



Role Description: District Commissioner

Objective:

To manage and support the Scout District to ensure it runs effectively and that Scouting within the District develops in accordance with the rules and policies of The Scout Oath and Law so that the District provides good quality Scouting for young people and proactively supports and manages adults in the District.

Responsible to:

Council Commissioner, Partnered with District Chair and District Executive

Responsible for:

Assistant District Commissioners, Unit Commissioners, Roundtable Commissioner and Roundtable Commissioner staff

1st Year Training Requirements:

District Commissioner	District Committee Structure	RT Commissioner
Unit Commissioner	Commissioner Tools	

2nd Year Desired Trainings:

Succession Planning	Journey to Excellence for Commissioners	Council Commissioner
Woodbadge	any other trainings for area of Commissioner	

Main Tasks and Targets:

1. Develop and implement a vision of Commissioner Leadership that can effectively support every Unit Leader to ensure unit health and youth learning and advancement.
2. Provide line management and support to Unit Leaders through a Team of ADCs and UCs
3. Develop and teach a duplicable leadership structure so that all ADCs, UCs and Unit leaders understand the chain of command and utilize upward and downward communication properly and effectively
4. Assist District Chairs to hit JTE targets at the unit level with support from DE and District Committee
 - a. Membership, FOS, Advancement, Camping, Service Hours, DCLs Trained

Required Duties:

1. Attend Council Commissioner Meetings
2. Attend Monthly/Bi-Monthly Key 3 meetings with District Chair and DE
 - a. Be prepared to give a commissioner update
 - b. Share areas where additional support from Dist. Committee is needed
3. Conduct regular Commissioner meetings within the district
4. Actively and continuously build rapport with Scouting Parents and Adults in the community to grow a team of Unit Commissioners
5. Support Roundtable Commissioner by giving guidance to annual plans and having an effective meeting
6. Oversee that commissioner leadership has been implemented for each unit
 - a. Quarterly confirm with ADC that Commissioner visits have been recorded
 - b. If there is not a UC for a unit implement an alternative plan and provide this plan to District Chair, DE and the Unit Leadership
7. Relay communications from DE to your AD filtering down to Unit leadership



District Commissioner Onboarding Process

First 30 Days:

- Complete an Adult Application with Position 81, District Commissioner
- Attend Key 3 meeting
- Complete District Commissioner Training
- Acquire Org. Chart and Contact information of Commissioners from DE
- Confirm the dates and frequency of all Council commissioner cabinet meetings

First 90 Days:

- Meet with your ADCs and get a synopsis of the health of their units and the status of all their Unit Commissioners, their length of service and their training status.
 - *Share your desired Communication style and process both upward and downward*
 - *Confirm they are registered as both a ADC and Committee Member on District Roster*
 - *Confirm they understand their roles that align with yours on UC communications and standards*
- Meet with the Council Commissioner to discuss the number of Unit Commissioners required and your plans to recruit an adequate number of Commissioners for unit service. How to develop Unit Service Plan
- Review the latest reports available from commissioner tools on your district.
- Hold your first Commissioner's Meeting
 - *Don't forget to promote this event well, based on the activity of the last Dist. Commissioner ADCs and UCs might have different expectations*
 - *Confirm all UC's are registered correct and as a Committee Member (75) on District Roster*
- Complete your vision for the District and bounce ideas off Chair/DE

3 Months – 6 Months

- Begin to Implement Vision created for a healthy and successful district
- Come to full realization of weak areas within ADC and UC leadership
- Implement plan to recruit new UC to fill holes
- Implement plan to cover units who do not have a UC
- Begin Quarterly check-ins with ADCs
- Receive needed reports from DE or Assistant of Field Service