BOY SCOUTS OF AMERICA'

Position Description Assistant District Commissioner

Reporting

Report to the district commissioner.

Responsibilities

- Recruit a full staff of unit commissioners to serve their assigned units and area.
- Help the district commissioner train unit commissioners and roundtable commissioners:
 - Conduct personal coaching/orientation sessions.
 - Participate in the formal basic training courses.
 - Help unit commissioners attain the Arrowhead Honor, Commissioner's Key, and Distinguished Commissioner Service Award.
- Attend monthly district commissioner staff meetings, including a meeting with your unit commissioners to review unit needs.
- Serve units with no assigned unit commissioner.
- Maintain regular contact with unit commissioners under your supervision:
 - To assess units' strengths and weaknesses
 - To help find solutions to units' problem
 - To provide information, informal training, program ideas, and recognition
 - To help unit commissioners work successfully with unit committees, chartered organization representatives, and chartered organizations.
- Involve unit adults in training and roundtables.
- Evaluate, 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.
- Become familiar with the program themes offered by the BSA for Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crews.
- Supervise the operation of the annual service plan for assigned units.

- Accept other assignments made by the district commissioner.
- Keep track of charter renewal status and progress of all units
- Support local and national Scouting policy and procedures.
- Promote the Journey to Excellence as a standard of performance and ensure, through the commissioners, recognition of unit leaders and units achieving the standards.
- Conduct personal coaching and orientation seminars for unit commissioners.
 - Work with the district commissioner and assistant council commissioner to deploy training for unit commissioners.
 - Provide ongoing follow-up and mentoring of unit commissioners.
- Continually recruit new unit commissioner resources.
- Attend the council commissioners' college.
- Evaluate the performance of unit commissioners and provide the help necessary to give the unit commissioner the confidence and expertise to serve assigned units effectively.
- Set the example by maintaining Boy Scouts of America standards of uniforming, wearing of insignia, use of the program, and other policies and procedures within the district.
- Earn the Distinguished Commissioner Service Award.

Revised: October 29, 2011