BOY SCOUTS OF AMERICA
DENVER AREA COUNCIL

Position Description

Roundtable Commissioner

Reporting

Report to the district commissioner.

Responsibilities

- Conduct monthly roundtable meetings:
  - Develop regular roundtable plans.
  - Participate in the annual council roundtable planning conference.
  - Meet with the district executive and district commissioner to review the council's master roundtable plan and adapt to the district plans.
  - Lead a monthly roundtable planning session.
  - Use national aids: *Boy Scout* or *Cub Scout Roundtable Planning Guide,* Roundtable Planning Sheets, *Scouting* magazine, *Program Helps, Boys' Life,* etc.
  - Determine what contributions can be made by resource people, and arrange for their participation.
- Recruit roundtable staff, as needed, to handle program elements, projects, physical arrangements, hosting, and participation.
- Involve unit adults in training and roundtables.
- Train roundtable staff:
  - Use the *Boy Scout* or *Cub Scout Roundtable Planning Guide.*
  - Working well in advance, assign specific roundtable program projects.
  - Follow through with those who have accepted assignments.
- Promote roundtable attendance:
  - Obtain the unit commissioner's help in bringing new leaders to roundtables.
  - Follow up on units not participating.
  - Keep roundtable attendance records and share them monthly with the district commissioner.
- Evaluate roundtables:
  - At least twice a year appraise the effectiveness of roundtables.
  - Seek suggestions from unit leaders.
- Attend monthly commissioner staff meetings; report on the roundtable program and attendance.
- Make all logistics arrangements for roundtables, including meeting places, equipment, and supplies.
  - Coordinate with district executive and district commissioner to obtain suitable meeting locations and support resources.
- Become trained:
  - Roundtable commissioner training
  - Personal coaching/orientation.
  - Arrowhead Honor and Scouter's Key.
- 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.
- Attend and actively participate in semi-annual roundtable commissioner meetings of the council.
  - Share best practices between the district roundtable commissioners.