

## Volunteer Responsibilities Description



- 2 **District Chair**
- 3 **Vice Chair**
- 4 **Nominating Committee Chair**
- 5 **Finance Chair**
  - 6 Friends of Scouting Chair
  - 7 Family Friends of Scouting Chair
  - 8 Community Friends of Scouting Chair
  - 9 Steering Committee Chair
  - 10 Popcorn Chair
    - 11 Popcorn Distribution Chair
    - 12 Popcorn Coach
  - 13 Scout Fair Chair
    - 14 Coupon-Pack Sales Chair
    - 15 Scout Fair Participation Chair
- 16 **Membership Chair**
  - 17 Fall Recruiting Chair
  - 18 Spring Recruiting Chair
  - 19 Webelos-to-Scout Transition Chair
  - 20 New Unit Chair
  - 21 Venturing Chair
  - 22 Exploring Chair
- 23 **Program Chair**
  - 24 Camping Chair
    - 25 Order of the Arrow Chapter Adviser
    - 26 Cub Scout Day Camp Advisor
    - 27 Cub Scout Day Camp Director
    - 28 Cub Scout Day Camp Program Director
  - 29 Advancement Chair
  - 30 Training Chair
  - 31 Enterprise Risk Management Chair (Health and Safety Chair)
  - 32 Activities Chair
    - 33 Scouting for Food Chair
  - 34 Communications and Media Chair
- 35 **District Commissioner**
  - 36 Assistant District Commissioner
  - 37 Unit Commissioner
  - 38 Roundtable Commissioner
  - 39 Roundtable Staff

## Volunteer Responsibilities Description

### Key 3: District Chair

**Description:** Oversees and provides leadership to the District Committee

**Goal:** To ensure the District meets the annual goals and obtains the highest possible (bronze, silver or gold) level of “Scouting’s Journey to Excellence”

**Responsibilities:**

- Plans (with the District Executive) and presides at monthly District Committee meetings.
- Attends the following meetings (when available):
  - Monthly Key Leader’s meetings
  - Monthly District Committee meetings, calls and presides
  - Triannual Council Coordinated meetings
  - Annual Key Leader’s Conference
  - Council Board Meetings
  - Monthly District Roundtable meetings, optional
  - Quarterly Division meetings, if applicable
- Maintains a close working relationship with the District Commissioner (DC) and District Executive (DE) to coordinate the work of the District to better support Scouting Units.
- In cooperation with the District Executive, ensures the attainment of District goals.
- Recruits, provides staff development and leads top volunteers to Chair District Operating Committees and District Committee Members-at-large. (can delegate this task to a Vice Chair):
  - Activities Committee Chair
  - Advancement Committee Chair
  - Camping Committee Chair
  - Finance Committee Chair
  - Health and Safety Committee Chair
  - Membership Committee Chair
  - Training Committee Chair
  - Works to ensure that all Committees are filled with capable, dedicated volunteers (from Scouting and the community at large).
  - Approves all volunteers who are recruited by the Vice Chair and operating Committee Chairs.
  - Acts immediately to replace Committee Chairs that resign or become inactive and serves in empty position until it is filled.
- Represents the District on the Council Board of Directors and at other Council meetings as requested.
- Maintains year-round District operation through the use of Committee Chairs.
- Keeps Committee members and leaders informed of Council and District activities.
- Annually appoints a District nominating Committee to select nominees for District officers and District members-at-large.
- Supports local and national Scouting policies, procedures, and practices.
- Secures support for Scouting from top community leaders throughout the District.
- Supports and contributes to Friends of Scouting.
- Completes the *Self-Evaluation Guide for Successful District Operations* annually.
- Has a written succession plan for District leadership.
- Encourages District leaders to complete training for their position (e.g., District Committee training at Key Leader’s Conference, Youth Protection Training).
- Assists the Program Chair with the “Annual District Planning Conference” to layout the upcoming year’s activities and calendar of events.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed by the nominating Committee on an annual basis.

**How Selected:** Selected by the nominating Committee and approved by the District Committee members-at-large.

**Attributes:** Business Leader, Known in the Community, Influential, Passionate, Professional, Authentic, Vigilant, Goal Oriented, Integrity, Manager, Communicator, Motivator

**Resources:** *The District*, No. 33070: [www.scouting.org/filestore/commissioner/pdf/33070.pdf](http://www.scouting.org/filestore/commissioner/pdf/33070.pdf)  
*A Handbook for District Operations*, No. 34739: [www.scouting.org/filestore/commissioner/pdf/34739.pdf](http://www.scouting.org/filestore/commissioner/pdf/34739.pdf)  
*District Key 3*, No. 513-630: [www.scouting.org/filestore/commissioner/pdf/513-630\\_WB.pdf](http://www.scouting.org/filestore/commissioner/pdf/513-630_WB.pdf)  
*Selecting District People*, No. 34512: [www.scouting.org/filestore/commissioner/pdf/34512.pdf](http://www.scouting.org/filestore/commissioner/pdf/34512.pdf)  
*A Plan for Functioning Districts*, No. 513-622: [www.scouting.org/filestore/commissioner/pdf/513-622\\_WB.pdf](http://www.scouting.org/filestore/commissioner/pdf/513-622_WB.pdf)  
*Council and District Plan Book*, No. 33032: [www.scouting.org/filestore/commissioner/pdf/513-002.pdf](http://www.scouting.org/filestore/commissioner/pdf/513-002.pdf)  
*A Self-Evaluation Guide for Successful District Operation*, No. 34207: <http://scouting.org/filestore/commissioner/pdf/34207.pdf>  
*Council and District Relationships*, No. 14-632  
*District Committee Training Workshop*, No. 34160: [www.scouting.org/filestore/commissioner/pdf/34160.pdf](http://www.scouting.org/filestore/commissioner/pdf/34160.pdf)

## Volunteer Responsibilities Description

### Key 3:

### District Vice Chair

**Description:** Oversees the District Operating Committees: Activities, Advancement, Camping, Finance, Health and Safety, Membership, and Training and other duties as assigned by the District Chair

**Goal:** To ensure the District meets the annual goals and obtains the highest possible (bronze, silver or gold) level of “Scouting’s Journey to Excellence”

**Reports to:** District Chair

#### Responsibilities:

- Serves as a member of the District Committee.
- Attends the following meetings (when available):
  - Monthly Key Leader’s meetings
  - Monthly District Committee meetings
  - Triannual Council Coordinated meetings
  - Annual Key Leader’s Conference
  - Monthly District Roundtable meetings
  - Council Board Meetings (when the District Chair is unable to attend)
- Works with District Chair and District Executive (DE) to coordinate the work of the District to better support Scouting Units.
- Stands in for District Chair at events and meetings as needed.
- Supports and contributes to Friends of Scouting.
- Supports local and national Scouting policies, procedures, and practices.
- Recruits (in consultation with the District Chair and District Executive), provides staff development and leads top volunteers to Chair District Operating Committees as assigned by the District Chair:
  - Activities Committee Chair
  - Advancement Committee Chair
  - Camping Committee Chair
  - Finance Committee Chair
  - Health and Safety Committee Chair
  - Membership Committee Chair
  - Training Committee Chair
  - Other Committees as assigned by the District Chair
  - Works to ensure that all positions are filled with capable, dedicated volunteers (from Scouting and the community at large).
  - Helps the District operating Committee Chairs recruit an adequate number of members to carry out the program functions of the District.
  - Acts immediately to replace Committee Chairs that resign or become inactive and serves in empty position until it is filled.
- Supports and contributes to Friends of Scouting.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed by the nominating Committee on an annual basis.

**How Selected:** Selected by the nominating Committee and approved by the District Committee members-at-large.

**Attributes:** Business Leader, Known in the Community, Influential, Passionate, Professional, Authentic, Vigilant, Goal Oriented, Integrity, Manager, Communicator, Motivator

**Resources:** *The District*, No. 33070: [www.scouting.org/filestore/commissioner/pdf/33070.pdf](http://www.scouting.org/filestore/commissioner/pdf/33070.pdf)  
*A Handbook for District Operations*, No. 34739: [www.scouting.org/filestore/commissioner/pdf/34739.pdf](http://www.scouting.org/filestore/commissioner/pdf/34739.pdf)  
*District Key 3*, No. 513-630: [www.scouting.org/filestore/commissioner/pdf/513-630\\_WB.pdf](http://www.scouting.org/filestore/commissioner/pdf/513-630_WB.pdf)  
*Selecting District People*, No. 34512: [www.scouting.org/filestore/commissioner/pdf/34512.pdf](http://www.scouting.org/filestore/commissioner/pdf/34512.pdf)  
*A Plan for Functioning Districts*, No. 513-622: [www.scouting.org/filestore/commissioner/pdf/513-622\\_WB.pdf](http://www.scouting.org/filestore/commissioner/pdf/513-622_WB.pdf)  
*Council and District Plan Book*, No. 33032: [www.scouting.org/filestore/commissioner/pdf/513-002.pdf](http://www.scouting.org/filestore/commissioner/pdf/513-002.pdf)  
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## Volunteer Responsibilities Description

### District Nominating Committee Chair

**Description:** Oversees the District Nominating Committee which selects and recruits qualified adults to serve in key leadership positions within the District

**Goal:** To select and recruit qualified adults to serve as the District Chair, District Vice Chair, and District Commissioner and nominate District Committee members at large.

**Reports to:** District Chair

**Responsibilities:**

- Maintains a close working relationship with the District Chair and District Executive (DE).
- Provides leadership, staff development, and direction of the nominating Committee.
- Attends the Council nominating Committee Chairman training.
- Follows the Council plan and procedures for the nominating Committee process as well as the current version of the *District Nominating Committee Worksheet (#513-332)* [www.scouting.org/filestore/commissioner/pdf/513-332\\_Fillable.pdf](http://www.scouting.org/filestore/commissioner/pdf/513-332_Fillable.pdf)
- With the help of the District Chair and/or District Executive (DE) fills the District nominating Committee with leaders of the community who are committed to see Scouting be successful in the District.

**Nominating Committee Members:** The bylaws of the Council call for the District Chairman to submit a candidate for District nominating committee chairman to the Council president. The District chairman shall also submit names of individuals to serve on this committee. The bylaws give the Council president discretion on who may serve on the nominating committee. Individuals from the Council may also be appointed to the committee by appropriate council level volunteers. The names of the nominating committee must be sent to the voting members of the District at least 90 days prior to the District's annual business meeting. The council bylaws state that the District committee meeting immediately prior to the council annual business meeting will be the District annual business meeting. The District Professional serves as the secretary and advisor to the nominating committee. They are responsible for meeting announcements and minutes. They provide a confidential appraisal of the current leadership and also provides confidential assessments of any candidates. The nominating committee chairman recruits members to serve with him/her in the selecting and recruiting leaders for the District. The committee members ideally are knowledgeable, prominent, and influential within the community. Typically, after the nominating committee chairman has been approved by the vice president of field operations and then appointed and recruited by the District chairman, the District Professional meets privately with the nominating committee chairman, providing advice and counsel.

**Nominating Committee meetings:** The committee meets first to identify District chairman and commissioner candidates. A list of prospects is drawn up at the first meeting. The committee discusses each candidate and comes up with a ranking of the top prospects. The committee identifies a team of people to meet with the candidate and ask them to serve. An ideal recruiting team includes 1) A personal friend of the candidate, someone the candidate respects and would have difficulty saying "no" when asked for a favor; 2) A person familiar with the position who can explain the time and duties required of the position; 3) The District Professional. The appointment is set by the personal friend and should be at a location where the prospect is comfortable. It is advisable to have the spouse of the prospect attend the meeting, to understand the importance of the position and the time commitment. If unsuccessful with the first candidate, the committee works through the list to a successful conclusion. The second meeting of the nominating committee is to work on getting members-at-large involved. The committee maybe enlarged to included newly recruited candidates (although if a vote is needed these people will not have a vote). These members-at-large are asked to serve by members of the committee or by the chairman. A slate is prepared and mailed to the voting members of the District.

**District Elections:** The voting members for a District are the District members at large elected at the last District annual business meeting, any additional members elected at a District committee meeting during the year, council members at large residing in the District, the District chair and any vice chairs elected at the last meeting, and all currently registered chartered organization representatives for units in the District.

