

District Commissioner Education

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District Commissioner Mid America Council

**Abstract**

The position of district Commissioner must understand the responsibilities of the Commissioners and how the District functions. Currently there are no formal courses for District Commissioners to educate them on the responsibilities of the position and the function of the District. Most District Commissioners that I have talked with either in this council or from outlying councils across the United States have the same story. Their training was either a short meeting or it is a self guided education. There exists today a need for Educating a new District Commissioner. An education to familiarize the person with the immediate needs of the Commissioner position, the skills needed to perform the job and duties that will be required.

## **Introduction**

### **The first start is how did I get in this position**

Please do not think you were the last name on a list or it was not your lucky day. You are the result of Extensive search of the district for the leaders that they need.

You were nominated by your district for your skills, scouting knowledge and your dedication to youth.

The district consulted their scouters for recommendations for a person that they thought contained the qualifications needed for a District Commissioner. You should have been approached by a district or council scouter whom you respected. This person should have asked if you were interested in accepting the position. An affirmative answer from you would be passed on to the Nominating committee. It would be up to the committee to decide to make the offer. The offer of the position would also need to be given the affirmation from the Scout Executive since this will be a position on Council Commissioner Cabinet. If you have accepted the challenge of the position then you have accepted the challenge of making your district better for scouting. You have accepted the challenge to offer the best scouting program for the youth of your district for today.

### **Where do I start**

The basic training I received for the position of District Commissioner was the same training

many other District Commissioners received for the same position. It was a briefing over a long lunch with questions after words. The fate of the District and the ability to do what was needed for the district was left in my hands in less time than a Cub leader spends in Basic training.

There is no fast start videos or DVDs that a Commissioner can watch that will explain what his duties are and how to achieve his or her goals. There are no single document that will explain roles and responsibility of the District Commissioner. Bits and pieces of the roles and responsibility of the District Commissioner can be found in multiple Boy Scouts of America handbooks and publications. The 'Commissioner Fieldbook for Unit Service' will give you information on what is a Unit Commissioners responsibility. The 'A handbook for District Operations' will detail the responsibilities of the District Committee, the positions of the Key 3 and their responsibilities. It will also include the different types of District meetings including the Commissioner meeting. The handbook 'The District: How the District Carries out Operational mission of the Council' will describe the function of the District and how the District Commissioner fits in. The handbook 'Administration of Commissioners Service' gives all the topics that should be covered with your Unit Commissioners and Assistant District Commissioners to make them better prepared for the duties of their position. There are many more publications each carrying bits and pieces of what a Commissioner is and what their responsibilities are..

In any educational process a student must first evaluate what are the requirements and what is needed to broaden a person's knowledge of the subject. Our best start is to define what the District Commissioner's responsibilities are

### **District Commissioner**

The District Commissioner is approved by the council executive board, with the concurrence of the Scout executive, on the recommendation of the district nominating committee. The Scouter represents the district as member of the council Commissioner cabinet.

The District Commissioner leads the Commissioner staff:

1. Identifies and recruits enough of the right people as Commissioners so that all scouting units in the district receive regular, helpful service.

Recruit a full Commissioner Staff

Recruiting ADCs

Recruiting Unit Commissioners

2. Trains, coaches and mentors members of the Commissioner staff.
3. Supervises and motivates unit Commissioners to visit each unit regularly, identify unit needs, and make plans to meet unit needs.
4. Makes sure that every unit Commissioner is trained in the use of the Unit Visit Tracking System and uses it consistently.
5. Administers the annual Commissioner service plan, which gives specific purposes for Commissioner contact with units at designated times of the year
6. Oversees the unit charter renewal plan so that each unit registers on time and with optimum membership.
7. Guides roundtable Commissioners to ensure that monthly roundtables are well attended, and provides practical and exciting unit program ideas
8. Plans and presides at monthly meetings of the district Commissioner staff, and sets a

good personal example of Scout uniforming.

9. Helps meet district goals.
10. Supports local and national Scouting policies, procedures and policies.
11. Attends district committee meetings to report on the condition of units and to secure specialized help for units.
12. Promotes the Commissioner recognition plan to all Commissioners.

**Other Major responsibilities include**

13. Work with District Chairman and District Executive as a member of the Key 3
  14. Represent the district as a member of the Council Commissioner Cabinet
- Boy Scouts of America (2009)

**Why Education**

In order for a District Commissioner to be effective they must understand their responsibilities and be able to execute their duties to their best abilities. Education will layout before the District Commissioners in an easy format just what is expected of them for this position. Without an education program for the District Commissioner we are tasking a person without a plan for them to succeed. An Education program for District Commissioners must include information and instructions on the following topics.

