help see that the objectives of Scouting are being carried out.
2. Assure that each unit has strong, competent unit leadership.
3. Promote regular meetings of unit committees.
4. Encourage growth in youth membership.
5. Help assure that Scouts and units take an active part in District and Council activities.
6. Foster a positive relationship between the chartered organization and its unit leaders.

This unit service program is invaluable to both the chartered organizations and the local Council when it is thoroughly understood and wisely administered.

Priorities:

- Membership: through alignment with Council, Division, and District Membership teams, Commissioners identify, support, and provide guidance to unit leaders in timely recharter, developing growth strategies, and direct support of new unit leaders.

- Communication: encourage communication between national, NST and council commissioners to ensure that opportunities for immediate commissioner orientation, frequent basic training, and monthly learning experiences are provided for all commissioners.
- Recruitment: Recruiting an adequate number of unit and administrative commissioners to provide support to unit, District, Division, and Council leaders.

Commissioner Organizational Structure & Roles

MCC Commissioner Cabinet:

- Strategic oversight by Council Commissioner in collaboration with the Division Commissioners and Asst Council Commissioners.
- At District Commissioner Retreat develop lead strategic planning for the following calendar year.
- At Division Commissioner Retreat review progress of strategic goals and identify new opportunities.
- Conduct routine meetings to assess progress and report to the MCC Executive Board via the Council Commissioner.

MCC Assistant Council Commissioners:

- Membership:
 - Strategic oversight by ACC for Membership in collaboration with the Regional Asst Division Commissioners.
 - Align with Council, Division and District Membership Teams.
 - At District Commissioner Retreat develop year-round program. Identify goals and objectives for achieving on-time rechartering for all units.
 - Conduct routine meetings to assess progress and report to the MCC Commissioner Cabinet.
- Communication:
 - Strategic oversight by ACC for Communication in collaboration with the Regional Asst Division Commissioners and Council Marketing Team.
 - At District Commissioner Retreat develop year-round program. Identify goals and objectives for achieving on-time rechartering for all units.
 - Conduct routine meetings to assess progress and report to the MCC Commissioner Cabinet.
- Recharter:
 - Strategic oversight by ACC for Recharter in collaboration with the Regional Asst Division Commissioners and District Recharter Champions.
 - At District Commissioner Retreat develop year-round program. Identify goals and objectives for achieving on-time rechartering for all units.
 - Conduct routine meetings to assess progress and report to the MCC Commissioner Cabinet.

- Training:
 - Strategic oversight by ACC for Training in collaboration with the Regional Asst Division Commissioners and Council, Division and District Training Teams
 - At District Commissioner Retreat develop year-round program. Identify goals and objectives for enhancing Commissioner learning opportunities.
 - Conduct routine meetings to assess progress and report to the MCC Commissioner Cabinet.
- Diversity, Equity, and Inclusion:
 - Strategic oversight by ACC for DEI in collaboration with the Regional Asst Division Commissioners and Council, Division and District Training Teams
 - At District Commissioner Retreat develop year-round program. Identify goals and objectives for enhancing Commissioner learning opportunities.
 - Conduct routine meetings to assess progress and report to the MCC Commissioner Cabinet.

Division Commissioner Service Teams:

- Comprised of Division Commissioner, Regional Asst Division Commissioners, Asst Division Recharter Champion, and other Asst Division Commissioners as determined by the team.
- Strategic oversight by Division Commissioner in collaboration with the Asst Division Commissioners and Asst Council Commissioners (as requested).
- At District Commissioner Retreat develop lead strategic planning for the following calendar year.
- At Division Commissioner Retreat review progress of strategic goals and identify new opportunities.
- Conduct routine meetings to assess progress and report to the MCC Executive Board via the Council Commissioner.

District Commissioner Service Teams:

- Strategic oversight by District Commissioner in collaboration with the Asst Division Commissioners and Asst District Commissioners.
- At District Commissioner Retreat develop lead strategic planning for the following calendar year.
- Conduct routine meetings to assess progress and report to the Division Commissioner as requested.



