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| **MID-AMERICA COUNCIL** | **New-Unit Unit 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.*

**New-Unit Commissioner Job Responsibilities:**

The role the new-unit commissioner plays is much like that of troop guide—not a member of the unit but a mentor who helps the unit leadership become a high-performing team. The new-unit commissioner will need to give this unit extra service in addition to the annual service plan. That service is described in “New-Unit Service Plan.”

* Reports to the District Commissioner
* Be registered as a Unit Commissioner.
* A new-unit commissioner is a worthwhile long-term volunteer commitment that will generally last at least three years.
* The new-unit commissioner should be an experienced Unit Commissioner with at least 2 years tenure.
* Ideally, the new-unit commissioner should be assigned to the new unit only. In some instances, the new-unit commissioner will also have minimal additional units to serve.
* Become a familiar and consistent link between the new chartered organization and the district, and to provide support to the new key leaders.
* The new-unit commissioner should have the time and energy for this long-term commitment.
* Encouraged training:
  + Participate in 21st Century Wood Badge or, if already completed Wood Badge, review sessions: Stages of Team Development, Leading EDGE/Teaching EDGE, Coaching and Mentoring.

* + Be familiar with the “New Unit Retention Guide”.
* Review the annual service plan and the new-unit service plan with an eye to combining them to provide optimal service to the new unit.
  + Pre-charter unit organization. Help unit leaders set a vision for unit success, goal planning, and program planning consistent with the Journey to Excellence requirements. Encourage the key leadership to visit a well-run unit to capture the vision of success.
  + With the new-unit organizer, present the charter at a meeting of the chartered organization.
  + Attend Unit Key 3 meetings monthly as an adviser.
  + Contact unit more than once a month and enter your assessment in Commissioner Tools. A unit Key 3 meeting counts as one of the contacts.
  + Encourage a unit-wide communication system. Communication takes many forms: newsletter, phone tree, email, website, Yahoo group, etc.
  + Ensure that a monthly program, unit budget plan, and a leadership succession plan are in place and on track. These items are critical for unit success. Encourage long-range planning for a positive experience for all.
  + Support systems that will ensure a well-organized unit. Monthly unit Key 3 meetings, monthly committee and leader’s meetings, regular parent’s meetings, communication plan.
  + Encourage unit Key 3 training. Encourage them to take Scouting and Leader Specific Training for their position. Be sure the unit Key 3 is aware of training opportunities and encourage all other adults to get trained. Through the district commissioner, enlist the help of the training team to bring training to the unit if necessary.
  + Help unit leaders get additional training as needed. Through the district commissioner, request specialized training as needed. Topics might include recruiting youth members, information on Friends of Scouting, advancement, etc. While it is the responsibility of the district committee, it may be necessary to conduct sections of this yourself at a unit committee meeting.
  + Encourage participation in district activities. Encourage attendance at roundtable, district activities, and camping opportunities. Use the district/council calendar when helping the unit Key 3 schedule unit meetings and events.
* Apply all other regular Unit Commissioner responsibilities.
* Attend monthly District Commissioner meetings and report on the status of the new unit.