**Recruiting**

A District Commissioner needs to recruit the personnel needed to run the Commissioner staff. There should be one unit Commissioner for every three units and one Assistant District Commissioner for every five Unit Commissioners. These are ideal numbers and will vary depending on the size and makeup of your district. A District Commissioner needs to recruit Assistant District Commissioners to make this work. It is their job to recruit and mentor the unit Commissioners that the district needs. You will need persons that have a good background in scouting for ADC. They usually are the dedicate people that you see at every meeting. They need to be enthusiastic about the scouting program and people that can impart that enthusiasm to others. Unit Commissioners need to be recruited at multiple levels. You need Commissioners with Cub Scout experience, with Boy Scout Experience and with experience with both. If you only recruit scouters that have step down from the Boy Scout side you may find that they do not have the Cub Experience that you need. You need to be open and recruit from both programs from the people that are transitioning either into Boy scouts from Cub scouts or those that are stepping down from a Boy Scout leadership position. If you recruit a person that is coming from Cubs you will be able to train them for the Cub side of the program and let them grow into the Boy Scout side as their son progresses. This will give them an opportunity to be a commissioner through the full scouting life cycle, Cubs and Boy Scouts. The leaders recruited from the Boy Scout side will be hard workers and will be willing to attend any of the Boy Scout events since they have been a part of that program. This gives you two groups to recruit from and they have many able people to fill the positions that you have. Roundtable is always a good place to start your recruiting from. Your Roundtable staff is a very good resource for recruiting. They are trained in the BSA program and they know the people that are attending. Use them as a

recruiting tool to find who they think might like to join the commissioner staff and who is a potential candidate.

## **Training**

A District Commissioner's job is to further the education of their Assistant District Commissioners, Unit Commissioner, Roundtable Commissioners and Roundtable Staff. The district Commissioner should provide a training session at each of the Commissioner meetings. These sessions should run 20 to 30 minutes and cover one of the topics in 'The Administration of Commissioner Services' or 'The Commissioner Fieldbook for Unit Services'. The District Commissioner may deliver the training or one of the ADC's that they appoint. It should be relevant to what is happening with the units or for what is coming up for the district like the topic 'How to do Re-chartering'. All new Commissioners should go through a Commissioner Basic within two months of taking the position. It is the District Commissioner who will facilitate this or arrange for the course to be offered. The district Commissioner will also will promote College of Commissioner Science and help recruit instructors from their district. This is a continuing education for your Commissioners and your staff. It will benefit your Commissioners and your district. Training courses for all levels of Commissioners are offered by the BSA at Philmont Scout Ranch every summer and any Commissioner is welcome to take the course. Training is essential for all Commissioners at every level to do their job. Just as Cub and Boy Scout leaders are asked to train so they are aware of their responsibilities and how to achieve a good program so too are Commissioners asked to train to improve their knowledge of the program and to help them with the dynamics of a good unit.



### **Supervises and motivates unit Commissioners**

A district Commissioner and the Assistant District Commissioners should be checking with the Unit Commissioners each month to see if visits have been made to their units. It is essential that visits be made to each unit at least 6 times in a year to see how the program is working for the unit. Commissioners should discuss if there is any difficulty in meeting with the units. If there are difficulties see if there are simple changes that can be made to alleviate the issue such as conflicting meeting times. This is the time for individual instructions and for positive reinforcement for the unit commissioner and the job they are doing.

### **Unit Visit Tracking System**

All visits should be logged into Unit Visit Tracking System. A visit may be at unit meeting, the Committee meeting, out at camp, it may be an encounter with the unit leader at the Scout store or at a scouting event. It is a time to check on the health of the unit. District Commissioners should be able to see their entire district on the UVTS network. They are able to read any entry for a unit or they are able to do entry for any unit that they talk with. ADC will also have this ability. The District Commissioner when they are looking at all the entries should be reading all the comments from their Commissioners to find if the unit needs any special help from the District Committees. They should make a special note if any are found and bring the note up to the committee at the District Committee meeting. One example would be that a Unit Commissioner found that all of the leaders in their were just recruited and none of the leaders have had any training. This message should be relayed to the training committee at the District committee meeting that the unit needs training to succeed

**Administers the annual Commissioner Service plan**

The Annual Commissioner Service plan will start with a self evaluation for each unit. The yearly Self Evaluation should be at every level of scouting both at the unit level and the District level. The Unit level self evaluation allows the Commissioner to talk with the unit about Membership Inventory. What is the membership after their recruitment and what is their membership after crossover. Uniform Inspection should take place once a year and the Commissioner can help the unit to do this. Journey to Excellence should be a discussion point for the Commissioner each time they meet their units. The JTE is a picture in time as to how the unit is doing and what they need to accomplish by year end. This type of check up also applies to the District. We should be evaluating where we are in our plan to achieve quality status and what we need to accomplish our goals. What are our Unit Leadership Inventory needs? This needs to be discussed with the units to see if they have enough adults for two deep leadership and how they can recruit more parents when needed. Recruitment is also a District issue. The question must be asked do we have the manpower to run the District and have we filled all the positions that are needed to operate the District. Charter presentations should be held by the Unit Commissioners for the Units and Charter organizations when the charters are received back from national. All Units should do Program Planning every year to plan for upcoming events. A calendar of the events should be given to all the parents so that they can plan on attending and to help forecast the cost for the year. This should also be done at the District level to give all the units information as to the upcoming district events so they can add them to their unit's calendar.