At the District Committee Meeting, the District holds an annual business meeting. A portion of that meeting has the report from the nominating committee and the results of the ballot. The new officers and members at large are installed and they immediately begin their term of duty.

**Suggested Schedule:**

- June – Briefing of District Chairs
- By July 1 – Submit names of proposed nominating Committee Chair and nominating Committee members to appropriate Council personnel
- By July 10 – Approval of names
- By July 20 – Recruit nominating Committee Chair and members
- By July 31 – Announce names of District nominating Committee to District Committee, members at large, and chartered organization representatives. Announce date, place, and time of District annual business meeting (typically the November District Committee meeting)
- By August 15 – First meeting of the Committee: Identify potential District Chair, District commissioner, and District members-at-large candidates
- By August 16 – Submit names of proposed commissioner and Chair for approval
- By August 30 – Recruit Chair and commissioner
- By September 15 – Second meeting of the Committee (may include newly recruited Chair and commissioner): recruit potential District members at large
- By October 15 – Mail ballots to District Committee members, members at large, and chartered organization representatives
- November – Hold annual business meeting and install officers

## Volunteer Responsibilities Description

### Finance Committee: District Finance Chair

**Description:** Provides leadership to the District Finance Committee

**Goal:** To meet the District's finance goals including Friends of Scouting, Scout Fair Value Pack Sales, and Popcorn Sales; and to support Units when have they have questions related to finance and money earning projects

**Reports to:** District Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly Key Leader's meeting
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs, preferably using the District Work Plan, to the District Chair prior to each meeting)
  - Triannual Council Coordinated meeting
  - Annual Key Leader's Conference
  - District Campaign Kickoff and Victory dinner
  - Council Report meetings
- Keeps the District Chair and District Executive regularly informed of progress towards goals.
- Recruits (in consultation with the District Chair and the District Executive), provides staff development and leads top volunteers to serve on the Finance Committee.
  - Members of the District Finance Committee include:
    - Popcorn Chair – Ensures that the District's popcorn campaign is successful by making sure that every Unit is given the opportunity to sell popcorn.
    - Scout Fair Chair – Ensures that the District's Scout Fair Value Pack (formerly Scout Fair Tickets) campaign is successful by making sure that every Unit is given the opportunity to sell Scout Fair Value Packs as well as giving every Unit the opportunity to participate in Scout Fair.
    - Friends of Scouting Chair (FOS) – Ensures that the District meets its Friends of Scouting commitment through the effective recruitment and organization from both the community and volunteer families already involved in Scouting.
    - Steering Committee Chair
  - Works to ensure that all positions are filled with capable, dedicated volunteers.
  - Acts immediately to replace Committee Chairs that resign or become inactive and serves in empty position until it is filled.
- Develops prospects and retains interests of contributors.
- Works closely with the District Chair and District Executive (DE).
- Contributes to the Friends of Scouting (FOS) campaign.
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Chair in consultation with the District Executive.

**Attributes:** Business Leader, Known in the Community, Influential, Passionate, Fund Raiser, Professional, Authentic, Vigilant, Goal Oriented, Integrity, Manager, Communicator, Motivator

**Resources:** *District Finance Committee Guide*, No. 33779: <http://scouting.org/filestore/regions/central/PDF/District%20Finance%20Guide.pdf>  
*The District*, No. 33070: [www.scouting.org/filestore/commissioner/pdf/33070.pdf](http://www.scouting.org/filestore/commissioner/pdf/33070.pdf)  
*Selecting District People*, No. 34512: [www.scouting.org/filestore/commissioner/pdf/34512.pdf](http://www.scouting.org/filestore/commissioner/pdf/34512.pdf)  
*A Self-Evaluation Guide for Successful District Operation*, No. 34207: <http://scouting.org/filestore/commissioner/pdf/34207.pdf>

## Volunteer Responsibilities Description

### Finance Committee: District Friends of Scouting Chair

**Description:** Provides leadership to the Friends of Scouting Committee

**Goal:** To meet the District's Family and Community Friends of Scouting goals

**Reports to:** District Finance Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Finance Chair prior to each meeting)
  - Triannual Council Coordinated meetings
  - Annual Key Leader's Conference
  - District Campaign Kickoff and Victory dinner
  - Council Friends of Scouting (FOS) meetings, when scheduled
- Keeps the District Finance Chair and District Executive regularly informed of progress towards goals.
- Recruits (in consultation with the District Finance Chair), provides staff development and leads top volunteers to serve on the District FOS Committee.
  - Members of the District FOS Committee include:
    - Family Friends of Scouting Chair
    - Community Friends of Scouting Chair
  - Works to ensure that all positions are filled with capable, dedicated volunteers.
  - Acts immediately to replace Committee Chairs that resign or become inactive and serves in empty position until it is filled.
- Works closely with the District Finance Chair and the District Executive (DE).
- Contributes to the Friends of Scouting (FOS) campaign.
- Ensures that all prospects (for both Family and Community campaigns) are contacted.
- Supports local and National Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the Finance Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Business Leader, Fund Raiser, Known in the Community, Influential, Passionate, Professional, Authentic, Vigilant, Extroverted, Goal Oriented, Go Getter, Optimistic, Integrity, Organized, Manager, Communicator, Motivator

## Volunteer Responsibilities Description

### Finance Committee: District Family Friends of Scouting Chair

**Description:** Recruits and manages a team of volunteers to conduct FOS presentations to Units

**Goal:** To meet the District's Family Friends of Scouting goal

**Reports to:** District Finance Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Finance Chair prior to each meeting)
  - Triannual Council Coordinated meetings
  - Annual Key Leader's Conference
  - District Campaign Kickoff and Victory dinner
  - Council Friends of Scouting (FOS) meetings, when scheduled
- Keeps the District Finance Chair and District Executive regularly informed of progress towards goals.
- Recruits (in consultation with the District Finance Chair), provides staff development and leads top volunteers to serve as FOS Unit presenters. Acts immediately to replace presenters that resign or become inactive and serves in empty position until it is filled.
- Trains Friends of Scouting presenters and equips them to complete their assigned task.
- Schedules Friends of Scouting (FOS) presentations with Unit leadership
- Ensures that every Unit has a Friends of Scouting (FOS) Unit presentation and Unit coordinator.
- Facilitates Friends of Scouting Unit coordinator training.
- Submits all reports, pledges, and/or monies to the Council in a timely manner (usually by way of the District Executive).
- Gives the Friends of Scouting (FOS) presentation to District volunteers (usually at a District Committee meeting during January or February).
- Ensures that all family prospects are contacted.
- Ensures that all Friends of Scouting (FOS) premiums (i.e., patches, mugs, plaques) are distributed in a timely manner.
- Has a close working relationship with the District Finance Chair as well as the District Executive (DE).
- Contributes to the Friends of Scouting (FOS) campaign.
- Assist in the coordination of Unit FOS call downs of previous donors (as needed)
- Supports local and National Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Finance Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Passionate, Professional, Authentic, Vigilant, Extroverted, Goal Oriented, Optimistic, Integrity, Organized, Manager, Communicator, Motivator, Good Scouting story to convey, Delegator

## Volunteer Responsibilities Description

### Finance Committee: District Community Friends of Scouting Chair

**Description:** Provides leadership to the Community Friends of Scouting Committee

**Goal:** To meet the District's Community Friends of Scouting (FOS) goals

**Reports to:** District Friends of Scouting Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Finance Chair prior to each meeting)
  - Triannual Council Coordinated meetings
  - Annual Key Leader's Conference
  - District Campaign Kickoff and Victory dinner
  - Council Friends of Scouting (FOS) meetings, when scheduled
- Keeps the District Finance Chair and District Executive regularly informed of progress towards goals.
- Hosts a set number of report meetings as well as a campaign kick-off meeting.
- Sets appropriate objectives to achieve community Friends of Scouting (FOS) goal by the Council victory date.
- Has a close working relationship with the District Friends of Scouting (FOS) Chair, District Finance Chair, District Chair, and District Executive (DE).
- Contributes to the Friends of Scouting (FOS) campaign.
- Supports local and national Scouting policy.
- Ensure all community FOS prospects are contacted

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the Finance Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Business Leader, Influential, Organized, Passionate, Professional, Authentic, Vigilant, Extroverted, Goal Oriented, Optimistic, Integrity, Organized, Manager, Communicator, Motivator, Knowledge of the Scouting Program, Good Scouting story to convey, Delegator, Organizer



## Volunteer Responsibilities Description

### Finance Committee: District Steering Committee Chair

**Description:** Provides leadership to the Steering Committee

**Goal:** To meet the District's Friends of Scouting (FOS) goals

**Reports to:** District Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Finance Chair prior to each meeting)
  - District Campaign Kickoff and Victory dinner
  - Council Friends of Scouting (FOS) meetings, when scheduled
- Keeps the District Finance Chair regularly informed of progress towards goals as well as anticipated challenges and needs
- Supports local and National Scouting policy.
- Provides leadership, staff development, and direction to steering Committee meetings as they assist the District Friends of Scouting (FOS) Chair in the following areas (not a comprehensive list):
  - Identifying and recruiting additional campaign leadership.
  - Identifying and evaluating prospective donors.
  - Maintaining campaign discipline.
- Assists in the identification, cultivation, and recruitment (if needed) of all positions in the community Friends of Scouting (FOS) campaign (usually community and/or business leaders).
- Recruits the community Friends of Scouting (FOS) Chairman.
- Works closely with the District Friends of Scouting (FOS) Chair, District Finance Chair, District Chair, and District Executive (DE).
- Contributes at a significant level to Friends of Scouting (FOS) campaign.
- Attends Council steering Committee orientation
- Assists in the execution of evaluating prospects from past FOS campaigns
- Submits updates on progress towards goals for the FOS section of the Finance Committee report of the District Work Plan to the Finance Chair to be presented at the District Committee meetings.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by Finance Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Business Leader, Influential, Organized, Knowledge of Fund Raising structure, Manager, Excellent Communications Skills, Knowledge of the Scouting Program, Well Connected, and Respected

## Volunteer Responsibilities Description

### District Finance Committee: District Popcorn Chair

**Description:** Provides leadership to the District Popcorn Committee by organizing the District popcorn campaign.

**Goal:** To meet the District's Popcorn sales and participation goals and help Units achieve their goals. The objective of the popcorn sale is to provide necessary funding for individual Units and the Council in order to support a quality Scouting program for the youth of our community.

**Reports to:** District Finance Chair

**Responsibilities:**

- Serves as a member of the District Committee
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Finance Chair prior to each meeting) throughout the Popcorn campaign (August to December)
  - Council Popcorn meetings
  - Monthly Roundtable meetings (August to December)
- Keeps the District Finance Chair and District Executive regularly informed of the status of the District popcorn campaign.
- Promotes Popcorn at Roundtable(s), District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Recruits (in consultation with the District Executive), provides staff development and leads top volunteers to serve on the Popcorn Committee.
  - Members of the Popcorn Committee include:
    - Popcorn Distribution Chair to accurately and efficiently distribute sold popcorn to Units
    - Popcorn Coach to help Units and the youth achieve their popcorn goals
    - Popcorn Participation Chair to contact Units individually to explain the popcorn sale and how the popcorn sale benefits the Unit, attain Unit commitments, get Units to sign-up online, establish Unit Chair, encourage goal setting with their Unit, and attend Popcorn training.
  - Works to ensure that all positions are filled with capable, dedicated volunteers
  - Acts immediately to replace volunteers that resign or become inactive and serves in empty position until it is filled.
- Provides leadership for the District's popcorn sale by being personally involved throughout the planning, preparation, sales campaign and follow up.
- Reminds Units of the popcorn distribution and what paperwork needs to be turned into the Council.
- Ensures that all Units participating in the popcorn sale attend popcorn training.
- Follows up on Unit orders and make sure that Units submit all orders to Council by due date.
- Follows the Council plan of reaching the Council's Popcorn sales goal; follows the master timeline/ task list
- Ensures all Units submit payment to SHAC by due date.
- Evaluates the effectiveness of the campaign.
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by Finance Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Organized, Communicator, Delegator, Connected in the Community, Goal Orientated, Team Player, Knowledge of Council popcorn sale policies, Enthusiastic about Popcorn Campaign

**Time Commitment:** June thru September: Promotion and Units sign up to sell Popcorn  
 September: Popcorn Kickoff meetings  
 October thru December: Units sell Popcorn  
 December: Popcorn Distribution  
 December: Popcorn money and prize orders due

## Volunteer Responsibilities Description

### Finance Committee: District Popcorn Distribution Chair

**Description:** Ensures that all the popcorn sold in the District is distributed to Units.

**Goal:** To accurately and efficiently distribute sold popcorn to Units; to help the District achieve their popcorn goal.

