

ASSISTANT DISTRICT COMMISSIONER (Geographic Area) Boy Scouts of America



Position Summary

The Assistant District Commissioner for a specific geographic area of a district is responsible for the units within that area and the Unit Commissioners who serve those units. In the end, the mission of the Assistant District Commissioner is help the Unit Commissioners in the designated area 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 Assistant 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 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 Unit Commissioners (UCs) adequate to provide coverage for all units within the designated area.
- Conduct personal coaching and orientation sessions for unit commissioners. Help unit commissioners evaluate and improve their unit service performance.
- Ensure that all commissioners within the designated area 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 unit commissioners to ensure that their designated units achieve Journey to Excellence award status each year.

- Serve units with no assigned unit commissioner.
- Each Month:
 - o Contact each unit commissioners in their area to provide guidance in unit service needs.
 - Attend monthly meetings of the district commissioner staff.
 - Meet with their team of unit commissioners at the monthly district commissioner meeting to plan specific actions to help units be more successful.
 - Monitor UVTS to ensure that Unit Commissioners are updating the system with their unit visits. Follow up with commissioners who are not recording visits
- 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 the unit commissioners on their team complete their unit's membership inventory and re-charter on time.

COUNCIL LEVEL REPONSIBILITIES:

- Each Month:
 - None
- Annually:
 - o 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.