### **Oversees the unit charter renewal plan**

The District Commissioner should have a plan in place to educate both the Commissioners but also the units in how to complete the paper work needed for Re-Chartering with the Boy Scouts of America.

An ADC should be appointed to be in charge of educating and running classes in Re-Chartering. The Scout office will provide Re-Charter updates two months before the Re-charter due date to help in the instructions. This ADC will also be addressed as registrar for the district.

The District Commissioner should work with the District Executive(s) to coordinate contact with units that are late in turning in their paper work to make sure that units have all the help they need and that the units are not dropped. The Commissioners should help with all units that are in pending status to get necessary changes or signatures.

### **Guides Roundtable Commissioners**

The Roundtable Commissioners are the education portion of the Commissioner Staff. They are the first contact with the Commissioner staff that most units will have. They need to be knowledgeable about the Scouting program enthusiastic and be able to do presentations. Round Table Commissioners are listed as administrative Commissioners same as ADC. They should have the same access to the UVTS systems ADC's have. As district Commissioner you must remember that the charge of the Round Table staff is to present educational scouting topics for the unit's secondary education. Cub Roundtable should be presenting a program for the unit leaders of what is planned for the next month for each of the cub levels. They should be providing what is needed for Pack meetings, Den meetings, Webelos meetings and anything needed for Tiger Cubs. The Boy Scout Side should be providing useful information about what the Troop can be doing, such as High Adventure programs. Programs can be offered about how to

use Order of the Arrow with their troop. Since the Boy Scout troop is boy run the classes are not for how boys should run the meeting, but for scouting programs and information for adult leaders such as physically challenged scouts or practices and policies that must be followed for the Boy Scout Program. The District Commissioner will usually appoint an Assistant District Commissioner to oversee the different divisions in the Round Table Staff. This ADC will help coordinate meeting space and time allotted for each group. They will also coordinate the General session for Round Table and the time allotted for announcements.

### **Plans and presides at monthly meetings of the district Commissioner Staff**

The District Commissioner meeting is a chance for all Commissioners to come together to discuss their monthly visit with their units. There should be time allotted in each meeting for the unit Commissioners to meet with their ADC to discuss the health of the units that they visit. It is a time that the ADC can impart some individual training with their Unit Commissioners. The District Commissioners should allow the time and encourage the exchange of ideas with their Commissioners. The meeting should also contain updates from the Key 3 meeting for any Commissioner issues or any committee changes that affect the district or the Commissioner staff.

The District Commissioner should plan for a twenty to thirty minute training segment. This should be put on by one of their ADCs. It should be a current topic of interest, a topic for upcoming events like Re-Charter or something to inspire and help with self motivation. A District Commissioner meeting must always be planned. Never walk into a meeting with nothing planned just because it was scheduled. Your Commissioners have invested their time to attend your meeting and you owe them the best you can deliver to make it worth their while to

attend. A District Commissioner always sets the example for their Commissioners by wearing a full scout uniform. The District Commissioner is the Chief scouter for their district and their attire should reflect commitment.

### **Helps meet district goals**

The District Commissioner will work with the District Executive and the District Chairman to achieve the District Goals. Each member of the Key 3 has their assigned duties. The District Commissioner is tasked with the Commissioner Staff. The District Chairman I tasked with recruiting and maintaining the committees. The District Executive is tasked with selling the Scouting program to Charter Organizations. Between the three divisions we all strive to do our part to help the District achieve. The District Commissioner will often be asked to consult on matters of the district issues and goals. These issues may be committee issues or questions that the District Executive has but being the Chief district scouter the District Commissioner will be asked to give advice in the direction that should be taken. It may be about where the next Pack should be open or how to recruit new adult leaders for the Unit. The District Commissioner is a resource with years of scouting experience. If they are not they should gather Assistant District Commissioners with experience to help with the consulting. The primary district Goal the Commissioner will be involved in will be the Journey to Excellence for the District. They will have input in the amount of visits their Commissioner staff is making. This will add to totals for the Journey to Excellence. They will also be able to consult or give advice on how to achieve the other portions of the Journey to Excellence

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

The District Commissioner is the Chief district scouter and must obey all scouting rules and regulations. They must also make sure that all scouting rules and regulations are enforced in the district by all scouters and their units. Any changes that are brought in from national, the District Commissioner will assist to implement within the district with the help of the Commissioner staff.