Professional Partner
Gary Gilger

Council Commissioner
Tim Ekola

**Michigan Crossroads Council
Council Commissioner
Organization Chart
2023**

**Council
Commissioner
Cabinet**

ACC – DEI
Elrico Hurley

ACC – Membership
Steve Foster

ACC - Training
Vacant

ACC – Communication
Jack Faas

ACC – Unit Health
Wayne Hastings

Professional Partner
Aaron Craig

Division Commissioner – West (PF)
**Tim Ekola
(acting)**

Division Commissioner – East (GL)
Mark Bentley

Professional Partner
Leon Bell

- Division Asst Division Commissioners**
- East **Josh Cromer**
 - West **Cheryl Dorwin**
 - North **Gregory Caskie Sr**
 - South **Fritz Reasons**
 - Retention – **Dan Vander Meer**
 - Recharter – **Ron Gordon & Nathon Kelley**
 - Roundtable – **Eric Sansborn**
 - Training – **Jim Newell**
 - KCCS **Allan Medwick**
 - GRCCS **Bob Ungrey**
 - Emeritus **Randy Rinquist**

- West Professional Partners**
- East (HL, OJ, SL) – **Jake Straub**
 - West, (LS, ES, CO) – **Abel Rubio**
 - North (NL, ST, TT) – **Ryan Kriesch**
 - South (NT, PF, WB) – **Joshua Beaucher**

- District Commissioners**
- Chief Okemos **Dawn Meadows**
 - Eagle Spirit **Cheryl Dorwin**
 - Heartland **Josh Cromer**
 - Pathfinder **Brian Wertz**
 - Lakeshore **Vacant**
 - Northern Lights **Vacant**
 - Nottawa Trails **Fritz Reasons**
 - Ojibway **Carol VanArsdale**
 - Scenic Trails **Greg Caskie Sr**
 - Shoreline **Vacant**
 - Timber Trails **Vacant**
 - Wabano - **Vacant**

- District Commissioners**
- Blue Star **Tonya Wolfe**
 - Blue Water **Joe Auito**
 - Chippewa **Dave Fowler**
 - Huron Trails **Dave Kluck**
 - Irish Hills **Bridget Holder**
 - Mahican **Fred Farnell**
 - North Star **Dan Peck**
 - Ottawa **Gary Muir**
 - Pontiac-Manito **Lonny Johnson**
 - Renaissance **Nate Murray**
 - Rivers North **Scott Munerance**
 - Running Waters **Adam Lee**
 - Sunrise **Jim Chernenko**
 - Sunset **Steve Sarlitto**
 - Three Fires **Michael Sheehan**

- Division Asst Division Commissioners**
- East **Mark Stimac**
 - West **Ken Norin**
 - North **Verna Murawski**
 - South **Vacant**
 - Roundtable **Vacant**
 - Technology **Dave Berger**
 - Exploring **Vacant**
 - Emeritus **Steve Foster**

- East**
- East (Ch, SR, NS, R) – **James McClellan**
 - West (PM, Ott, SS, Mah) – **Bob DeWar**
 - North (BW, BS, RN) – **Keegan Springfield**
 - South (IH, RW, HT, TF) – **Keon Sims**



Position Summaries:

Council Commissioner:

The MCC Council Commissioner is the top “uniformed” volunteer in the MCC, the MCC Commissioner is the leader of the commissioner staff of the MCC and is responsible and accountable for the unit service program and its outcome, working in cooperation with the MCC Scout Executive and Commissioner Cabinet comprised of the MCC Assistant Commissioners and each of the Division Commissioners.

Asst Council Commissioners:

The Council Commissioner appoints Assistant Council Commissioners to be accountable for key elements of Unit Service in specific geographical areas and multiple Districts. The Assist Council Commissioner may have additional areas of responsibility as assigned by the Council Commissioner, to include but not limited to Recharter, Membership Growth, Training and Awards.