**Reports to:** District Popcorn Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (September to December) (or submits a written report on the progress distribution plan to the District Popcorn Chair prior to each meeting)
  - District Popcorn Kickoff meeting
  - Monthly Roundtable meetings (October to December)
- Keeps the District Popcorn Chair regularly informed of progress towards goals as well as anticipated challenges and needs.
- Promotes the Popcorn campaign at Roundtable(s), District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Supports local and National Scouting policy.
- Coordinates and leads the District's popcorn distribution efforts.
- Works with the District Executive to secure a location for popcorn distribution (August - deadline).
- Organizes and communicates the logistics for Units to pick up their popcorn orders.
- Verifies the District Popcorn order at delivery location before Unit pick up day.
- Recruits plenty of volunteers to sort the District popcorn order by Unit and distribute the popcorn to Units at the distribution location site.
- Triple checks each popcorn order to ensure accuracy before giving orders to Units.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by District Popcorn Chair and approved by the District Chair in consultation with the District Executive.

**Time Commitment:** August: Location for Popcorn delivery is secured  
December: Popcorn is delivered to site; Popcorn orders are sorted and verified; Unit's pick up Popcorn

## Volunteer Responsibilities Description

### Finance Committee: District Popcorn Coach

**Description:** Provides support to assigned Units to have a productive and profitable popcorn campaign

**Goal:** To help Units and the youth achieve their popcorn goals; to help the District achieve their popcorn goal.

**Reports to:** District Popcorn Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (August to December) (or submits a written report on the progress distribution plan to the District Popcorn Chair prior to each meeting).
  - Coaches meetings
  - Council Training Camp
  - District Popcorn Kickoff meeting
  - Roundtable meetings (September and October)
  - Unit kick-off meetings of assigned Units
- Keeps the Popcorn Chair regularly informed of progress towards goals as well as anticipated challenges and needs
- Promotes the Popcorn campaign at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Provides leadership to the Units assigned by the District Popcorn Chair by enabling Units with the necessary support to have a productive and profitable sale.
- Assists Units/adults/youth in goal setting.
- Monitors Unit sales.
- Coaches the Unit/Adults/Youth on sales techniques that will increase sales and follows up to see how the sales techniques are impacting the sale.
- Motivates both adults and youth in the targeted Units to ensure the sale is both fun and successful.
- Supports local and National Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by District Popcorn Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Sales Experience, Motivator, Instructor, Communicator, Cheerleader, Organized, Passionate, Goal Orientated and Enthusiastic

**Time Commitment:** The District Popcorn Coach is active between July and early December  
June: Orientation meeting  
August: Training Camp Kick-off  
September: Council sponsored Unit kick-off meetings  
October through December: Popcorn Sales

**Target ratio:** One Popcorn Coach for every 3 to 4 under performing Units.

## Volunteer Responsibilities Description

### Finance Committee: District Scout Fair Chair

**Description:** Provides leadership to the Scout Fair Committee

**Goal:** To meet the District's Scout Fair goals including Coupon Pack Sales and Scout Fair participation goals.

**Reports to:** District Finance Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings, January through April (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Finance Chair prior to each meeting).
  - Council Scout Fair Kick-off meeting
  - District Scout Fair Kick-off meeting at February Roundtable (hosts this meeting)
  - Roundtable meetings, January through April
  - Scout Fair
- Keeps the District Finance Chair regularly informed of progress towards goals.
- Promotes Scout Fair at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Recruits (in consultation with the District Finance Chair), provides staff development and leads top volunteers to serve on the Scout Fair Committee.
  - Members of the Scout Fair Committee include:
    - Scout Fair Coupon Pack Chair encourage Units to sell Scout Fair Coupon Packs, distributes Coupon Packs to Units, and audits receipts and unsold coupons
    - Scout Fair Participation Chair to encourage all Units in the District to participate in Scout Fair
  - Works to ensure that all positions are filled with capable, dedicated volunteers.
  - Acts immediately to replace volunteers that resign or become inactive and serves in empty position until it is filled.
- Establishes the date and location (in consultation with the District Executive) of the District Scout Fair Kick-off meeting and turn-in meetings.
- Hosts the District Scout Fair kick-off meeting at the February roundtable.
- Decorates the District booth at Scout Fair and recruits volunteers to run the booth.
- During Scout Fair, collects the participation list from the District booth and each Unit and distribute Scout Fair participation patches to Units.
- Supports local and National Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the Finance Chair and approved by the District Chair in consultation with the District Executive.

**Time Commitment:** The District Scout Fair Chair is active between January through April.

## Volunteer Responsibilities Description

### District Finance Committee: District Coupon Pack Sales Chair

**Description:** Encourages Units to sell Scout Fair Coupon Packs; distributes Coupon Packs to Units; audits receipts and unsold packs.

**Goal:** To meet the District Scout Fair Coupon Pack Sales goal.

**Reports to:** District Scout Fair Chair

**Responsibilities:**

- Serves as a member of the District Committee
- Attends the following meetings:
  - Monthly District Committee meetings, January through April (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Scout Fair Chair prior to each meeting).
  - Council Scout Fair Kick-off meeting
  - District Scout Fair Kick-off meeting at February Roundtable (assists with meeting)
  - Roundtable meetings, January through April
  - Scout Fair (prize ceremony)
- Keeps the Scout Fair Chair, Finance Chair, and District Executive regularly informed of progress towards goals.
- Promotes the benefit of participating in Scout Fair Coupon Pack Sales at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Establishes a schedule and location for Units to turn in Coupon Pack Sales. The location and schedule should be established in consultation with the District Executive and coincide with the Council deadlines.
- Supervises the final collection of monies and unsold coupon packs during Scout Fair.
- Turns in monies and unsold coupon packs on time
- Encourages every Unit in the District to sell tickets to Scout Fair Coupon-Packs.
- Calculates commissions due and aids Units in clearing out accounts prior to Council due dates.
- Reports top Coupon Pack salesman to Council prior to scheduled deadline.
- Distributes Coupon Packs and recognitions to Units in a timely manner.
- Assists the District Scout Fair Chair with the District Scout Fair Kick-Off meeting.
- Assures that all Units selling tickets understand that their coupon pack sales accounts must be cleared (brought to a zero balance) before commissions can be paid. Follows up with Units until all accounts are cleared.
- Supports local and National Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis

**How Selected:** Selected by Scout Fair Chair and approved by the District Finance Chair and District Chair in consultation with the District Executive

**Time Commitment:** The District Scout Fair Coupon Pack Sales Chair is active between January through April

## Volunteer Responsibilities Description

### Finance Committee: District Scout Fair Participation Chair

**Description:** Encourages all Units in the District to participate in Scout Fair

**Goal:** To meet the District's Scout Fair participation goals

**Reports to:** District Scout Fair Chair

**Responsibilities:**

- Serves as a member of the District Committee
- Attends the following meetings:
  - Monthly District Committee meetings, January through April (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Scout Fair Chair prior to each meeting)
  - Council Scout Fair Kick-off meeting
  - District Scout Fair Kick-off meeting at February Roundtable (assists with this meeting)
  - Roundtable meetings, January through April
  - Scout Fair
- Keeps the District Scout Fair Chair regularly informed of progress towards goals.
- Promotes Scout Fair participation at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Supports local and National Scouting policy.
- Encourages every Unit in the District to participate in Scout Fair, have a booth and sign-up online before the Council deadline.
- Assists Units in the selection of Scout Fair booth themes; ensures that Unit leaders are provided the links to the booth requirements.
- Assists the District Scout Fair Chair with the District Scout Fair Kick-off meeting and at Scout Fair.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the Scout Fair Chair and approved by the District Chair in consultation with the District Executive.

**Time Commitment:** The District Scout Fair Participation Chair is active between January through April

## Volunteer Responsibilities Description

### Membership Committee: District Membership Chair

**Description:** Provides leadership to the Membership Committee to consistently grow youth and Volunteer involvement within the District by recruiting members and forming new Units across all programs areas: Cub Scouts, Boy Scouts, Venturing, and Exploring where applicable.

**Goal:** To meet the District's membership goals; improve youth retention rate and membership; organize new Units; have one pack school

**Reports to:** District Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs, preferably using the District Work Plan, to the District Chair prior to each meeting)
  - Triannual Council Coordinated and Annual Key Leader's Conference
  - Monthly Roundtable meetings
- Recruits (in consultation with the District Chair), provides staff development and leads top volunteers to serve on the Membership Committee.
  - Members of the Membership Committee include:
    - Fall Recruiting Chair
    - Spring Recruiting Chair
    - Webelos-to-Scout Transition Chair
    - New Unit Chair
    - Venturing Chair
    - Exploring Chair (where available)
  - Works to ensure that all positions are filled with capable, dedicated volunteers.
  - Acts immediately to replace volunteers that resign or become inactive and serves in empty position until it is filled.
- Keeps the District Chair, District Commissioner and District Executive regularly informed of progress towards goals.
- Supports local and national Scouting policy.
- Gathers information:
  - Plans and conducts boy-fact surveys to find out how many boys there are of Scouting age.
  - Analyzes District membership figures for the past several years and tracks membership growth.
  - Decides where and how many new Units are needed.
  - Develops a list of potential Chartered Organizations in the District.
  - Helps coach Units that have shown no growth in members during the past 6 months.
- Cultivates relationships with current and potential Chartered Organizations and CORs
  - Develops District wide relationships with religious, educational, civic, & community organizations and encourage them to use the Scouting program. Conducts the Annual Principal's Breakfast.
  - Conducts District relationships conferences for heads of chartered organizations and chartered organization representatives.
  - Shares information with other District Scout leaders about how to work more effectively with various types of organizations.
- Organizes Units
  - Recruits and train organizers for new Units and those needing reorganization.
    - Organizes new Units.
    - Reorganizes Units that need a new start or dropped during the past year.
  - Makes sure that new or reorganized Units are under the care of a member of the commissioner staff before the organizer leaves.
  - Develops a detailed calendar for the organization of new Units, using the 12-step plan for Unit organization
- Helps youth join existing Units.
  - Conducts Fall/Spring Recruiting campaigns and Webelos to Scouting activities (with Program Chair).
  - Plans, coordinates and implements a yearlong membership recruitment and retention plan which follows the Council Membership Plan to organize new Units & help new members join existing Units.
  - In an effort to better retention, conducts a survey of youth members, both new members and those who have left Scouting.
- Promotes Scouting to the community.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Chair in consultation with the District Executive.