**Attends district committee meetings to report on the condition of units**

The District Commissioner will attend all District Committee meetings representing the Commissioners and staff. It is the job of the Commissioner to present any information of units that are struggling or have specific problems that Committees can help to the District Committee. The process is that Commissioners will visit units to ascertain the health of the unit. Any issues that the Commissioner finds that may need help, the Commissioner will enter in the UVTS system with comments. Administrative Commissioners reviewing the UVTS logs should garner any information that indicates a unit needs specific help. This information should be presented to the appropriate committee at the District committee meeting.

**Promotes the Commissioner recognition plan to all Commissioners**

The District Commissioner will strive to make sure that all their Commissioners receive their due recognition. The District Commissioner will remind all Commissioners that they may qualify for The Commissioner Key award with three years tenure and all requirements met. The Distinguished Commissioner Award with five years tenure and all requirements met. The new Unit Commissioner Award three years tenure and all requirements met. All these awards are for action and dedication by a Commissioner. All scouts deserve to be recognized for their time and effort. It is because of them that we have success with a program and failure when they are missing.

**Work with District Chairman and District Executive as a member of the Key 3**

The District Commissioner is member of the Key 3. The District Commissioner will represent Commissioner Staff, Unit Service and Program. The District Commissioner will attend each monthly meeting. The District Commissioner must be prepared for each meeting with new updates on commissioner activities and unit visits. The District Commissioner will have input for the Key 3 on questions that may be discussed and to give direction for goals for the district.

To understand the Key 3 you must understand the responsibilities of each position.

### **The District Key 3**

#### District Chairman

The district chair is nominated by the district nominating committee and elected by the district committee. He or she is automatically nominated for membership on the council executive board, subject to approval by the council executive board.

In leading the district the District Chairman:

- 1) Identifies and continually recruits enough of the right people as operating committee chairs and introduces them to their council counterparts.
- 2) Initiates plans and helps committee chairs recruit an adequate number of members to carry out the functions of the district.
- 3) Plans (with the district executive and the district Commissioner) and presides at district committee meetings.
- 4) Works with the district Commissioner and district executive to stimulate and coordinate the work
- 5) In cooperation with the district executive, ensures the completion of district goals by monitoring operating committees.
- 6) Recognizes individuals, committees and chartered organizations for their scouting accomplishments.
- 7) Supports local and national Scouting policies, procedures and practices.
- 8) Helps to secure support for Scouting from top community leaders throughout the district.
- 9) Annually appoints a new district nominating committee to meet year round, and selects nominees for district officers and district members at large.



10) Trains, coaches and mentors district committee members.

11) Aids in the development of the district executive. B SA (2009)

### **District Executive**

The district executive is employed by the council executive board upon recommendation of the Scout Executive, and works under the direction of the Scout executive.

As the full time professional in the district, the district executive has a close working relationship with the District chair and the District Commissioner to accomplish the district's objectives through volunteers.

The district executive

- 1) Provides professional coaching.
- 2) Proposes, plans and agendas, usually "pencil drafts" for consideration
- 3) Suggests action plans for recruiting district personnel.
- 4) Gives inspiration and encouragement.
- 5) Maintains regular contact with heads of the chartered organizations.
- 6) Keeps district records up to date.
- 7) Arranges for the council's office services such as mailings, meeting notices, etc.
- 8) Provides vital behind-the-scenes administrative support.
- 9) Develops his or her own work schedule.
- 10) Works with and supports volunteers.
- 11) Maintains a good working relationship with district volunteers. BSA (2009)

The members of the Key 3 work in unison to advance scouting in their community. The Commissioner will concentrate on Unit service. The District Chair will concentrate on building units and facilitating the growth in established units. The district committees are busy in providing opportunities for units to enjoy scouting and all that is required to do that. They build the adventure, paint the picture for the units and create the map for them to follow to create a healthy scouting unit. The Scout Executive looks to the future for the district and what it will take to get the district to the next level. They are tasked with keeping the challenge of a better District always in front of the District and its volunteer's. The goals that proposed must always be attainable and must never lose sight of that the District exists for the Scout.

The District Key 3 is charged to maintain the purpose of a district.

The purpose of the district is to work through the chartered organizations and community groups to organize and support successful units. BSA (2009)

### **Represent the district as a member of the Council Commissioner Cabinet**

The District Commissioner is approved by the council executive board, with the concurrence of the Scout executive, on the recommendation of the district nominating committee. The Scouter represents the district as member of the council Commissioner cabinet. The council Commissioner cabinet is an inner circle that may be used by the Scout Executive to advise them on district and council matters.

