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| **MID-AMERICA COUNCIL**  | **Assistant District Commissioner** |
| **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.*

**Assistant District Commissioner Responsibilities:**

A district may have one or more Assistant District Commissioners (ADC). This will be based on the number of units in the district. Each ADC is responsible for an assigned share of the units in the district and the Unit Commissioner (UC) who serve those units. ADCs are often assigned a geographic area of the district. They work closely with the District Commissioner (DC) and District Executive (DE).

A district may also have additional Administrative ADCs. These ADCs may be responsible for non-unit related leadership duties within the district such as training, Ideal Year of Scouting, Journey to Excellence, Commissioner Tools or rechartering just to name a few. Separate job expectations will be given for these jobs as needed.

* Reports to the District Commissioner
* Recruit enough UCs to serve your assigned units and area.
* ADCs will be assigned an average of 15 units. That is 1 ADC for every 5 UCs needed. That provides one UC for every 3 units.
* Conduct personal coaching and orientation sessions for your UCs. Make sure new UCs are trained and have the tools that are needed to serve their units.
* Maintain regular contact with your UCs to provide guidance in unit service needs.
* Assess unit progress towards GOLD standards for the Journey to Excellence with the UCs in your area. Evaluate if additional training is needed.
* Meet with your team of UCs at the monthly district Commissioner meetings to plan specific actions to help units be more successful.
* Oversee that the minimum 6 visits per unit is maintained by all assigned Unit Commissioners.
* Direct the UCs to report and record their unit contacts with the Internet-based "Commissioner Tools”.
* The ADC will serve units that have no assigned UCs. This will be coordinated by the DC.
* When a UC resigns, or cannot adequately fulfill the responsibilities of the position, the ADC *temporarily* assumes the vacant position.
* Help UCs evaluate and improve their unit service performance.
* The ADC contributes to the monthly meetings with the Commissioner team. DC may ask the ADC to present a training topic at the monthly meetings.

* With the DC, help administer the “Annual Commissioner Service Plan”, which gives specific purposes for Commissioner contact with units at designated times of the year.

* Oversees the unit charter renewal plan and procedures with your assigned Unit Commissioners to ensure that each unit reregisters on time and with optimum membership.

* Participates in the College of Commissioner Science as a presenter or participant.

* Supports local and national Scouting policies, procedures, and practices.

* Participate in CC / ACC / DC conference calls when needed.
* Attends Leadership Summit Meetings.