Division Commissioner:

The Division Commissioner is responsible and accountable for the unit service program and its outcome, working in cooperation with the Division Scout Executive and Division Commissioner Cabinet comprised of the Assistant Division Commissioners and each of the District Commissioners.

The Division Commissioner is recommended by the Division Nominating Committee for approval and appointment by the MCC Council Commissioner. The division commissioner leads the division commissioner staff. The division commissioner is a member of the division key leadership team. Assist and approve district nominating committees in selecting district commissioners as needed.

Asst Division Commissioner

The Division Commissioner appoints Assistant Division Commissioners to be accountable for key elements of Unit Service in specific regions (geographical areas) and multiple Districts. The Assist Division Commissioner may have additional areas of responsibility as assigned by the Division Commissioner, to include but not limited to Recharter, Membership Growth, Training and Awards.

In the end, the mission of the Assistant Division Commissioner is to help the Unit Commissioners in the designated area succeed. The heart of Scouting’s program delivery system is the individual unit. Strong units attract and retain Scouts on an ongoing basis. Strong units require active, engaged Unit Commissioners. The role of the Assistant Division Commissioner is to support the Division Commissioner and ensure District Commissioners for their geographic area have the resources required to provide unit service. Learn about district, council and national Commissioner awards and work to achieve these as a fun way to enhance your commissioner training and capabilities.

District Commissioner

This leader is recommended by the District Nominating Committee for approval and appointment by the Council Executive Board with the concurrence of the Division Commissioner. The District Commissioner leads the commissioner staff of the district, guiding and measuring the district's unit service function of the program. The District Commissioner is one member of the district Key 3. The District Chairman and the District Executive make up the other members of the key 3.

Roundtable Commissioner:

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.

Asst 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.

The Assistant District Commissioner for a specific geographic area of the district is responsible for the units within that area and the Unit Commissioners who serve to those units. In the end, the mission of the Assistant District Commissioner is the help the Unit Commissioners in the designated area succeed. The heart of Scouting's program delivery system is the individual unit. Strong units attract and retain Scouts on an ongoing basis. Strong units require active, engaged Unit Commissioners. The role of the Assistant District Commissioner is to ensure there are an adequate number of Unit Commissioners and that they are satisfactorily performing their role.

Unit Commissioner:

Many unit commissioners serve more than one type of unit. One might serve a Cub Scout pack, a Scouts BSA troop, Venturing crew, 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 or only posts or clubs. Check with your commissioner leader or coach to see how your district is organized. The unit commissioner is a Scouting generalist whose passionate overriding mission in Scouting is to help units better serve more youth through scouting.

The mission of the Unit Commissioner is help units succeed. The heart of Scouting's program delivery system is the individual unit. Strong units attract and retain Scouts on an ongoing basis. To this end, Commissioners should be results-oriented rather than procedure oriented. Commissioners are successful when the units they serve are delivering an active, vibrant program, show growing membership and are advancing scouts.

Dashboard/KPIs:

- Unit Commissioner #'s
- Unit to Commissioner Ratio
- Unit Contact (Simple / Detailed)
- Units Assigned / Unassigned
- Roundtables Conducted
- Recharter

Training & Recognition:

- College of Commissioner Science
 - Continuing Education
 - University of Scouting
- Onboarding
- Awards Tracking
- Youth Protection

Unit Visits:

- Journey to Excellence
- Simple Contacts
- Detailed Contacts

Unit Service Plans

- New Units
- Low Performing Units
- Lifesaving Commissioner

Recruiting:

- Succession Planning
 - The following roles will have position-elect Commissioners selected and serving concurrently.
- Friendstorming
- Selecting Quality Leaders
- Onboarding Checklist
- New Commissioner Mentor/Buddy

Summer Camp Commissioners

- Work closely with assigned campsites to see that Scouts and leaders are having a positive camp experience.
- Provide help in solving unit problems.
- Interpret camp policies as needed.
- See that units have well-rounded programs.
- Build spirit and enthusiasm in units.
- Should work with no more than four campsites.