**Attributes:** Communicator, Motivator, Recruiter, Delegator, Marketer, Go Getter, Passionate, Organized, Enthusiastic, Professional, Self-motivated, Positive attitude towards District/Council/Scouting

**Resources:** *Membership Committee Guide*, No. 33080: [www.scouting.org/filestore/commissioner/pdf/33080.pdf](http://www.scouting.org/filestore/commissioner/pdf/33080.pdf)  
*District New-Unit Chart*, No. 14-904: [www.scouting.org/filestore/commissioner/pdf/14-904.pdf](http://www.scouting.org/filestore/commissioner/pdf/14-904.pdf)  
*Scouting For Youth With Disabilities*, No. 34059: [www.scouting.org/filestore/commissioner/pdf/34059.pdf](http://www.scouting.org/filestore/commissioner/pdf/34059.pdf)  
*Council and District Growth Plan Workbook*, No. 513-943: [http://scouting.org/filestore/commissioner/pdf/513-943\\_WB.pdf](http://scouting.org/filestore/commissioner/pdf/513-943_WB.pdf)  
*The Together Plan*, No. 32990B: [www.scouting.org/filestore/commissioner/pdf/32990.pdf](http://www.scouting.org/filestore/commissioner/pdf/32990.pdf)  
*The Chartered Organization Representative* (No. 33118) [www.scouting.org/filestore/commissioner/pdf/33118\\_WB.pdf](http://www.scouting.org/filestore/commissioner/pdf/33118_WB.pdf)  
*The District*, No. 33070: [www.scouting.org/filestore/commissioner/pdf/33070.pdf](http://www.scouting.org/filestore/commissioner/pdf/33070.pdf)  
*Selecting District People*, No. 34512: [www.scouting.org/filestore/commissioner/pdf/34512.pdf](http://www.scouting.org/filestore/commissioner/pdf/34512.pdf)  
*A Self-Evaluation Guide for Successful District Operation*, No. 34207: <http://scouting.org/filestore/commissioner/pdf/34207.pdf>



## Volunteer Responsibilities Description

### District Membership Committee: District Fall Recruiting Chair

**Description:** To coordinate Pack Fall Recruiting opportunities

**Goal:** To meet the District's Fall Recruiting membership goals; to increase the number of youth who join Scouting during the Fall Recruiting campaign.

**Reports to:** District Membership Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Membership Chair prior to each meeting)
  - June and October Council Coordinated Meeting
  - Roundtable (May to November)
  - Fall Recruiting Kickoff meeting (hosts)
- Keeps the District Membership Chair and District Executive regularly informed of progress towards goals.
- Promotes Fall Recruiting efforts at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Supports local and national Scouting policy.
- Conducts the District Fall Recruiting Kickoff and trains Unit leadership in how to conduct an effective rally.
- Prepares materials for Units for the Fall Recruiting Kickoff meeting.
- Contacts all packs leadership to invite them to the Fall Recruiting Kickoff meeting and determine when and where their Fall Recruiting night will be held and how many flyers are needed for their schools by the end of summer. Submit this information to the District Executive so flyers can be printed and distributed at the Fall Recruiting Kickoff meeting.
- Follows up with Units on the success of recruitment drive efforts and encourages a second joining opportunity for each Unit and location.
- Organizes application turn-ins locations on the evenings of each rally night.
- Ensures that Fall Recruiting flyers are distributed to every school.
- Ensures that a high quality boy talk is being conducted by the right person at every available location.
- Develops a plan to help the District move towards the Council's goal of "at least one pack per school."
- Works with the District Membership Chair and District Executive in setting fall recruitment goals.
- Works to enhance the publicity of the Fall Recruiting campaign in the community.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the Membership Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Communicator, Motivator, Recruiter, Delegator, Marketer, Go Getter, Passionate, Organized, Enthusiastic, Professional, Self-motivated, Positive attitude towards District/Council/Scouting

## Volunteer Responsibilities Description

### District Membership Committee: District Spring Recruiting Chair

**Description:** To coordinate Pack Spring Recruiting opportunities

**Goal:** To meet the District's Spring Recruiting membership goals; to increase the number of youth who join Scouting during the Spring Recruiting campaign.

**Reports to:** District Membership Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Membership Chair prior to each meeting)
  - June and October Council Coordinated Meeting
  - Roundtable (January to May)
  - Spring Recruiting Kickoff meeting (hosts)
- Keeps the District Membership Chair and District Executive regularly informed of progress towards goals.
- Promotes Spring Recruiting efforts at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Schedules and organizes a Spring Recruiting event(s) within the District geared towards recruiting new Scouts
- Follows up with Units for application turn-in and the success of recruitment drive efforts
- Works with the District Membership Chair and District Executive in setting Spring recruitment goals.
- Works to enhance the publicity of the Spring Recruiting campaign in the community through flyer distribution, boy talks, community advertisement, etc.
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the Membership Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Communicator, Motivator, Recruiter, Delegator, Marketer, Go Getter, Passionate, Organized, Enthusiastic, Professional, Self-motivated, Positive attitude towards District/Council/Scouting

## Volunteer Responsibilities Description

### District Membership Committee: District Webelos-to-Scout Transition Chair

**Description:** To facilitate the smooth transition of scouts from Cub Scouts to Boy Scouts

**Goal:** To increase the number of Webelos who join Boy Scouts and make sure every Webelos Scout is given an opportunity to join a troop; work toward 100 percent Webelos transition

**Reports to:** District Membership Chair

**Responsibilities:**

- Serves as a member of the District Committee
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Membership Chair prior to each meeting).
  - Triannual Council Coordinated
  - Annual Key Leader's Conference
  - Monthly Roundtable meetings
- Keeps the District Membership Chair regularly informed of progress towards goals.
- Promotes Webelos to Scout Transition at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Coaches Cubmasters and Webelos den leaders about the Webelos to Scout transition process at roundtables, training courses, and through personal contact.
- Conducts a semiannual survey of all Troops (e.g., Troop number, meeting location/day/time, SM/CC contact information, website, number of Scouts, typical camping weekend) and disseminates that information to the Webelos leaders and Webelos parents (e.g., at Webelos Woods, Roundtable, District website)
- Obtains a list of all Webelos and Webelos leaders from the District Executive and disseminates that information to Scoutmasters in December or January.
- Identifies Webelos II Scouts that have not bridged over to Boy Scouts by April and organizes a call-down of all these Scouts inviting them to join Boy Scouts.
- Coordinates and ensures a District Webelos-to-Scout Crossover is conducted as needed within the District.
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by District Membership Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Communicator, Motivator, Recruiter, Delegator, Marketer, Go Getter, Passionate, Organized, Enthusiastic, Professional, Self-motivated, Positive attitude towards District/Council/Scouting

## Volunteer Responsibilities Description

### District Membership Committee: District New Unit Chair

**Description:** To work with the DE to identify new Unit possibilities and help coordinate formation of new ones.

**Goal:** To meet the District’s “new Unit” goals

**Reports to:** District Membership Chair

**Responsibilities:**

- Serves as a member of the District Committee
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Membership Chair prior to each meeting).
  - Triannual Council Coordinated
  - Annual Key Leader’s Conference
  - Monthly Roundtable meetings
- Keeps the District Membership Chair, District Commissioner and District Executive regularly informed of progress towards goals.
- Works with the commissioner staff to ensure that each new Unit is regularly contacted and coached during their first charter year.
- Works with the District Executive to maintain an active listing of prospective chartered organizations within the District.
- Identifies key volunteer relationships with prospective chartered organization.
- Recognizes all New Unit Organizers with the William D. Boyce Award.
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Membership Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Communicator, Motivator, Recruiter, Delegator, Marketer, Go Getter, Passionate, Organized, Enthusiastic, Professional, Self-motivated, Ability to identify the right time and place to approach a prospect, People Person, Sales Experience, Positive attitude towards District/Council/Scouting

<b>The New Unit Organization Process</b>	
<a href="http://www.scouting.org/scoutsource/Media/Relationships/TheNew-UnitProcess.aspx">www.scouting.org/scoutsource/Media/Relationships/TheNew-UnitProcess.aspx</a>	
<b>The Steps</b>	<b>Who Is Responsible</b>
1. Identify the Prospect	District membership Committee
2. Approach the Prospect	Influential Scouter
3. Make the Sales Call (Presentation)	Influential Scouter, new-Unit organizer, and District executive
4. Organization Adopts the Program	Chartered organization head
5. Organizing Committee Meets	Chartered organization representative and new-Unit organizer
6. Select and Recruit Key Leaders	Organizing Committee
7. Train the Leaders	District training team
8. Plan and Organize the Program	Unit Committee and new-Unit organizer
9. Recruit Youth Members	Unit Committee and new-Unit organizer and Orient Parents
10. Complete the Paperwork	Unit Committee and new-Unit organizer
11. First Unit Meeting	Unit leadership
12. Charter Presentation/Follow Up	New-Unit organizer, Unit commissioner, and COR

## Volunteer Responsibilities Description

### District Membership Committee: District Venturing Chair

**Description:** To grow the Venturing program within the District by promoting it in the Community, Schools, Churches, service organizations, and other civic minded organizations

**Goal:** To meet the District's Venturing membership goals

**Reports to:** District Membership Chair

**Responsibilities:**

- Serves as a member of the District Committee
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Membership Chair prior to each meeting).
  - Triannual Council Coordinated
  - Annual Key Leader's Conference
  - Monthly Venturing Roundtable meetings
  - Council Venturing Forum meetings
  - Venturing Rendezvous activities
  - Sea Scout Fleet meetings
- Keeps the District Membership Chair regularly informed of progress towards goals as well as anticipated challenges and needs.
- Promotes Venturing at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Works with the District Program Chair to determine the District-level programming needs of Venturing crews and ensures the needs of those Units are met through the annual District Program Calendar.
- Works to schedule and support a Venturing Open House to be conducted by each Crew and Ship in the District during September's Recruiting season.
- Encourages each crew and ship to incorporate peer recruitment efforts into existing crew/ship program activities.
- Serves as a member of the Council Venturing Committee and acts as the liaison between the District and Council's Venturing leadership.
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Membership Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Communicator, Motivator, Recruiter, Delegator, Marketer, Go Getter, Passionate, Organized, Enthusiastic, Professional, Self-motivated, Positive attitude towards District/Council/Scouting

## Volunteer Responsibilities Description

### District Membership Committee: District Exploring Chair

**Description:** Grows Exploring awareness and membership within the District by promoting the program in the community business and civic organizations

**Goal:** To meet the District's Exploring membership goals

**Reports to:** District Membership Chair

**Responsibilities:**

- Serves as a member of the District Committee
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Chair prior to each meeting).
  - Triannual Council Coordinated
  - Annual Key Leader's Conference
- Keeps the District Membership Chair regularly informed of progress towards goals.
- Promotes Exploring at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Acts as the liaison between the District and local sponsoring organizations in regards to Exploring.
- Promotes the Exploring program to local businesses and organizations in the community.
- Works with local school District(s) to have Student Interest Survey (or substitute) completed by all students at least once a year (although twice is preferable).
- Sets up and assists Exploring open houses for new Exploring posts.
- Encourages each post to incorporate peer recruitment efforts into existing post program activities.
- Makes certain that all posts have an open house annually (preferably in the fall).
- Ensures that all Exploring Advisors are "trained" for their position.
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Membership Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Communicator, Motivator, Recruiter, Delegator, Marketer, Go Getter, Passionate, Organized, Enthusiastic, Professional, Self-motivated, Positive attitude towards District/Council/Scouting

## Volunteer Responsibilities Description

### District Program Chair

**Description:** Provides leadership to the Activities, Advancement, Camping, Membership, and Training, and Health and Safety Committees

**Goal:** To meet the District Activities, Advancement, Camping, and Training goals; to ensure healthy and safe operations within the District.

**Reports to:** District Chair

**Responsibilities:**

- Serves as a member of the District Committee
- Attends the following meetings:
  - Monthly Key Leader's meeting
  - Monthly District Committee meetings (or submits a written report on the progress towards goals from each Committee as well as anticipated challenges and needs, preferably using the District Work Plan, to the District Vice Chair prior to each meeting).
  - Triannual Council Coordinated
  - Annual Key Leader's Conference
  - Monthly Roundtable
- Keeps the District Chair and Vice Chair regularly informed of progress towards goals from each operating Committee.
- Recruits (in consultation with the District Vice Chair), provides staff development and leads top volunteers to serve as Committee Chairs and to serve on Program Committees.
  - Program Committees include:
    - Activities Committee to carry out District events and activities
    - Advancement Committee to help youth advance in rank
    - Camping Committee to promote camping and outdoor activities
    - Training Committee to train all leaders
    - Health and Safety Committee to ensure healthy and safe operations within the District
  - Works to ensure that all Committees are filled with an adequate number of capable, dedicated volunteers to carry out the functions of the Committees.
  - Acts immediately to replace Committee Chairs that resign or become inactive and serves in empty position until it is filled.
- Plans (with the District Executive and District Chair) the District's annual program planning conference (February) to layout the upcoming year's activities and calendar of events and Program Preview (May Roundtable) to present plan to Units.
- Recognizes individuals, Committees, and chartered organizations for their Scouting achievement.
- Coordinates with the operating Committee Chairs the District's annual program calendar. Publishes the District annual calendar (Aug to Aug) to Units in March.
- Supports local and national Scouting policy.
- Ensures that each Committee is promoting at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Chair in consultation with the District Executive.

