



DISTRICT COMMISSIONER

Boy Scouts of America



Position Summary

District Commissioner leads the commissioner staff of the district, guiding and measuring the performance of the district's unit service function. In the end, the mission of the District Commissioner is help the Unit Commissioners 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 District Commissioner is to ensure there are an adequate number of Unit Commissioners and that they are satisfactorily performing their role.

Job Duties / Essential Functions

SELF PREPARATION:

- Register as an adult Scouter. Take the initial Commissioner Fast Start Training. Attend Commissioner College and other training to stay abreast of events and developments.
- Review all Scouting program literature supporting your assigned units. Know each phase of the Scouting program and be able to describe how it works. Identify resources that can help you support the unit leaders.
- Visit the Mecklenburg Council website at <http://www.mccscouting.org>, and keep up with events, training opportunities, and scouting news.
- Visit the Mecklenburg Council Commissioner website at <http://www.mccscouting.org/ScoutingPrograms/CommissionerService.aspx> and keep up with Commissioner news and to access Commissioner resources and UVTS.
- Be a role model. Adopt an attitude of helpfulness. Keep your promises. Be concerned about proper uniforming. Be diplomatic. Be a friend.
- 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 LEVEL RESPONSIBILITIES:

- Recruit a full staff of commissioners, including Assistant District Commissioners (ADCs), and Unit Commissioners (UCs).
- Ensure that all commissioners within your unit have attended the appropriate commissioner's training programs.
- Guide unit commissioners to visit each unit regularly and to record their visits on a timely basis using the UVTS website.
- Guide unit commissioners to actively identify unit needs, and make plans to meet unit needs.
- Work with the district chairman and district executive as a member of the district's Key 3.
- Each Month:
 - Plan and preside at monthly meetings of the district commissioner staff.

- Attend district committee meetings to report on conditions of units and to secure specialized help for units.
- Annually:
 - Ensure that each unit commissioner completes the Unit Health Assessment Form and works with the unit leadership to develop a unit plan for the next year.
 - Ensure that unit commissioners complete their unit's membership inventory and re-charter on time.

COUNCIL LEVEL RESPONSIBILITIES:

- Each Month:
 - Attend monthly council commissioner cabinet meetings and represent the district as a member of the council commissioner cabinet
 - Report the district's performance on key commissioner metrics one week prior to the monthly council commissioner cabinet meetings. This information should be submitted using the "District Commissioner's Report" reporting template
 - Identify at least one weak unit within your district and work with the Unit Commissioner for that unit to develop an improvement plan. Be prepared to report on this improvement plan at the monthly council commissioner cabinet meeting. .
- Annually:
 - Attend the Council's Annual Commissioner's Social (optional).

NOTE: This job description is a high-level summary of the commissioner responsibilities outlined in the Commissioner Fieldbook for Unit Service, published by the Boy Scouts of America.