Retreats/ Conferences/Meetings

- Annual Strategic Planning Retreat (November): the MCC Commissioner Cabinet and District Commissioners will review current goals and achievements and set goals and milestones/key performance indicators for the following calendar year.
- MCC Commissioner Conference (January/February): the MCC Commissioner Cabinet will provide the goals and expectations to ALL MCC Commissioners for the calendar year.
- MCC Division Commissioner Retreat: as determined by the Council Commissioner and the Division Commissioners.
- MCC Commissioner Cabinet (bi-monthly the first Wednesday of even months): the Council Commissioner, ACCs, and Division Commissioners will report on key performance indicators for their respective areas and plans to meet or exceed goals for the year.
- Division Commissioner Monthly Meetings (3rd Thursday of each month):
- District Commissioners Monthly Meetings: review unit health, commissioner recruitment and on-boarding, new units and provide monthly commissioner training.
- Summer Camp Visits:
 - o Council Commissioner will coordinate with their professional advisor visits to each summer camp. Visits are intended to interact and gain insight from unit leaders, camp staff, camp commissioners and Scouts on needs and opportunities to provide stronger unit service by commissioner teams.
 - o District Commissioners will coordinate with their professional advisor visits to each summer camp. Visits are intended to interact and gain insight from unit leaders, camp staff, camp commissioners and Scouts on needs and opportunities to provide stronger unit service by commissioner teams.

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Position Summary Details

Council Commissioner:

Accountable To: Council President, MCC Executive Board

Tenure: 3-year terms reviewed at the Council Annual Business meeting with a possible recommendation to serve an additional one-year term.

Responsibilities:

- Is a member of the MCC Key 3.
- Coordinates activities of the Division Commissioners and presides at regular meetings of MCC commissioner cabinet.
- Encourages efforts to recruit commissioner staff to provide continuing/effective commissioner service.
- Assure Divisions provide opportunities for immediate commissioner orientation, frequent basic training, and monthly learning experiences for all commissioners.
- Assist Divisions Nominating Committees in selecting Division commissioners. Approves Division Commissioner candidates.
- Conduct an annual MCC or multiple Division commissioner conference(s).
- Maintain the standards of the Boy Scouts of America, uphold national policies, promote good uniforming, and encourages efforts to hold regular, quality roundtable programs.
- Assure proper recognition of units and unit leaders; maintain their morale and periodically report unit conditions to the MCC executive board.
- Help Division Commissioners maintain a good working relationship with their Division professional partners.
- With Division Commissioners develops an annual re-chartering plan, monitoring efforts, and report status.
- Work with the MCC Council President to secure the help of committees in meeting unit needs.
- Develop a no-lapse/no-drop commitment within each Division, assuring a strategy to provide prompt, intensive, and persistent care when problems occur that threaten the life of a unit.
- Support all levels of training activities in the Divisions.
- Determine need, select, recruit, train, and orient Assistant MCC Commissioners to fill ongoing assignments as deemed appropriate.
- Providing a personal financial investment in Scouting and participating actively in our fundraising programs/prospecting/advocacy. Each board member is asked to strive to participate at the Eagle Patrol (1200) or higher level in our Friends of Scouting campaign if at all financially feasible. The level of investment is important, but of greater importance is that an investment is made.