### **A District Commissioner must know the responsibilities of the District Committee**

A district Commissioner should know the responsibilities of each Committee to understand how these committees can help with the program in each of the units. A District Commissioner will be asked to help give advice to these committees in what is needed for the program. The Commissioner needs to know what the committees are asked to do to achieve for the commissioner to have an understanding of what is needed by the committee them to do the job.

### **District Membership/Relationships Committee**

The district membership/relationships committee gathers information on prospective chartered organizations, helps organize new units, reorganizes dropped units and units not meeting, and recruits new members in a systematic way. It establishes and maintains mutually beneficial relationships with major community organizations and strategic alliances, both those with and without scouting units. These include religious, educational, civic, fraternal, and veteran organizations and associations; labor unions; business and industry; professional societies; and other organizations with objectives compatible with the Boy Scouts of America.

#### Major Tasks of the Membership/Relationships Committee Chairman and Members

- 1 . Report to the district chairman for your district.
- 2 . Recruit enough of the right kind of people to support all functions of the committee.
3. Serve on the council membership/relationships committee.
4. Establish a year-round plan for unit and membership growth.

5. Recruit and train new-unit organizers.
6. Work with district training teams to provide new units with trained personnel.
7. Plan and conduct youth and chartered organization surveys.
8. Cultivate relationships with potential chartered organizations and community groups.
9. Share with other district leaders how to work effectively with various types of organizations.
10. Organize new packs, troops, teams, and crews to meet the needs of serving youth in your district.
11. Analyze district membership figures for all program levels.
12. Be sure a new unit is under the care of a Commissioner before the organizer leaves.
13. Conduct membership events in the district: (a) roundup plans, (b) Together plan, (c) relationships conferences.
14. Track and attain membership growth objectives annually as defined through the council's strategic plan. BSA (2009)

### **District Training Committee**

The district training committee's job is to get adult leaders trained. One of the keys to the success of the Scouting program is trained volunteer leadership. Second only to the selection of the right person for each responsibility is his or her training in the purposes of Scouting, the methods through which these purposes are achieved, and the techniques of their individual job. As chairman of the district training committee, a committee member, or as a trainer, you help volunteers find the answers to the two basic questions, "What is my job?" and "How do I do it?" The Boy Scouts of America's leadership training program is designed to meet the needs of each volunteer job. It is varied and flexible enough to reach all leaders through group training

experiences, personal coaching, self-study, online learning, or on-the-job training. And you will help make this program a dynamic success in your district.

#### Major Tasks of the Training Committee Chairman and Members

- 1 . Report to the district program chairman for your district.
- 2 . Establish district training objectives to train leaders,  
not just run training courses.
3. Participate in council meetings dealing with training  
policies, program, and procedures.
4. Recruit and orient enough of the right kind of people  
for the training committee and course instructors.
5. Prepare an inventory of all leaders who need training.
6. Plan, schedule, and coordinate an annual district training program based on your training  
inventory, which includes implementation of council training programs.
7. Evaluate and report on training progress.
8. Maintain unit and district training records, and coordinate them with the council registrar.
9. Offer training opportunities to every adult volunteer.
- 1 0. Promote attendance at all training courses to ensure maximum attendance and participation.
- 11 . Give special assistance to untrained unit leaders.
- 12 . Approve applications for district training recognitions.
- 1 3. Give special attention to training new units and leaders in existing units, especially direct  
contact leaders.
- 1 4. Track and attain training objectives. BSA (2009)

### **District Camp Promotion and Outdoor Committee**

The district camp promotion and outdoor committee provides outdoor programs that most units are unable to provide on their own, and outdoor programs are often the main reason youth join a Scout unit. From Cub Scout day camp to high-adventure programs, this committee helps make exciting outdoor programs available for Cub Scouts, Boy Scouts, and Venturers.

#### Major Tasks of the Camp Promotion and Outdoor Committee Chairman and Members

- 1 . Report to the district program chairman for your district.
- 2 . Recruit and orient enough of the right kind of people for the district camping committee.
3. Understand each unit's camping and outdoor record.
4. Implement the council's outdoor promotion plan in the district.
5. Work with Commissioners to help packs, troops, teams, and crews plan a year-round schedule of camping and outdoor program events.
6. Promote use of camperships.
7. Give guidance on health and safety concerns.
8. Promote youth participation in camping and outdoor programs: (1) Boy Scout resident camp, (2) national high-adventure programs, (3) Cub Scout outdoor program, and (4) Venturing outdoor program.
9. Assist the council committee with maintaining and developing quality outdoor program facilities.
- 1 0. Promote units earning the National Summertime Pack Award and the National Camping

Award.

