

Roundtable Commissioner

Job Description

A Roundtable Commissioner does the following:

1. Report to the district commissioner.
2. Conduct quarterly roundtable meetings (subject to change).
 - a. Develop regular roundtable plans.
 - b. Participate in the annual council roundtable planning conference.
 - c. Meet with the district executive and district commissioner to review the council's master roundtable plan and adapt to the district plans.
 - d. Lead a monthly roundtable planning session.
 - e. Use national aids: *Scouts BSA* or *Cub Scout Roundtable Planning Guide*, Roundtable Planning Sheets, *Scouting* magazine, *Program Helps*, *Scouts' Life*, etc.
 - f. Determine what contributions can be made by resource people, and arrange for their participation.
3. Recruit roundtable staff, as needed, to handle program elements, projects, physical arrangements, hosting, and participation.
4. Involve unit adults in training and roundtables.
5. Train roundtable staff:
 - a. Use the *Scouts BSA* or *Cub Scout Roundtable Planning Guide*.
 - b. Working well in advance, assign specific roundtable program projects.
 - c. Follow through with those who have accepted assignments.
6. Promote roundtable attendance:
 - a. Obtain the unit commissioner's help in bringing new leaders to roundtables.
 - b. Follow up on units not participating.
 - c. Keep roundtable attendance records and share them monthly with the district commissioner.
7. Evaluate roundtables:
 - a. At least twice a year appraise the effectiveness of roundtables.
 - b. Seek suggestions from unit leaders.
8. Attend monthly commissioner staff meetings; report on the roundtable program and attendance.