



## DISTRICT COMMISSIONER CHAIR

### *Job Description*

#### **Position Responsibilities:**

This leader is recommended by the district nominating committee for approval and appointment by the council executive board with the concurrence of the Scout Executive. The district commissioner leads the commissioner staff of the district, guiding and measuring the districts unit service function of the program. The district commissioner is one member of the district key 3. The district chair and the district executive make up the other members of the key 3.

#### Major Responsibilities Include:

1. Develop a vision for unit service in the district and a plan to fulfill the vision.
2. Recruit a full staff of commissioners to include assistant district commissioners, roundtable commissioners and unit commissioners.
3. Oversee the training program for all commissioners in the district and encourage commissioners to take training.
4. Guide unit commissioners to contact each unit regularly, identify unit strengths and needs, and using the Unit Service Plan, make plans to meet their needs.
5. Ensure that unit commissioners are performing detailed collaborative assessments which is the precursor to creating a unit service plan.
6. Encourage unit commissioners to enter both their unit contacts and unit service plans in Commissioner Tools.
7. Make sure the roundtable commissioners are providing a vibrant roundtable each month.
8. Work with the district chairman and district executive as a member of the district's Key 3.
9. Plan and preside at monthly meetings of the district commissioner staff. See Appendix A for sample meeting agenda.
10. Attend district committee meetings to report on conditions of units and to link district resources to units to secure specialized help for units.
11. Represent the district as a member of the council commissioner's cabinet.
12. Use *Commissioner Tools* to review the health of units and review activities of the commissioners in your District, and monitor roundtable attendance.
13. Review the recognition of all commissioners in the district.

#### **District Key Dates of Responsibility**

District Commissioner Meetings –

Roundtable – (currently) 2nd Thursday of the month

District Committee Meetings – (currently) 2nd Thursday of the month

District Key 3 Meetings – on appointment