- 11 . Supervise use of off-council campsites by permits and inspections.
- 12 . Track and attain camping and outdoor objectives.
- 1 3. Implement the planned council camping and outdoor programs.
- 1 4. Guide the Order of the Arrow, through the chapter officers and adviser, to help promote camping in the district. BSA (2009)

### **District Advancement and Recognition Committee**

The district advancement committee implements procedures that help achieve BSA advancement procedures. The committee helps Cub Scout packs, Boy Scout troops, Varsity teams, and Venturing crews succeed. Units help youth members advance in rank. If they advance, they will have a good experience and will grow in their Scouting adventure.

#### Major Tasks of the Advancement and Recognition Committee Chairman and Members

- 1 . Report to the district chairman for your district.
- 2 . Stimulate advancement and recognition of Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers.
3. Ensure units establish and maintain proper advancement procedures in accordance with national policies.
4. Recruit and orient enough of the right kind of people for all aspects of the committee function.
5. Establish district advancement goals, develop a plan to achieve them, and track their attainment.

6. Assist packs, troops, teams, and crews and evaluate their progress as needed.
7. Monitor rank advancements throughout the year and provide assistance to units with little or no advancement.
8. Coach troop and team leaders in methods for conducting boards of reviews and courts of honor.
9. Recruit and train an adequate group of merit badge counselors for the district.
10. Publish and maintain a current list of merit badge counselors.
11. Recommend youth members and unit and district Scouters for special awards and Recognition (lifesaving awards, Silver Beaver, etc.)
12. Implement council advancement and recognition programs.
13. Review and approve Eagle Scout service project plans submitted by Eagle Scout candidates.
14. Participate in troop/crew boards of review, or conduct district-level Eagle Scout candidate boards of review. (If an Eagle Scout board of review is held at the unit level, at least one district / council advancement committee member must serve on the board.) Promote crew review boards led by the crew president for Gold/Silver awards.
15. Review Eagle Scout candidate appeals if a unit denies their application or turns them down at the board of review.
16. Promote the awards and recognition program for Venturing with all crews.
17. Provide physical facilities and experts in advancement fields that are difficult for units to secure. BSA (2009)



### **District Activities and Civic Service Committee**

The district activities and civic service committee's job is to provide mountaintop experiences that dramatically capture the attention of the whole Scouting community: a Scout color guard at a city hall ceremony, or presentation of the Award of Merit to leaders at a district recognition dinner. Your efforts help make these great events happen in the lives of Cub Scouts, Boy Scouts, Varsity Scouts, Venturers, and leaders.

#### Major Tasks of the Activities and Civic Service Committee Chairman and Members

- 1 . Report to the District Chairman for your district.
- 2 . Develop and implement a plan for activities and civic service projects in the district.
3. Ensure that activities remain in accordance with national policy.
4. Recruit and orient enough of the right kind of people for the committee functions.
5. Support and strengthen units by assuring program visibility and a well-balanced schedule of activities.
6. Promote and conduct displays and skill events:
  - (a) booth shows, (b) camporees, (c) first aid contests, (d) swim meets, (e) window displays, and (f) shopping mall shows.
7. Encourage Good Turn ideas through units' participation in community projects and civic service activities.
8. Plan, promote, and conduct special Scouting Anniversary Week activities.
9. Coordinate activities at the district annual meeting and Scouters' recognition dinner.
- 1 0. Implement council activities and civic service program.
- 11 . Conduct an annual poll of unit leaders to determine unit needs and wishes for district

activities.

12 . Oversee the district's Good Turn for America projects BSA (2009)

### **District Executive relationships**

A good working relationship with your District Executive is essential. The District Executive will need your help to achieve the goals that they have been tasked with for their job performance. You will be a solution for them to achieve their directives and a mentor to help them learn the scouting program and possibly management skills.

A good volunteer – Professional relationship are characterized by mutual trust respect and mutual recognition of each other's role and competency BSA (2009)

### **District Commissioner Skills**

As a Commissioner you are a critical piece in the scouting structure.

As District Commissioner you will be asked to perform or be the following.

Coach

Facilitator

Listener

Resource

Communicator

**Provide Talking points for Unit Commissioners**

A Commissioner will be asked to communicate to all levels in Scouting. From the Cub Scout at a district function to the parents that wonder what scouting is all about. You will have times where you will be explaining the purpose of scouting to the business community or to the charter organization that you are recruiting. Your communication skills are your only tool that you can use to get your ideas and thought about scouting out to all people that you need to impart this information to. For a person not accustomed to speaking there courses available or the Rotary club would be a good help. Communicating with your Commissioners is important especially if they are scattered around multiple counties. Google Gmail is a good help for organizing your call list and for being able to send out a burst of emails. The process is free for anyone that has email all you have to do is just go out to Gmail.com and sign up. You will be given more space than you need to save old emails. You will have a contact directory that you can organize into multiple groupings to make it easy to send out targeted information. You can also store documents that others can reference, if they need to. There is also a community calendar that can be used by your group. The best item is that it keeps your scouting email separate from your personal email and does not clutter up your mail box which is a savings in itself.

