



# UNIT COMMISSIONER

## Boy Scouts of America



### Position Summary

The mission of the Unit Commissioner is help units succeed. The heart of Scouting's program delivery system is the individual unit. Strong units attract and retain Scouts on an ongoing basis. To this end, Commissioners should be results-oriented rather than procedure oriented. Commissioners are successful when the units they serve are delivering an active, vibrant program, show growing membership and are advancing scouts.

### 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, training opportunities, 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.

#### UNIT LEVEL RESPONSIBILITIES:

- Help your assigned units(s) achieve the annual unit Journey to Excellence Award.
- Ensure that each unit has sufficient adult leadership (program, committees, and chartered organization). Assist with leader recruitment when needed.
- Ensure that all direct contact unit leadership completes basic leader training, including Youth Protection training.
- Each Month:
  - Observe the unit in action and determine if the program is being effectively delivered. Privately, use the Commissioner Worksheet. (NOTE: normally you should make at least one monthly visit. However, unit contacts must be made often enough to accomplish your mission.)
  - Visit, or otherwise, stay in contact with the unit leader.
  - Be aware of the unit leader's needs and concerns. Serve as the leader's resource, friend and coach.

- Know and share information about scheduled events that will help the unit.
- Help the unit leader see new opportunities for improvement.
- Encourage unit participation in district and council program events.
- Annually:
  - Unit Health Assessment:
    - Work with unit leadership in conducting the unit action planning meeting and completing the Unit Self-Assessment forms.
  - Unit Re-chartering:
    - Work with unit leadership to conduct a membership inventory of youth and adults.
    - Help the unit committee chairman conduct the charter renewal meeting and ensure that the Charter Renewal Application is returned to the council service center on time.
    - Present the new Charter at the appropriate unit organization meeting.

**DISTRICT LEVEL RESPONSIBILITIES:**

- Each Month:
  - Log into the Unit Visit Tracking System (UVTS) and record your monthly contact(s) with your assigned unit(s).
  - Attend regularly scheduled District Commissioners Meetings.
  - Attend Council “All Commissioners” meetings. These may be periodically held in lieu of the District Commissioners Meeting.
- Annually:
  - 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.