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| **MID-AMERICA COUNCIL** | **ACC Roundtable** |
| **BOY SCOUTS OF AMERICA** | **JOB DESCRIPTION** |

**Council Vision Statement:** *Unparalleled experiences for more youth. Unparalleled experiences create value, enthusiasm, robust growth and retention of program participants.*

**ACC Roundtable Job Responsibilities:**

* Reports to the Council Commissioner
* Be registered as Assistant Council Commissioner.
* Provide timely and accurate information on the status and performance of district roundtables to the council commissioner and commissioner cabinet.
* Provide service and support to roundtable commissioners like a unit commissioner provides service and support to unit leaders.
* Ensure that districts have opportunities for Roundtable Commissioner Orientation, training courses for Assistant District Commissioner of RT, and roundtable updates at all monthly commissioner meetings.
* Assist the ACC Commissioner Training / Regents of the College of Commissioner Science with staffing and curriculum for the bachelor and master’s program for Roundtable at Commissioner College.
* Guide District Commissioners in recruiting Roundtable Commissioners and Assistant District Commissioners for RT.
* Ensure that each district has developed and uses a year-long roundtable program plan.
* Provide training and information to help Roundtable Commissioners understand the role of attendance at roundtable as a warning sign for potential unit health problems.
* Become familiar and utilize the Roundtable function in Commissioner Tools. Guide District Roundtable Commissioners to utilize Commissioner Tools in all districts.
* Educate and Assist District Commissioners in the importance and ownership of roundtables as a unit service function within the districts.
* Oversee monthly roundtable newsletter with distribution to all district Roundtable Commissioners and roundtable staff.
* Conduct regular visits to district roundtables under the invitation of the district commissioner.
* Attend all Leadership Summit meetings.
* Participate in quarterly CC / ACC / DC conference calls and present topics as needed.
* Participate in the yearly College of Commissioner Science.