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Meetings:

- Council Board Meetings
- Commissioner Meetings as needed
- District Commissioner Retreat
- Division Commissioner Retreat
- MCC/Division Commissioner Conference(s)
- Volunteer Meetings as needed
- Council Key 3 Meetings

Asst Council Commissioners:

Accountable To: The Council Commissioner and Division Commissioners

Responsibilities:

- ACC for Membership & Sustaining Growth
 - Providing support CC, Division Commissioner, and their teams
 - Liaison with the MCC Membership Committee
 - Communicate Annual Membership to Commissioner Staff
- Communication & Marketing
 - Providing support CC, Division Commissioner, and their teams
 - Maintain MCC Commissioner Resource Website
 - Liaison with MCC Marketing Committee
- ACC for Recharter
 - Providing support CC, Division Commissioner, and their teams
 - Interface with MCC Registration Services
 - Training Commissioner Staff
 - Reporting Recharter Stats in a timely manner
- ACC for Training & Development
 - Providing support CC, Division Commissioner, and their teams
 - Supporting Commissioner Conference(s)
 - Maintain Commissioner Training and Award Database
 - College Commissioner Science
- Diversity, Equity, and Inclusion
 - Providing support CC, Division Commissioner, and their teams
 - Maintain MCC Commissioner Resource Website
 - Liaison with MCC Diversity, Equity, and Inclusion Committee
 - Help increase growth and representation amongst the council and divisional cabinets and to work with the District Commissioner teams to reflect the communities we serve.
 - To actively promote and monitor the DEI adult leader trainings and to work with the District Commissioner teams to ensure implementation of DEI opportunities at the unit level.

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- To work with the MCC Commissioner Cabinet to ensure DEI learning and implementation opportunities are available for commissioners at all levels.
- Expand partnership opportunities and build alliances
- Foster program and practices to provide an inclusive and positive culture
- Give leadership to setting and assuring the attainment of council DEI goals.
- To be a resource to the commissioner staff, district committees and units to diversify and make more inclusive our membership, volunteer and professional bases.

Meetings:

- MCC Commissioner Cabinet Meetings
- Division Commissioner Meetings, as requested
- District Commissioner Retreat
- MCC/Division Commissioner Conference(s)
- Volunteer Meetings as needed

Division Commissioner:

Accountable To: Division President, MCC Council Commissioner, and MCC Executive Board

Tenure: 3-year terms reviewed annually at the Division Annual Business meeting with concurrence by the Council Commissioner. A possible recommendation to serve an additional one-year term.

Responsibilities:

- Is a member of the Division Key 3.
- Coordinates activities of the Division commissioners and presides at regular meetings of Division Commissioner meetings.
- Encourages efforts to recruit commissioner staff to provide continuing/effective commissioner service.
- Assure Division provide opportunities for immediate commissioner orientation, frequent basic training, and monthly learning experiences for all commissioners.
- Assist Division nominating committees in selecting District commissioners as appropriate.
- Participate and promote the annual MCC or Division Commissioner conference.
- Maintain the standards of the Boy Scouts of America, uphold national policies, promote good uniforming, and encourages efforts to hold regular, quality roundtable programs.
- Assure proper recognition of units and unit leaders; maintain their morale and periodically report unit conditions to the Division Leadership Team.
- Help District Commissioners maintain a good working relationship with their District professional partners.
- With the MCC ACC for Rechartering and Divisional Regional Asst Divisional Commissioners (and District Commissioners) develops an annual re-chartering plan, monitoring efforts, and report status.

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- Work with the Division President to secure the help of committees in meeting unit needs.
- Develop a no-lapse/no-drop commitment within each District, assuring a strategy to provide prompt, intensive, and persistent care when problems occur that threaten the life of a unit.
- Support all levels of training activities in the Division and Districts.
- Determine need, select, recruit, train and orient Assistant Division Commissioners and District Commissioners to fill ongoing assignments as deemed appropriate.
- Providing a personal financial investment in Scouting and participating actively in our fundraising programs/prospecting/advocacy. Each board member is asked to strive to participate at the Eagle Patrol (1200) or higher level in our Friends of Scouting campaign if at all financially feasible. The level of investment is important, but of greater importance is that an investment is made.

