## BOY SCOUTS OF AMERICA'

## Position Description Unit Commissioner

## Reporting

Report to the district commissioner or assistant district commissioner as assigned.

## **Responsibilities**

- Help each unit earn the Journey to Excellence award.
  - Periodically review with unit leaders the unit's progress toward the 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.
  - Listen to what the leader has to say.
  - 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.
  - Offer encouragement and support.
  - Visit in person or by phone at least monthly.
- Work to ensure effective unit committees.
  - Visit with the unit committee periodically.
  - Observe the committee, offer suggestions for improvement, and work to solve problems.
  - Inspire the unit Key-3 concept, which includes the unit leader, committee chair and chartered organization representative.
- See that unit leaders and den leaders have adequate training.
- Make certain that proper techniques are used to select and recruit unit leaders.
- Facilitate on-time charter renewal of all units.
  - Help the unit conduct a membership inventory of youth and adults.
  - Help the unit committee chair conduct the charter renewal meeting.
  - See that a completed charter renewal application is returned to the council service center.
  - Make arrangements to present the 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 from the Commissioner Fieldbook.
- Visit unit meetings.
  - Observe the unit in action and determine the degree to which the descriptions in the literature are being followed.
  - Privately use the commissioner worksheet.
  - If called upon, participate or help in some of the regular activities of the unit.
- Maintain contact with the chartered organizations of the units you serve.
  - Meet and orient the chartered organization representative.
  - Meet the head of the organization and explain your role as mentor of unit.
- Help graduating members of one program join the next level of Scouting.
- Attend roundtables regularly. Promote roundtable attendance by all unit leaders and accompany all new unit leaders.
- Set the example by maintaining Boy Scouts of America standards of uniforming, wearing of insignia, use of the program, and other policies and procedures within the district.
- Enter all unit contacts into the Unit Visit Tracking System

Revised: October 29, 2011