**Attributes:** Delegator, Mentor, Recruiter, Leader, Adviser, Mediator, Communicator, Enthusiastic, Organized, Proactive, Positive attitude towards District/Council/Scouting, Respected by the District volunteers

## Volunteer Responsibilities Description

### District Camping Committee:

### District Camping Chair

**Description:** Provides leadership to the District Camping Committee to promote camping and outdoor activities

**Goal:** To meet the District's Camping goals; to increase the percentage of youth membership attending camp & outdoor activities and to assist Units in meeting the outdoor activities requirements to qualify for the highest possible (bronze, silver or gold) level of "Scouting's Journey to Excellence"

**Reports to:** District Program Chair

#### Responsibilities:

- Serves as a member of the District Committee
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs, preferably using the District Work Plan, to the District Chair prior to each meeting)
  - Triannual Council Coordinated meetings
  - Annual Key Leader's Conference
  - Monthly Roundtable meetings
- Keeps the District Program Chair regularly informed of progress towards goals.
- Promotes Camping at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Recruits (in consultation with the District Chair and Lodge Adviser) an Order of the Arrow Chapter Adviser.
- Supports local and national Scouting policy.
- Develops and implements, with the help of the Order of the Arrow (OA) Chapter, an annual plan to promote camping with a scheduled camping promotion given to each troop, and team as well as select crews:
  - Long-term and year round camping
  - SHAC summer and Winter camps
  - High adventure opportunities
- Develops and implements an annual plan to promote to Packs:
  - Day Camp
  - Cub Scout pack family camping (Bovay, Cub World)
  - Cub Scout/Webelos resident camp (Bovay)
  - Webelos/adult overnight camping
  - Summertime Pack award
  - Outdoor activities
  - Using site approval form for Pack/Webelos camping
- Promotes the following to Units:
  - Hornaday Award & Conservation Programs
  - Camperships for members with financial need
  - Correct use of Tour Permits through [www.myscouting.org](http://www.myscouting.org)
  - Conservation & environmental projects
  - BSA National Outdoor Challenge Application (for Troops)
  - Leave No Trace training
  - Safe Scouting (Guide to Safe Scouting, age appropriate outdoor activities, correct use of medical forms)
- Completes the Council Camping report in a timely manner.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Program Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Enthusiastic, Supporter of SHAC camps, Knowledgeable about Council and BSA camping opportunities, Communicator, Good scouting story to convey

**Resources:** *Camping Committee Guide*, No. 33083  
*The District*, No. 33070: [www.scouting.org/filestore/commissioner/pdf/33070.pdf](http://www.scouting.org/filestore/commissioner/pdf/33070.pdf)  
*Selecting District People*, No. 34512: [www.scouting.org/filestore/commissioner/pdf/34512.pdf](http://www.scouting.org/filestore/commissioner/pdf/34512.pdf)  
*A Self-Evaluation Guide for Successful District Operation*, No. 34207: <http://scouting.org/filestore/commissioner/pdf/34207.pdf>



## Volunteer Responsibilities Description

### District Camping Committee: Order of the Arrow (OA) Chapter Adviser

**Description:** Provides leadership to the Order of the Arrow Chapter at the District Level

**Goal:** To work behind the scenes to provide sound guidance and enthusiastic support to enable the youth Chapter Chief and his youth officers (leadership team) in the chapter to meet or exceed the Chapter annual goals

**Reports to:** Camping Chair and Lodge Adviser

#### Responsibilities:

- ✦ Serves as a member of the District Committee.
- ✦ Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards Chapter annual goals as well as anticipated challenges and needs, preferably using the District Work Plan, to the Camping Chair prior to each meeting)
  - Tri-annual Council Coordinated meetings
  - Annual Key Leader's Conference
  - Quarterly Lodge Executive Meetings (LEC) ensuring at least one youth is present at the meeting
  - Annual Lodge Leadership Development
  - Chapter meetings and events
  - Lodge events
  - Monthly Roundtables
- ✦ Keeps the Camping Chair and Lodge Adviser regularly informed of progress towards goals.
- ✦ Promotes the Order of the Arrow at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- ✦ Makes his/herself available at District functions (roundtable and District Committee meetings) to answer questions as well as ensure that the Order of the Arrow (OA) is properly supporting the District.
- ✦ Promotes adult participation and support in the Chapter.
- ✦ Appoints Associate Chapter Advisers and Chapter Committee Advisers matching the various youth Chapter officer roles. Works to ensure that all positions are filled with capable, dedicated volunteers. Acts immediately to replace adult advisers that resign or become inactive and serves in empty position until it is filled.
- ✦ Supports local and National Scouting policy and adheres to the program and policies of the Lodge and the Order of the Arrow.
- ✦ Promotes youth leadership opportunities within the Chapter and Lodge.
- ✦ Tracks youth progress for individual awards.
- ✦ Works with the youth to develop annual goals; submits annual goals to the Lodge in January and submits results of the goals in December.
- ✦ Always stays involved, but does not run the program.
- ✦ Ensures that the Arrowmen succeed; this includes training, transportation, and staying constantly involved.
- ✦ Works almost completely behind the scenes and provides all youth and adults with sound guidance and enthusiastic support.
- ✦ Works with the youth (Vice Chief of Service) to promote and organize service to the District, Council, and Community in various aspects such as providing service at events.
- ✦ Works with the youth (Vice Chief of Communication) to communicate information about the OA within the chapter, to Units, and within the District; and to increase number of OA Unit representatives and OA Unit Rep adult advisers in the District. Ensures that all OA Troop Representatives and adult advisers are invited to every Chapter meeting.
- ✦ Works with the youth (Vice Chief of Inductions) to develop new ceremony teams, ensure high quality ceremonies, and increase the number of youth participating in competitions; ensure the timely completion of Unit elections and paperwork; conduct an election in every Unit willing to hold an election; increase Brotherhood conversion (>30%); coordinate chapter ordeals; and promote Council camping, high adventure, and other outdoor programs to a minimum of 75% of the troops and teams in the District.
- ✦ Works with the youth (Vice Chief of Administration) to increase the number of active Arrowmen and encourage retention and dues renewal.
- ✦ Works with the youth (Vice Chief of Program) to increase the percentage of Arrowmen participating in Chapter, Lodge, Section, National, and High Adventure activities; improve the quality of the Chapter program.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Appointed by the Scout Executive (or his designee) after consultation with the Lodge Adviser, Camping Chair, Program Chair, District Chair, and District Executive.

**Attributes:** OA member, Enthusiastic, Organized, Coach, Mentor, Teacher, Leader, Recruiter, Passionate about the OA, Respected by the Scoutmasters, Relates well to youth, Ability to allow youth to run the program, Communicates well with youth and adults alike

**Resources:** Guide for Officers and Advisers: <http://www.oa-bsa.org/resources/pubs/#goa>

## Volunteer Responsibilities Description

### District Camping Committee: District Cub Scout Day Camp Administrator (Advisor)

**Description:** Serves as an Adviser to the District Day Camp Director

**Goal:** To meet the District's Day Camp goals; to be a BSA National Accredited Camp; to meet Texas Youth Camp standards

**Reports to:** District Program Chair and Council Day Camp Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings in the Spring (or submits a written report on the progress towards goals as well as anticipated challenges and needs, preferably using the District Work Plan, to the Activities Chair prior to each meeting)
  - District Day Camp meetings
  - Monthly Council Day Camp meetings
- Keeps the Activities Chair and Camping Chair regularly informed of progress towards goals.
- Attends National Day Camp School.
- Advises the Camp Director:
  - Ensures Day Camp stays on budget and follows Council budget procedures.
  - Ensures that the District takes good care of Council equipment and property provided by the Council quartermaster
  - Directs steps for emergency procedures
  - Manages camper security features
  - Assists with camp problems
  - Assists with final evaluations

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Program Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Adviser, Problem solver, Mentor, Communicator, Positive attitude towards District/Council/Scouting, Knowledgeable about Day Camp, Previous Day Camp Director or Program Director experience preferred, National Camp School Trained required

## **District Camping Committee: District Cub Scout Day Camp Director**

**Description:** Provides leadership to the Cub Scout Day Camp

**Goal:** To meet the District's Day Camp goals; to be a BSA National Accredited Camp; to meet Texas Youth Camp standards

**Reports to:** District Program Chair and Council Day Camp Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings in the Spring (or submits a written report on the progress towards goals as well as anticipated challenges and needs, preferably using the District Work Plan, to the Day Camp Advisor or Activities Chair prior to each meeting)
  - Council Day Camp meetings
  - Spring Roundtable meetings
  - District Day Camp staff meetings, presides over
- Keeps the Activities Chair and Camping Chair regularly informed of progress towards goals.
- Promotes Day Camp at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Recruits (in consultation with the Activities Chair), advises, provides staff development and leads top volunteers to serve as Camp Director and Program Director
  - Works to ensure that all positions are filled with capable, dedicated volunteers.
  - Acts immediately to replace the Director or Program Director if they resign or become inactive and serves in empty position until it is filled.
- Supports local, state, SHAC and BSA policies.
- Attends National Day Camp School.
- Ensures that the camp meets all BSA National Standards, Texas Youth Camp Standards, and the current *Guide to Safe Scouting*.
- Works with the District Executive to submit a budget to Council by August. Follows the Day Camp budget. Maintains Budget Control and follows Council budget procedures.
- Ensures that the all Staff members take good care of Council equipment and property provided by the Council Quartermaster.
- Ensures that the Program Chair submits all orders including t-shirt, program supplies and QM requests to Council by the deadlines located at [www.shac.org/district\\_operations](http://www.shac.org/district_operations) (under camping section).
- Directs steps for emergency procedures.
- Manages camper security features.
- Assists with camp problems.
- Assists with final evaluations.
- Prepares staff manual.
- Recruits and trains day camp key staff.
- Supervises personnel and camp operations.
- Reviews the budget with each Key Staff member and ensure they stay within their budget.
- Directs steps for emergency procedures.
- Implements Risk Management Plan.
- Develops check-in and orientation procedures.
- Supervises trading post and staff if applicable.
- Prepares evaluation at the end of camp.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Program Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Project Manager, Delegator, Adviser, Mentor, Motivator, Communicator, Instructor, Cheerleader, Problem solver, Mediator, Recruiter, Organized, Flexible, Creative, Manages budgets, Reliable, Positive attitude towards District/Council/Scouting, Respected by District volunteers, Knowledgeable about Day Camp, Previous Day Camp Program Director experience preferred, National Camp School Trained required

## **Camping Committee: District Cub Scout Day Camp Program Director**

**Description:** Provides leadership to the Program Areas of Cub Scout Day Camp

**Goal:** To meet the District's Day Camp goals; to be a BSA National Accredited Camp; to meet Texas camping standards

**Reports to:** District Day Camp Director

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings in the Spring
  - Council Day Camp meetings
  - Spring Roundtable meetings
  - District Day Camp staff meetings
- Keeps the Day Camp Chair regularly informed of progress towards goals as well as anticipated challenges and needs.
- Promotes Day Camp at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Recruits (in consultation with the Activities Chair), advises, provides staff development and leads top volunteers to serve on Day Camp staff.
- Works to ensure that all positions are filled with capable, dedicated volunteers.
- Acts immediately to replace staff if they resign or become inactive and serves in empty position until it is filled.
- Attends National Camp School.
- Supports local, state, SHAC and BSA policies.
- Ensures that the camp meets all BSA National Standards, Texas Youth Camp Standards, and the current *Guide to Safe Scouting*.
- Recruits and trains day camp program staff.
- Provides job descriptions to the day camp staff and obtains a signed copies of the job description agreements.
- Ensures that everyone takes good care of Council equipment and property provided by the Council Quartermaster.
- Prepares the Camp schedule.
- Stays within the program budget.
- Maintains inventories of consumable program supplies.
- Submits all orders including t-shirt, program supplies and QM requests to Council by the deadlines located at [www.shac.org/district\\_operations](http://www.shac.org/district_operations) (under camping section).
- Implements the Council program available at [www.shac.org/district\\_operations](http://www.shac.org/district_operations) (under camping section) that is fun and safe for Scouts and volunteers, advancement based, and individualized for each rank following the designated Council theme for camp.
- Ensures programs include adequate emphasis on sports, including the basic principle that each boy gets to learn the rules and play (regardless of his ability).
- Plans and schedules meetings with key leaders to implement program and theme.
- Conducts planning meetings with key staff and assigns responsibilities to each leader so as to complete all program planning prior to camp.
- Helps with camp set-up and camp breakdown.
- Oversees overall camp program during camp and is available to Key Staff.
- Ensures campers' safety.
- Provides feedback and suggestions to the Council to improve the program at the August Day Camp meeting.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Cub Scout Day Camp Director and approved by the District Program Chair in consultation with the District Chair and District Executive.