Meetings:

- Council Board Meetings
- Division Key 3 Meetings
- Division Board and Officers Meeting
- MCC Commissioner Cabinet Meetings
- Division Commissioner Meetings
- Division Commissioner Retreat
- District Commissioner Retreat
- MCC/Division Commissioner Conference(s)
- Volunteer Meetings as needed

Asst Division Commissioner

Accountable To: Division Commissioner

Responsibilities:

- To assist District Commissioners, recruit a full staff of Unit Commissioners (UCs) adequate to provide for all units within the designated area.
- Conduct personal coaching and orientation sessions for District Commissioners. Help District Commissioners evaluate and improve their unit service performance.
- Ensure that all commissioners within the designated area have attended the appropriate commissioner's training programs.
- Guide District Commissioners to actively identify their unit needs, and make plans to meet unit needs.
- Work with District Commissioners to ensure that their designated units achieve Journey to Excellence awards status each year.
- Serve Districts with no assigned District Commissioner
- Each month:

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- Contact each District Commissioner in their area to provide guidance in unit service needs.
- Attend monthly meetings of Division Commissioner staff.
- Meet with their team of District Commissioners at the monthly Division Commissioner meeting to plan specific actions to help units be more successful.
- Monitor Commissioner Tools, to ensure District Commissioners are updating the system with visits.
- Annually:
 - Ensure that each District Commissioner reviews Unit Health Assessments and works with the Unit Commissioners to develop a unit plan for the next year.
 - Ensure that the District Commissioners assist Unit Commissioners on their team complete their unit's membership inventory and re-charter on time.
 - Attend the Council's/Division Annual Commissioner Conference

Meetings:

- Division Commissioner Meetings
- District Commissioner Meetings as requested
- Volunteer Meetings as needed

District Commissioner

Accountable To: Division Commissioner, Council Commissioner

Tenure: 3-year terms reviewed annually at the District Annual Business meeting with concurrence by Division Commissioner. And a possible recommendation to serve an additional one-year term.

Responsibilities:

- To **envision** what effective unit service in a district will look like and what goals must be accomplished during their term of service to fulfill that vision.
- To **represent** volunteers and Scouts to the district committee and district professionals.
- To **recruit** assistant district commissioners and an adequate number of roundtable and unit commissioners to provide effective unit service.
- To **retain** commissioners and units (ensuring commissioners are given assignments that fit well with their passion, potential, and priorities and recognizing their achievements and that units receive effective service to support retention).
- To **enable** commissioners to be successful (including ensuring commissioners complete onboarding, and training, are given assignments that are a good match for their passion, potential and priorities, are provided with a clear definition of success and are recognized for their achievements).
- Working with the District Chairman and District Executive as a member of the district's Key 3.
- Report on conditions of units and to link district resources to units to secure specialized help for units in collaboration with the District leadership team.

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- District Commissioner Monthly Meeting
- Planning and presiding at monthly meetings of the district commissioner staff and ensure monthly training for commissioners is conducted.
- Using *Commissioner Tools* to review the health of units and review activities of the commissioners in your District and monitor roundtable attendance.
- Guiding Unit Commissioners to contact each unit regularly, identify unit strengths and needs, and using the Unit Service Plan, make plans to meet their needs.
- Ensuring that Unit Commissioners are performing detailed collaborative assessments which is the precursor to creating a unit service plan.
- Encouraging unit commissioners to enter both their unit contacts and unit service plans in *Commissioner Tools*.
- Making sure the Roundtable Commissioners are providing a vibrant roundtable each month.
- Reviewing the recognition of all commissioners in the district.
- Representing the district as a member of the Division Commissioner's leadership team.

Meetings:

- Division Commissioner Monthly Meeting
- District Committee meetings to
- District Commissioner Retreat
- Volunteer Meetings as needed

Roundtable Commissioner:

There are two main purposes of Roundtables:

1. To provide the skill to do – skills, techniques, information, program ideas – the know-how that makes for a successful unit.
2. To provide unit leadership with the will to do – the morale, enthusiasm, inspiration, and vision that periodically renews the desire to serve youth.

