BOY SCOUTS OF AMERICA
DENVER AREA COUNCIL

**Position Description**

# District Commissioner

## Reporting

Report to the council commissioner.

## Responsibilities

A district commissioner leads the commissioner staff and does the following:

- Inspire district and unit leader performance in delivering quality programs, training, activities and operations.
- Identify and recruit enough of the right people as commissioners so that all Scouting units in the district receive regular, helpful service.
  - Assistant district commissioners
  - Cub Scout roundtable commissioner
  - Boy Scout roundtable commissioner
  - Venturing program forum commissioner
  - Enough unit commissioners for each to serve no more than three units
- Provide opportunities for
  - Immediate commissioner orientation.
  - Frequent basic training.
  - Training topics at all monthly commissioner meetings.
  - The entire staff to attend the annual council commissioner conference.
- Supervise and motivate unit commissioners to visit each unit regularly, identify unit needs, and make plans to meet unit needs.
- Ensure that commissioners enter all unit visits into the Unit Visit Tracking System in a timely manner.
- Administer the annual commissioner service plan, which gives specific purposes for commissioner contact with units at designated times of the year.
- Oversee the unit charter renewal plan so that each unit reregisters on time and with optimum membership.
- Guide roundtable commissioners to ensure that monthly roundtables are well-attended, and provide practical and exciting unit program ideas.
- Plan and preside at monthly meetings of the district commissioner staff.
  - Provide information, informal training, program ideas, and recognition.
- Work with the district chair and district executive to stimulate and coordinate the work of the district (the district Key 3).
- Help meet district goals.
- Represent the district as a member of the council commissioner cabinet.
- Support local and national Scouting policy and procedures.
- Attend district committee meetings to report on conditions of units and to secure specialized help for units.
- Promote the Journey to Excellence as a standard of performance and ensure, through the commissioners, recognition of unit leaders and units achieving the standards.
- Oversee the commissioner training program.
  - Conduct personal coaching/orientation seminars.
  - Help unit commissioners attain the Arrowhead Honor, Scouter's Key, and Distinguished Commissioner Service Award.
- Oversee and provide leadership to the district Youth Protection Training and administrating program.
- Evaluate the performance of each member of the district commissioner staff and provide the help necessary to give each member the confidence and expertise to serve assigned units effectively.
- Be familiar with the program themes offered by the BSA for Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crews.
- Accept other assignments made by the council commissioner.
- 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.