**Attributes:** Motivator, Communicator, Instructor, Cheerleader, Problem solver, Mediator, Recruiter, Listener, Organized, Flexible, Creative, Manages Budgets, Reliable, Positive attitude towards District/Council/Scouting, Respected by District volunteers, Knowledgeable about Scouting, Knowledgeable about Day Camp, Previous Day Camp staff experience preferred, National Camp School Trained required

## Volunteer Responsibilities Description

### District Advancement Committee: District Advancement Chair

**Description:** Provides leadership to the District Advancement Committee

**Goal:** To meet the District's advancement goals; to increase percentage of youth advancing in rank; to maintain, support, and ensure high quality in the process by which youth member's progress from rank to rank; and to assist Units in meeting the advancement requirements to qualify for the highest possible (bronze, silver or gold) level of "Scouting's Journey to Excellence"

**Reports to:** District Program Chair and Council Advancement Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Serves as a member of the Council's Advancement Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs, preferably using the District Work Plan, to the District Program Chair prior to each meeting).
  - Triannual Council Coordinated meetings
  - Annual Key Leader's Conference
  - Monthly Roundtable meetings
- Keeps the District Program Chair regularly informed of progress towards goals.
- Promotes Advancement at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Supports local and national Scouting policy.
- Interprets and implements the advancement policies of both the National Council and of the local Council advancement policies.
- Provides year-round training opportunities for Units in the area of advancement and inform appropriate District staff (commissioners and training personnel) when areas of concern/improvement are observed.
- Maintains a District merit badge counselor list that is updated annually and available for Scouts and Units.
- Makes sure that merit badge counselors are registered and properly trained in their role.
- Ensures that there is a District representative on every Eagle Scout board of review (BOR).
- Reviews and approves Eagle projects in accordance with Council and National guidelines.
- Promotes to troops, teams, and crews that they have regular ceremonies (usually courts of honor (COH) to insure proper recognition of youth in their respective Units.
- Encourages packs to present advancement through meaningful ceremonies on a monthly basis at pack meetings.
- Works with Unit leadership to help them better understand advancement and implementation of advancement in their Units.
- Investigates and recommends youth and adult members for lifesaving and other special awards and recognition.
- Achieves satisfactory results in the percent of Scouts by program advancing during the year; monitors rank advancement progress throughout the year, identifies those Units with little or no advancement reported and arranges special assistance for such Units as needed.
- Considers and acts on appeals from Eagle Scout candidates if their troop denies their application or turns them down at the board of review.
- Considers and acts on appeals for any Scout advancement issue, whether brought on by a Unit, Scout leader, youth, parent, or other concerned adult.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by District Program Chair and approved by the District Chair in consultation with the District Executive and the Council Advancement Chair.

**Attributes:** Organized, Knowledge of Scouting Advancement structure, Communicator, Ability to work with youth and adults alike, Mediator

**Resources:** *Advancement Committee Policies and Procedures*, No. 33088: [www.scouting.org/filestore/commissioner/pdf/33088.pdf](http://www.scouting.org/filestore/commissioner/pdf/33088.pdf)

## Volunteer Responsibilities Description

### District Training Committee:

### District Training Chair

**Description:** Provides leadership to the District Training Committee

**Goal:** To meet the District's training goals; to increase the percentage of Scouters that have completed appropriate training & received training awards; and to assist Units in meeting the training requirements to qualify for the highest possible (bronze, silver or gold) level of "Scouting's Journey to Excellence"

**Reports to:** District Program Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs, preferably using the District Work Plan, to the District Program Chair prior to each meeting)
  - Triannual Council Coordinated
  - Annual Key Leader's Conference
  - Monthly Roundtable meetings
- Keeps the District Program Chair regularly informed of progress towards goals.
- Promotes District and Council-sponsored training at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Recruits (in consultation with the Program Chair), provides staff development and leads top volunteers to serve on the District Training Team.
  - Members of the District Training Committee may include:
    - Cub Scout Training Chair
    - Boy Scout Training Chair
    - Venturing Training Chair
    - District Trainers
  - Works to ensure that all positions are filled with capable, dedicated volunteers.
  - Acts immediately to replace Committee Chairs that resign or become inactive and serves in empty position until it is filled.
- Supports local and national Scouting policy.
- Establishes District training goals annually, monitors progress towards those goals, and reports this information regularly to the District Committee.
- Determines who needs training through the use of Unit surveys and current training records.
- Plans a year-round annual training schedule, including opportunities for personal coaching and small group in-Unit training
- Ensures that all courses are taught following the national syllabi and that all material presented is in accordance with national and Council policies.
- Keeps accurate records of trainings taking place within the District and makes sure reports are sent to Council within 30 days of training completion.
- Recognizes volunteers who have completed training.
- Approves, prepares, and presents leadership training awards (knots) within the District and submits appropriate paperwork to the Council. (Note: Commissioner Awards are handled by Council Commissioner Team.)
- Evaluates effectiveness of trainings including quality of instruction, attendance, and trainee feedback, and uses results to improve the District training plan.
- Ensures that all training events have a proper budget, are within Council budgetary guidelines, and are closed out within 30 days of the event.
- Maintains accurate and up-to-date District training records of District membership.
- Supports and encourages all Units to have at least one adult volunteer to keep and track training records within the Unit (e.g., pack trainer).
- Annually increases the percentage of trained leaders, especially direct contact leaders.
- Promote online training through [myscouting.org](http://myscouting.org).

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Program Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Trainer, Recruiter, Leader, Manager, Knowledge of BSA Training Structure, Communicator, Organized, Enthusiastic about Training, and Good Scouting story to convey

**Resources:** *Leadership Training Committee Guide*, No. 34169: [www.scouting.org/filestore/commissioner/pdf/34169.pdf](http://www.scouting.org/filestore/commissioner/pdf/34169.pdf)  
*The District*, No. 33070: [www.scouting.org/filestore/commissioner/pdf/33070.pdf](http://www.scouting.org/filestore/commissioner/pdf/33070.pdf)  
*Selecting District People*, No. 34512: [www.scouting.org/filestore/commissioner/pdf/34512.pdf](http://www.scouting.org/filestore/commissioner/pdf/34512.pdf)  
*A Self-Evaluation Guide for Successful District Operation*, No. 34207: <http://scouting.org/filestore/commissioner/pdf/34207.pdf>

## Volunteer Responsibilities Description

### District Activities Committee:

### District Enterprise Risk Management Chair

**Description:** Serves as the conduit of Enterprise Risk Management information between the Council ERM committee and the District.

**Goal:** To ensure healthy and safe operations within the District

**Reports to:** District Program Chair

**Responsibilities:**

- Serve as a member of the District Committee
- Serve on the Council's ERM Committee as an active member. Serve on subcommittees or task forces to execute projects.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Program Chair prior to each meeting).
  - Triannual Council Coordinated meeting
  - Annual Key Leader's Conference
  - Council ERM meetings, scheduled as needed
- Keeps the District Program Chair regularly informed of progress towards goals.
- Communicate with the District Chair and key committee members on matters related to health, safety, and risk management.
- Provide just-in-time training and advice on matters related to District programming.
- Coordinate the annual Council ERM training plan with the District plan; ensure that the Council and District ERM training plan are executed via District Roundtables and other meetings.
- Serve as a resource to the unit leaders of the District and the District Committee.
- Serve as liaison between ERM and the District's planning for events by assisting in evaluation of risks and identification of health and safety issues.
- Provide feedback to the council committee related to injuries or incidents that occur during District activities.
- Promote and coordinate health and safety training to unit leaders via the District, including but not limited to:
  - *Guide to Safety Scouting*
  - Sweet 16 of BSA Safety
  - Safety Afloat and other aquatics programs safety
  - Climb On Safely
  - Wilderness First Aid and advanced first aid training
  - Shooting sports safety
  - Youth Protection Training
  - Filing of tour and activity plans
  - Two-deep leadership
  - Interpretation and application of age-appropriate activities in the Guide to Safety Scouting
  - Weather Safety Caving (Venturing only)
  - Field Sanitation
- Supply District newsletter editor (print or electronic) with health and safety promotion and disease prevention articles quarterly at a minimum.
- Assist roundtable commissioners in locating guest speakers on risk management, safety, health, and disease prevention topics.
- Help Commissioners locate Wilderness First Aid, First Aid, and CPR training resources.
- Participate in Council risk management-supported events (annual camp inspections, event risk assessment, and provision of first-aid support).
- Serves or arranges for another qualified person to serve as health and safety officer for all District activities and events.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by District Program Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Knowledge of SHAC and BSA Health and Safety policies, health and safety oriented volunteer, scouting outdoor background, Scouter with strong interest in safe and healthy Scouting, willingness to pursue related training, and the ability to identify assistance in accomplishing the task. Possible backgrounds: Safety professional / fire or public safety / insurance or risk management practitioner, Health-care internal auditor/health-care compliance/clinical quality professional, Health-care professional (M.D., D.O., R.N., physician assistant, R.Ph., etc.) or allied health-care technician (paramedic, EMT, L.P.N., mountain rescue, ski patrol), Scouter with Wilderness First Aid or advanced first aid and safety training,

**Resources:**

*Planning and Conducting a Safe Scout Outing:* [www.scouting.org/training/adult/supplemental/planningandconductingasafescoutouting.aspx](http://www.scouting.org/training/adult/supplemental/planningandconductingasafescoutouting.aspx)

*Guide to Safe Scouting:* <http://scouting.org/scoutsources/HealthandSafety/GSS.aspx>

*Age Appropriate Guidelines for Scouting Activities:* [www.scouting.org/filestore/pdf/ageguides.pdf](http://www.scouting.org/filestore/pdf/ageguides.pdf)

*The District*, No. 33070: [www.scouting.org/filestore/commissioner/pdf/33070.pdf](http://www.scouting.org/filestore/commissioner/pdf/33070.pdf)

*Selecting District People*, No. 34512: [www.scouting.org/filestore/commissioner/pdf/34512.pdf](http://www.scouting.org/filestore/commissioner/pdf/34512.pdf)

*A Self-Evaluation Guide for Successful District Operation*, No. 34207: <http://scouting.org/filestore/commissioner/pdf/34207.pdf>

## Volunteer Responsibilities Description

### District Activities Committee:

### District Activities Chair

**Description:** Provides leadership to the Activities Committee

**Goal:** To meet the District's activity goals; to increase percentage of Scouting Units participating in District and Council activities