Various Roundtable Commissioner Positions:

- Scouts BSA Roundtable Commissioner
- Cub Scout Roundtable Commissioner
- Venturing Roundtable Commissioner
- Ship Roundtable Commissioner

Accountable To: District Commissioners, Asst Division Commissioner, ACC for Roundtable,

Responsibilities:

- Recruiting and training a staff of Assistant Roundtable Commissioners to put on quality roundtables for unit personnel.

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- Planning and conducting monthly Roundtable programs using the National Roundtable Guidelines.
- Deciding for Roundtables, including meeting places, equipment, and supplies.
- Conducting regular critiques to determine how Roundtables can be improved.
- Using Commissioner Tools to enter Roundtable attendance.
- In all districts, consider utilizing a combination of rotating locations and in-person and virtual Roundtables options.

Meetings:

- Division Commissioner Monthly Meeting
- District Commissioner Monthly Meeting
- Monthly Roundtable
- ACC for Roundtable Ad hoc Meetings
- Volunteer Meetings as needed

Asst District Commissioner:

Accountable To: District Commissioner

Responsibilities:

- 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.
- Help Unit Commissioners evaluate and improve their unit service performance.
- Maintain regular contact with their Unit Commissioners to provide guidance in unit service needs.
- Ensure that all commissioners within the designated area have attended the appropriate commissioner's training programs.
- Guide Unit Commissioners to actively identify their unit needs and make plans to meet unit needs.
- Work with Unit Commissioners to ensure that their designated units achieve Journey to Excellence awards status each year.
- 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.
- Be sure to recognize the accomplishments of the commissioners in your charge.
- Serve units with no assigned Unit Commissioner
- Monthly:
 - Contact each Unit Commissioner in their area 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.

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- Monitor Commissioner Tools, to ensure Unit Commissioners are updating the system with visits. Follow up with UCs who are not recording.
- 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.
- Annually:
 - Ensure that each UC completes the Unit Health Assessment Form and works with the unit leadership to develop a unit plan for the next year.
 - Ensure that the UCs on their team complete their unit's membership inventory and re-charter on time.

Meetings:

- District Commissioner Monthly Meeting
- Monthly Roundtable
- Volunteer Meetings as needed

Unit Commissioner:

Responsibilities:

- Help your assigned units(s) achieve the annual unit Journey to Excellence Award.
- Ensure that each unit has sufficient adult leadership (program, committees, and chartered organization). Assist with leader recruitment when needed.
- Ensure that all direct contact unit leadership completes basic leader training, including Youth Protection training.
- Each Month:
 - Observe the unit in action and determine if the program is being effectively delivered. Privately, use the Commissioner Tools Assessment online. (NOTE: normally you should make at least one monthly visit. However, unit contacts must be made often enough to accomplish your mission.)
 - Visit, or otherwise, stay in contact with the unit leader.
 - Be aware of the unit leader's needs and concerns. Serve as the leader's resource, friend, and coach.
 - Know and share information about scheduled events that will help the unit.
 - Help the unit leader see new opportunities for improvement.
 - Encourage unit participation in district and council program events.
 - Log into Commissioner Tools and record your monthly contact(s) with your assigned unit(s), using the Unit Assessment tool.
 - Attend regularly scheduled District Commissioners Meetings.
 - Attend Annual District Roundtables, as necessary, to keep up on current events, activities, and training for our served units.
 - Attend the Council's Annual Commissioner's Leadership Conference. (optional).

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- Annually:
 - Unit Health Assessment:
 - Work with unit leadership in conducting the unit action planning meeting and completing the Unit Self-Assessment forms.
 - Unit Re-chartering:
 - Work with unit leadership to conduct a membership inventory of youth and adults.
 - Help the unit committee chairman conduct the charter renewal meeting and ensure that the Charter Renewal Application is returned to the council service center on time.
 - Present the new Charter at the appropriate unit organization meeting.

Meetings:

- District Commissioner Monthly Meeting
- Monthly Roundtable
- Volunteer Meetings as needed