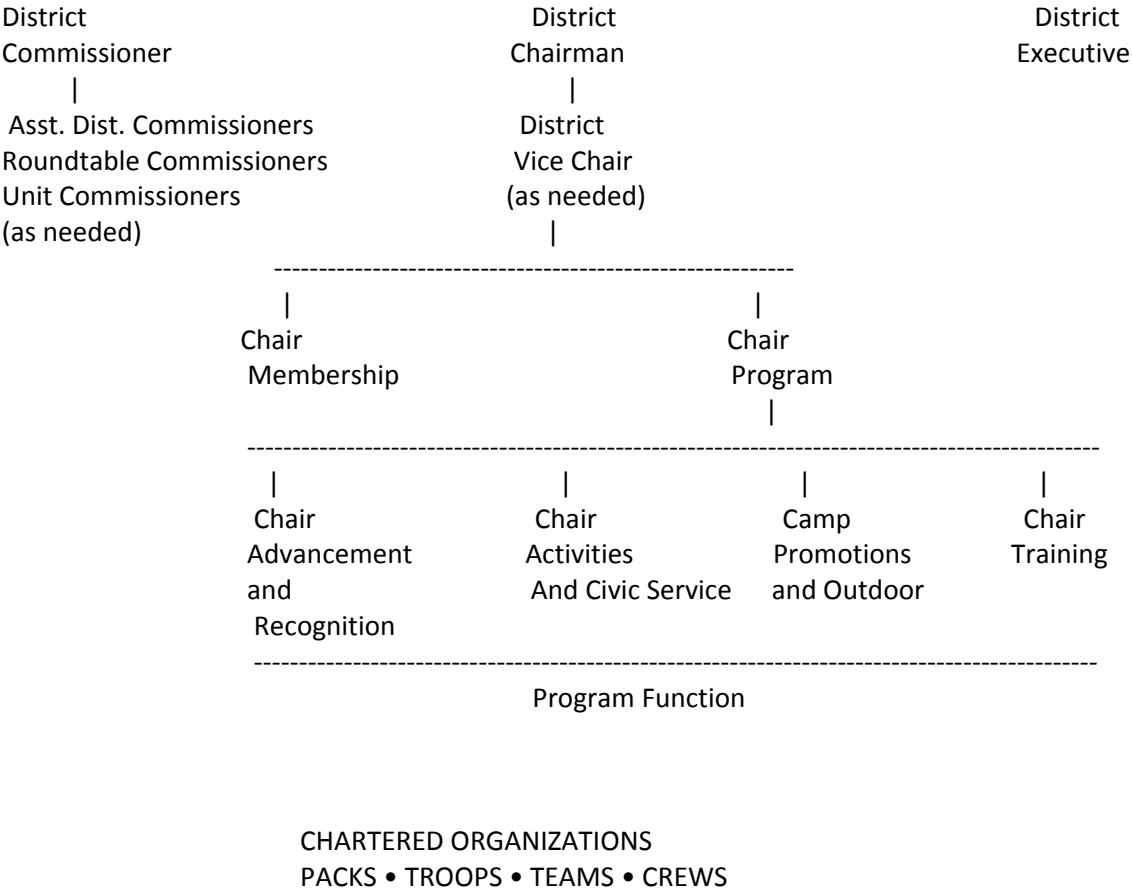
**Journey to Excellence**

Journey to Excellence is a tool for the District Commissioner. It will give the commissioner a point in time view of the district just like it will give the district units a point in time view of where they are in their goals. The commissioners are tasked with unit visits that are part of the Journey to Excellence and the success of the district. But all of the other indicators in the Journey to Excellence requirements point to how the District is doing on the whole. This is something that the District Commissioner along with the Key 3 should pay attention to. These numbers indicate if the District is succeeding and if not in which field they are deficient. This allows the District to take action to correct the deficiency before it becomes a problem and a impact for the end of the year.