**Reports to:** District Program Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress towards goals as well as anticipated challenges and needs, preferably using the District Work Plan, to the District Program Chair prior to each meeting)
  - Triannual Council Coordinated
  - Annual Key Leader's Conference
  - Monthly Roundtables
- Keeps the District Program Chair regularly informed of progress towards goals.
- Promotes District and Council Activities at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Recruits (in consultation with the District Program Chair), provides staff development and leads top volunteers to serve as event Chairs.
  - Works to ensure that all positions are filled with capable, dedicated volunteers.
  - Acts immediately to replace Committee Chairs that resign or become inactive and serves in empty position until it is filled.
- Supports local and national Scouting policy.
- Plans a calendar of District events that allows Units to participate but still maintain a robust Unit program outside of District activities. A well-balanced schedule of District events includes:
  - Competitive skills events (e.g., Webelos Woods, Pushmobile) to capitalize on youth's drive to win.
  - Civic serve activities (e.g., Scouting for Food) to foster the spirit of citizenship through service to others.
  - Display Events to show the community what Scouts can do and helps youth develop poise before an audience.
  - Scouting Anniversary Week to capitalize on the national news and publicity during February.
  - Recognition Events (e.g., District Dinner)
  - Camp-o-ree
- Works with the Program Chair and District Executive in planning and managing event budgets and ensures that each event meets Council budgetary policy(s). Works with the District Executive to submit all budgets annually in August for the following calendar year. Conducts an Event Close Out Meeting (ECOM) with the Event Chair and District Executive no later than 2 weeks after a district event to close out the budget.
- Secures a location for all events in a timely fashion and works with the DE to arrange for contracts for event locations.
- Ensures that all activities are conducted within the SHAC, BSA, local and state guidelines and policies.
- Ensures that every event chair read and follow the Council's "Event Chair's Guide to Planning an Event" available at [www.shac.org/district\\_operation#activities](http://www.shac.org/district_operation#activities)
- Assists the Program Chair in conducting the key staff training sessions for event Chairs.
- Conducts event evaluations.
- Recognizes key staff after each event.
- Encourages Good Turn ideas through Units' participation in community projects and civic service activities.
- Oversees the District's Good Turn for America projects and ensures the hours are logged online ([www.goodturnforamerica.org](http://www.goodturnforamerica.org)).
- Monitors event staff to ensure good utilization of District resources and prevention of leader burnout.
- Maintains historical records of each event to guide future leaders.
- Assures that each activity or event is effectively promoted on a timely basis.
- Conducts an annual poll of Unit leaders to determine Unit needs and wishes for District activities.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by District Program Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Enthusiastic, Creative, Leader, Project manager, Delegator, Recruiter, Motivator, Communicator, Organized, Sets and follows deadlines, Manages budgets, Likes and meets people easily, Mobilizes talent, equipment, and resources, Builds moral, Inspires confidence

**Resources:** *Activities and Civic Service Committee Guide*, No. 33082  
*Camporee Guide (33571)*  
*Webelos Woods: A Scout Outdoor Program Activity (33838)*  
*Scouting For Youth With Disabilities*, No. 34059: [www.scouting.org/filestore/commissioner/pdf/34059.pdf](http://www.scouting.org/filestore/commissioner/pdf/34059.pdf)  
*Planning and Conducting a Safe Scout Outing*: [www.scouting.org/training/adult/supplemental/planningandconductingasafescoutouting.aspx](http://www.scouting.org/training/adult/supplemental/planningandconductingasafescoutouting.aspx)  
*Guide to Safe Scouting*: <http://scouting.org/scoutsources/HealthandSafety/GSS.aspx>  
*Age Appropriate Guidelines for Scouting Activities*: [www.scouting.org/filestore/pdf/ageguides.pdf](http://www.scouting.org/filestore/pdf/ageguides.pdf)  
*The District*, No. 33070: [www.scouting.org/filestore/commissioner/pdf/33070.pdf](http://www.scouting.org/filestore/commissioner/pdf/33070.pdf)  
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*A Self-Evaluation Guide for Successful District Operation*, No. 34207: <http://scouting.org/filestore/commissioner/pdf/34207.pdf>



## Volunteer Responsibilities Description

### Activities Committee: District Scouting for Food Chair

**Description:** Provides leadership to the District Scouting for Food campaign

**Goal:** To meet the District's Scouting for Food goals

**Reports to:** Activities Chair

**Responsibilities:**

- Serves as a member of the District Committee
- Attends the following meetings:
  - Monthly District Committee meetings, November through March (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the District Activities Chair prior to each meeting)
  - Council Scouting for Food meetings, when scheduled
  - Monthly Roundtable meetings (November through March)
- Recruits (in consultation with the Activities Chair), provides staff development and leads top volunteers to serve on the District Scouting for Food Committee.
  - Members of the Scouting for Food Committee include:
    - SFF District Participation Chair to obtain local food banks, food pantries, and non-profit agencies commitments
    - SFF District Unit Participation Chair to encourage Units to participate
  - Works to ensure that all positions are filled with capable, dedicated volunteers.
  - Acts immediately to replace volunteers that resign or become inactive and serves in empty position until it is filled.
- Keeps the Activities Chair regularly informed of progress towards goals.
- Promotes Scouting for Food at Roundtable, District functions, Unit meetings, District/Unit websites, District email blasts, etc.
- Creates enthusiasm for the project and speaks to the need of the project with the Scouting family and the community.
- Works with the Scouting For Food District Unit Participation Chair to encourage every Unit in the District to participate and complete the Unit commitment sheet with dates and estimated number of youth participants by December Roundtable.
- Works with the Scouting For Food District Participation Chair to obtain local food banks, food pantries, and non-profit agencies commitment to participate and accept food on the drop off date.
- Conducts the District Scouting for Food kick-off meeting at January Roundtable; distributes coverage map, food drop off site location, door hangers, and rubber bands to Units.
- Works with District volunteers to define territories to be covered by specific Units.
- Recruits additional support (e.g., Order of the Arrow Chapter and Venturers) as required to have a successful campaign.
- Sets up a District report location to assist Units as needed and to accept Unit participation reports (i.e., quantity of food collected and number of Units and Scouts and leaders from the District).
- Evaluates the District's success and make recommendations on how to make the campaign more successful in the future.
- Recognizes Units and volunteers participating in Scouting for Food at the March Roundtable.
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the Activities Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Leader, Logistical Skills, Planner, Enthusiastic, Motivator, Communicator, Cheerleader, Organized, Flexible, Passionate, Reliable, Positive attitude towards District/Council/Scouting, Respected by District volunteers

## Volunteer Responsibilities Description

### District Communications Committee: District Communications and Media Chair

**Description:** Provides leadership to the District Communications and Media Committee

**Goal:** To communicate the District’s Scouting story to the community; to communicate Scouting activities to units, Scouts, Scouters, parents, and non-Scouts looking to join Scouting in the district

**Reports to:** District Program Chair

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Committee meetings (or submits a written report on the progress as well as anticipated challenges and needs to the District Program Chair prior to each meeting)
  - Triannual Council Coordinated, when requested
  - Annual Key Leader’s Conference
  - Monthly Roundtables
- Keeps the District Program Chair regularly informed of progress.
- Recruits (in consultation with the District Program Chair), provides staff development and leads top volunteers to serve on the Communications and Social Media Committee.
  - Members of the Communications and Media Committee can include:
    - District Webmaster, Social Media Coordinator
    - District Newsletter Editor, Scouting in the News Coordinator
    - District Photographer
  - Works to ensure that all positions are filled with capable, dedicated volunteers.
  - Acts immediately to replace volunteers that resign or become inactive and serves in empty position until it is filled.
- Supports local and national Scouting policy.
- Becomes acquainted with the editors and requirements of community newspapers, subdivision newsletters, church bulletins, and other local publications.
- Notifies the Council Marketing Director of district activities and events which are newsworthy and could be promoted to major media.
- Empowers units to tell the Scouting story to the community.
- Encourages units to earn the Scouting in the News Award: [www.samhoustonbsa.org/leader\\_resources/unit\\_resources/scouting\\_in\\_the\\_news](http://www.samhoustonbsa.org/leader_resources/unit_resources/scouting_in_the_news)
- Ensures that the district website is constantly updated and follows council and national guidelines.
- Ensures that district social media strategy is up to date and follows council and national guidelines.
- Ensures that each district activity or event is effectively promoted on a timely basis and works with the various District Committee members to promote District, Council, and National information, such as:
 

<ul style="list-style-type: none"> <li>➢ Activities</li> <li>➢ Advancement, awards, and recognitions</li> <li>➢ Calendar</li> <li>➢ Camping</li> <li>➢ Conservation</li> <li>➢ District Committee and Commissioner meetings</li> <li>➢ Friends of Scouting</li> <li>➢ Good Turn for America</li> <li>➢ Guide to Safe Scouting</li> </ul>	<ul style="list-style-type: none"> <li>➢ Order of the Arrow</li> <li>➢ Popcorn</li> <li>➢ Recharter and Journey to Excellence Awards</li> <li>➢ Recruiting and Membership</li> <li>➢ Roundtable</li> <li>➢ Scouting for Food</li> <li>➢ Scout Fair</li> <li>➢ Service opportunities</li> <li>➢ Training</li> <li>➢ Webelos to Scout Transition</li> </ul>
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**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by District Program Chair and approved by the District Chair in consultation with the District Executive.

**Attributes:** Communicator, Writer, Enthusiastic, Creative, Recruiter, Marketer, Proactive, Story Teller, Understands Social Media, Embraces Technology, Organized, Listener, Sets and Follows deadlines, Passionate, Reliable, Web design background, Positive attitude towards District/Council/Scouting

## Volunteer Responsibilities Description

### Commissioner Service: District Commissioner

**Description:** Leads the District Commissioner Staff

**Goal:** To provide a quality Scouting program within the District through Commissioner Service and ensure the District meets the annual goals and obtains a bronze, silver or gold level of “Scouting’s Journey to Excellence.”

**Reports to:** Council Commissioner and Division Commissioner. The District Commissioner is part of the District Key 3 team.

**Responsibilities:**

- Serves as a member of the District Committee.
- Attends the following meetings:
  - Monthly District Commissioner meetings (runs)
  - Quarterly Division Meetings
  - Monthly Key 3 meetings
  - Monthly Roundtable meetings
  - Monthly District Committee meetings to report on conditions of Units and to secure specialized help for Units
  - Triannual Council Coordinated
  - Annual Key Leader’s Conference
  - Commissioner’s College
  - Council training events (e.g., Akela’s Trail, University of Scouting)
- Recruits (in consultation with the District Chair), trains, provides staff development and leads enough of the right people as commissioners so that all Scouting Units in the District receive regular, helpful service
  - Members of the Commissioner team includes:
    - Assistant District Commissioners (one per every three UCs or better)
    - Unit Commissioners (one per every three Scouting Units)
    - Cub Scout Roundtable Commissioner and staff
    - Boy Scout Roundtable Commissioner and staff
    - Varsity Huddle Commissioner and staff (if applicable)
    - Venturing Roundtable Commissioner and staff (if applicable)
  - Works to ensure that all positions are filled with capable, dedicated volunteers.
- Plans and presides over the monthly District Commissioner meetings. Suggested Program Topics: Training, Problem identification/solution, Commissioner/volunteer recognition, Morale/team building
- Maintains an updated list of Commissioners with contact information and their responsibilities.
- Supervises and motivates Unit Commissioners, through the use of Assistant District Commissioners, to visit each Unit regularly, identify Unit needs, make plans to meet Unit needs, and to record said visit to appropriate volunteer.
- Sets the example (i.e. wears the uniform).
- Makes sure that monthly presentation of Council promotions, program ideas, plans, and materials, etc. occurs (usually via Roundtables).
- Maintains a complete list of Unit meeting dates, times and locations.
- Oversees the Unit charter renewal plan so that each Unit reregisters on time and with optimum membership.
- Promotes the use of “Scouting’s Journey to Excellence” standard of performance and ensures, through the commissioners, recognition of Unit leaders and Units achieving the standards; increases the number of Units obtaining the bronze, silver or gold level of “Scouting’s Journey to Excellence.”
- Works closely with the Membership Committee to see that newly organized or re-organized Units receive quality Unit service from the start (service should be matched to needs of the Unit).
- Ensures the health of Units as well as the District as a whole.
- Resolve Unit problems with help of Unit Commissioners and Assistant District Commissioners up to the point Council personnel must get involved.
- Sees that necessary records are maintained and makes sure that regular evaluations are conducted (both should ideally be done by Assistant District Commissioners).
- Guides roundtable commissioners to ensure that monthly Roundtables are well-attended, and provide practical and exciting Unit program ideas.
- Conducts a written semi-annual (June-July) evaluation of every Unit in the District via personal visit or phone call and report results back to the DE
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Is recommended by the Nominating Committee, approved by the Council Commissioner and then the Council Executive Committee