**Flow chart of the District structure**

NATIONAL COUNCIL, BOY SCOUTS OF AMERICA

LOCAL COUNCIL



### **References**

- The District: How the District Carries out the Operational Mission of the Council (2009). Irving Texas: Boy Scouts of America Publishing
- A handbook for District Operations: Roles and responsibilities of the operating committee and the Commissioner staff (2007). Irving Texas: Boy Scouts of America Publishing
- Commissioner Fieldbook for Unit Service (2009). Irving Texas: Boy Scouts of America Publishing
- Administration of Commissioner Services (2009). Irving Texas: Boy Scouts of America Publishing
- Good Volunteer-Professional Relationships: A strategic Issue for Professionals (n.d) Irving Texas: Boy Scouts of America Publishing

## Appendix

### On Line BSA resources

#### 1. District Management

- The BSA Mission Statement and Purpose
- The District , No. 33070
- District Committee Responsibility Cards, No. 34266
- A Handbook for District Operations , No. 34739
- District Key 3, No. 513-630
- Selecting District People , No. 34512
- District Nominating Committee Worksheet, No. 14-33157
- A Guide for Volunteers on Good Volunteer-Professional Relationships, No. 14-144
- Good Volunteer-Professional Relationships: A Strategic Issue for Professionals, No. 513-145
- A Professional Workshop On Good Volunteer-Professional Relationships, No. 14-146
- Council and District Plan Book, No. 513-002
- Analysis of Unit Progress—Charts That Talk, No. 34818
- Progress Chart Insert, No. 34200
- Progress Chart, No. 34847
- A Self-Evaluation Guide for Successful District Operation , No. 34207
- Journey to Excellence - District Requirements, No. 513-108
- Journey to Excellence - Crew Requirements, No. 513-107
- Journey to Excellence - Ship Requirements, No. 513-112
- Journey to Excellence - Team Requirements, No. 513-113
- Journey to Excellence - Troop Requirements, No. 513-106
- Journey to Excellence - Pack Requirements, No. 513-105
- 

District Operations Manual for Professionals (Big Red Book), No. 14-939

#### 2. Unit Service

- Administration of Commissioner Service , No. 34501
- Commissioner Fieldbook for Unit Service , No. 33621
- Commissioner Helps for Packs, Troops, and Crews , No. 33618
- District Roundtables, No. 14-633
- Commissioner Responsibility Cards, No. 34265
- District New-Unit Chart, No. 14-904

- Year-Round Service to Chartered Organizations, No. 14-628C
- National Parent Initiative PowerPoint

DISTRICT SUPPORT ITEMS

Updated: February 2011 1

3. Membership

- Youth Serving Executives/Guide to Registration, No. 524-104
- The Lone Scout Plan, No. 14-422
- Scouting For Youth With Disabilities , No. 34059
- Membership Committee Guide , No. 33080
- Council and District Growth Plan Workbook , No. 513-943
- The Together Plan, No. 32990B

4. Finance

- District Finance Committee Guide , No. 33779

5. Program

A.

- Camping Committee Guide , No. 33083

B.

- Leadership Training Committee Guide , No. 34169
- District Committee Training Workshop , No. 34160
- Staging Recognition Meetings , No. 33706A
- Training the Chartered Organization Representative, No. 04-113

C.

- Activities and Civic Service Committee Guide , No. 33082

D.

- Advancement Committee Policies and Procedures , No. 33088

Outdoors

Training

Activities and Civic Service

Advancement

Updated:

**Topics from the Commissioner Fieldbook for Unit service**

Commissioners Field book topics

Providing Unit Service

Unit Contacts

Frequency

Unit meetings

Unit Committee meeting / monthly planning

Annual Commissioner Service plan

JTE

Service to new Units

Commissioner Style



Frontline Diplomat  
Exceptional Service  
Roots and Wings  
Service Recovery: How to right a wrong  
Be a Lifesaving Commissioner  
Watch the vital signs  
Go into action fast  
Typical Hurry cases  
Continue normal care  
Living team approach  
Urban and Rural areas

How to remove a Volunteer  
What to do  
If all else fails  
Who has the authority?  
Now act  
Learn for the future

Counseling  
Making suggestions  
Leadership styles  
Decision making  
Additional Counseling tips

Youth Protection  
Unit Charter Renewal  
Unit Internet Advancement  
Unit Commissioner Training

### **Topics from the Commissioner Fieldbook for Unit service**

Unit Service: The Plan the People  
The Charter Organization Concept  
Putting a Council Unit Service Plan into Action  
Administrative Commissioners  
Unit Commissioners  
Considerations in Assigning Unit Commissioners  
Round Table Commissioners  
A Guide for Commissioners on Good Volunteer-Professional Relationships  
Commissioner Recruiting  
Commissioner Training and Recognition  
Commissioner Meetings

Coaching Others  
Commissioner Evaluations  
Early Warning Signals  
The Annual Commissioner Service Plan  
Commissioner Life Saving  
How to Remove a Volunteer  
Resources  
Uniform, Badges and Awards