**Attributes:** Communicator, Recruiter, Project manager, Problem solver, Motivator, Mediator, Listener, Independent & neutral, Non judgmental, Patient, Confidential, Calm, Passionate, Tactful, Reliable, Instructor, Cheerleader, Positive attitude towards District/Council/Scouting, Respected by District volunteers, Knowledgeable about Scouting, Experienced Scouter

**Resources:** *Administration of Commissioner Service*, No. 34501: [www.scouting.org/filestore/pdf/34501.pdf](http://www.scouting.org/filestore/pdf/34501.pdf)  
*Commissioner Fieldbook for Unit Service*, No. 33621: [www.scouting.org/filestore/commissioner/pdf/33621.pdf](http://www.scouting.org/filestore/commissioner/pdf/33621.pdf)  
*Commissioner Helps for Packs, Troops, and Crews*, No. 33618: [www.scouting.org/filestore/commissioner/pdf/33618\\_WB.pdf](http://www.scouting.org/filestore/commissioner/pdf/33618_WB.pdf)  
 National Parent Initiative PowerPoint: [www.scouting.org/filestore/commissioner/ppt/National\\_Parent\\_Initiative.ppt](http://www.scouting.org/filestore/commissioner/ppt/National_Parent_Initiative.ppt)  
*District New-Unit Chart*, No. 14-904: [www.scouting.org/filestore/commissioner/pdf/14-904.pdf](http://www.scouting.org/filestore/commissioner/pdf/14-904.pdf)  
*Commissioner Responsibility Cards*, No. 34265: [www.scouting.org/filestore/pdf/34265.pdf](http://www.scouting.org/filestore/pdf/34265.pdf)  
*The District*, No. 33070: [www.scouting.org/filestore/commissioner/pdf/33070.pdf](http://www.scouting.org/filestore/commissioner/pdf/33070.pdf)  
*Selecting District People*, No. 34512: [www.scouting.org/filestore/commissioner/pdf/34512.pdf](http://www.scouting.org/filestore/commissioner/pdf/34512.pdf)  
*A Self-Evaluation Guide for Successful District Operation*, No. 34207: <http://scouting.org/filestore/commissioner/pdf/34207.pdf>

## Volunteer Responsibilities Description

### Commissioner Service: Assistant District Commissioner

**Description:** Provides leadership to assigned Unit Commissioners (recommended no more than 3), to provide a quality Scouting program within the District through Commissioner Service and to achieve Quality District.

**Goal:** To ensure assigned Units obtain the bronze, silver or gold level of “Scouting’s Journey to Excellence”

**Reports to:** District Commissioner

#### Responsibilities:

- Attends the following meetings:
  - Monthly District Commissioner meetings
  - Monthly Roundtable meetings
  - Triannual Council Coordinated
  - Annual Key Leader’s Conference
  - Commissioner’s College
  - Council training events (e.g., Akela’s Trail, University of Scouting)
- Keeps the District Commissioner regularly informed of progress towards goals as well as anticipated challenges and needs.
- Attends Commissioner Basic Training.
- Recruits enough Unit Commissioners to serve their assigned Units and area (3 maximum per Unit Commissioner) and acts immediately to replace Unit Commissioners who resign or become inactive and serves in empty position until it is filled.
- Sets the example (i.e. wears the uniform).
- Fills in for District Commissioner when necessary.
- Fulfills assignments as needed by the District Commissioner.
- Conducts personal coaching, orientation sessions, and recognition for Unit Commissioners under his/her direction.
- Maintains regular contact with their Unit Commissioners under your supervision:
  - To assess Units’ strengths and weaknesses
  - To help find solutions to Units’ problems
  - To provide information, informal training, program ideas, and recognition
  - To help UC’s work successfully with Unit Committees, chartered organization representatives, and chartered organizations
- Helps Unit Commissioners attain the Arrowhead Honor, Commissioner’s Key, and Distinguished Commissioner Service Award.
- Meets with assigned team of Unit Commissioners at the monthly District Commissioner’s meeting to plan specific actions to help Units be more successful.
- Evaluates, at least quarterly, the performance of Unit Commissioners and provide the help necessary to give them the confidence and expertise to serve assigned Units effectively.
- Sees that Units recharter on time and Units with problems are assisted (either by Unit Commissioner and/or Assistant District Commissioner).
- Works closely with the membership Committee to see that newly organized or re-organized Units receive quality Unit service from the start (service should be matched to needs of the Unit).
- Promotes the use of the bronze “Scouting’s Journey to Excellence” as a minimum standard of performance and ensures, through the commissioners, recognition of Unit leaders and Units achieving the standards; increases the number of Units that receive the bronze, silver or gold level of “Scouting’s Journey to Excellence.”
- Conducts a written semi-annual (June-July) evaluation of every Unit in the District via personal visit or phone call and report results back to the District Commissioner (DC).
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by the District Commissioner in consultation with the District Executive.

**Attributes:** Communicator, Problem solver, Motivator, Mediator, Listener, Independent & neutral, Non judgmental, Patient, Confidential, Calm, Passionate, Tactful, Reliable, Instructor, Cheerleader, Positive attitude towards District/Council/Scouting, Respected by District volunteers, Knowledgeable about Scouting, Experienced Scouter

## Volunteer Responsibilities Description

### Commissioner Service: Unit Commissioner

**Description:** To provide support to the Units assigned (up to 3 maximum) through sound coaching, to mentor Unit leaders and families, be a ready resource for any needs of the Units.

**Goal:** To ensure assigned Units obtain the bronze, silver or gold level of “Scouting’s Journey to Excellence”

**Reports to:** Assistant District Commissioner and District Commissioner

**Responsibilities:**

- Attends the following meetings:
  - Monthly District Commissioner meetings
  - Monthly Roundtable meetings
  - Commissioner’s College
  - Council training events (e.g., Akela’s Trail, University of Scouting)
- Keeps the Assistant District Commissioner (and/or District Commissioner) regularly informed of progress towards goals as well as anticipated challenges and needs
- Attends Commissioner Basic Training.
- Makes monthly personal Unit visits and reports those visits back to appropriate Assistant District Commissioner (ADC) and/or District Commissioner (DC).
- Helps each Unit assigned earned the highest possible (bronze, silver or gold) level of “Scouting’s Journey to Excellence.”
- Sets the example (i.e. wears the uniform).
- Knows each phase of Scouting and its literature to support assigned Units (no more than 3 maximum).
- Visits meetings of assigned Units regularly, usually once a month.
- Visit regularly with the Unit leader:
  - Be aware of Unit leader concerns and challenges
  - Serve as the Unit leader’s coach and counselor
  - Build a strong, friendly relationship
  - Using the literature and profile sheet, help the leader see opportunities for improvement
  - Encourage Unit participation in District and Council events
- Works to ensure effective and active Unit Committees:
  - Visit with the Unit Committee periodically
  - Observe the Committee, offer suggestions for improvement, and work to solve problems.
- Ensures Unit leadership completes basic leader training for their positions.
- Makes certain that proper techniques are used to select and recruit Unit leaders.
- Understands the basic operations of the Council and District.
- Helps promote Unit responsibility (Friends of Scouting, Roundtable, Popcorn and Scout Fair Participation, etc.).
- Facilitates on-time charter renewal:
  - Helps the Unit conduct a membership inventory of youth and adults
  - Helps the Unit Committee Chair conduct the charter renewal meeting
  - Sees that a completed charter renewal application is turned into the District Commissioner
  - Makes arrangements to represent the Unit charter at a meeting of the chartered organization.
- Promotes the use of the “Scouting’s Journey to Excellence” commitment sheets for Units as a standard of good Unit operation and is responsible for their submission and completion.
- Works with the District Commissioner (DC) and/or Assistant District Commissioner(s) (ADC) to recruit additional Unit Commissioners (UC) to increase support and service given to Units across the District.
- Works closely with the Membership Committee to see that newly organized or re-organized Units receive quality Unit service from the start (service should be matched to needs of the Unit).
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by District Commissioner and approved in consultation with the District Executive.

**Attributes:** Communicator, Problem solver, Motivator, Mediator, Listener, Independent & neutral, Non judgmental, Patient, Confidential, Calm, Passionate, Tactful, Reliable, Instructor, Cheerleader, Positive attitude towards District/Council/Scouting, Respected by District volunteers, Knowledgeable about Scouting, Experienced Scouter

## Volunteer Responsibilities Description

### Commissioner Service:

### Roundtable Commissioner: Cub Scout, Boy Scout, Venturing, Varsity Huddle

**Description:** To provide support through the sharing of ideas to further the Scouting Program to Units during the monthly Roundtables and throughout the year.

**Goal:** To obtain Quality Roundtable

**Reports to:** District Commissioner

**Responsibilities:**

- Attends the following meetings:
  - Monthly District Commissioner meetings
  - Monthly Roundtable meetings, coordinates
  - Roundtable planning meetings with staff, coordinates
  - Commissioner's College
  - Council training events (e.g., Akela's Trail, University of Scouting)
- Keeps the assigned Assistant District Commissioner and/or District Commissioner regularly informed of progress towards goals as well as anticipated challenges and needs
- Attends Roundtable Basic Training.
- Plans and conducts monthly Roundtable programs in assigned area.
- Assigns sessions to Roundtable staff roundtable with an emphasis on increasing the quality of program for the attendees to take back to their respective Units.
- Holds Roundtable planning sessions with staff.
- Recruits and trains a staff qualified to put on Quality Roundtables (QR) for Unit personnel (both youth and adult).
- Follows up with Units who do not attend Roundtable.
- Sets the example (i.e. wears the uniform).
- Makes arrangements for Roundtables including meeting places, equipment, and/or supplies with the assistance of the District Executive (DE).
- Submits attendance of Roundtables to appropriate Assistant District Commissioner (ADC) and/or District Commissioner (DC) at the conclusion of Roundtable.
- Conducts regular (ideally semi-annually) critiques to determine how Roundtables can be improved.
- Promotes District activities/functions (e.g., Friends of Scouting, Popcorn, Scout Fair Participation, District events, trainings) at Roundtables.
- Promotes Roundtable within staff members' Unit and any other Units that he/she may come in contact.
- Supports local and national Scouting policy.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by District Commissioner and approved by the District Chair in consultation with the District Executive.

**Attributes:** Instructor, Manager, Motivator, Communicator, Recruiter, Organized, Flexible, Creative, Outgoing, Passionate, Reliable, Positive attitude towards District/Council/Scouting, Respected by District volunteers, Knowledgeable about Scouting, Experienced Scouter

## Volunteer Responsibilities Description

### Commissioner Service:

### Roundtable Staff: Cub Scout, Boy Scout, Varsity Huddle, Venturing

**Description:** To provide support to the Roundtable Commissioner through the sharing of ideas to further the Scouting Program to Units during the monthly Roundtables and throughout the year

**Goal:** To obtain Quality Roundtable

**Reports to:** Roundtable Commissioner

#### Responsibilities:

- Attends the following meetings:
  - Monthly District Commissioner meetings
  - Monthly Roundtables meetings, assists
  - Roundtable planning meetings
  - Commissioner's College
  - Council training events (e.g., Akela's Trail, University of Scouting)
- Keeps the Roundtable Commissioner regularly informed of progress towards goals as well as anticipated challenges and needs.
- Attends Roundtable Basic Training.
- Sets the example (i.e. wears the uniform).
- Promotes District activities/functions (e.g., Friends of Scouting, Popcorn, Scout Fair Participation, trainings) at Roundtables.
- Promotes Roundtable within staff members' Unit and any other Units that he/she may come in contact.
- Supports local and national Scouting policy.
- Runs the assigned sessions at Roundtable with an emphasis on increasing the quality of program for the attendees to take back to their respective Units.
- Arrives and sets up appropriate displays and/or sessions timely so that Roundtable meetings can start as scheduled.

**Length of Term:** One year (beginning from the Annual District Business meeting) with reappointed on an annual basis.

**How Selected:** Selected by Venturing Roundtable Commissioner and approved by the District Commissioner in consultation with the District Executive.

**Attributes:** Instructor, Reliable, Motivator, Communicator, Mediator, Creative, Outgoing, Passionate, Positive attitude towards District/Council/Scouting, Respected by District volunteers, Knowledgeable about Scouting