



Assistant Roundtable Commissioner Job Description

POSITION CONCEPT:

Every Roundtable Commissioner should have a team of support staff to help them provide the best Roundtable possible. Assistant Roundtable Commissioners are that Support Team!

It is the responsibility of the Roundtable Commissioner to recruit enough individuals to meet the specific needs for the size and program type of their Roundtable. There are no limits to the number of Assistant Roundtable Commissioners that can be on the Roundtable Team.

However, there should also never be less than one Assistant Roundtable Commissioner for each program to serve as a back-up for each of the program specific Roundtable Commissioners.

The unit leaders expect Roundtable to always happen as scheduled. The show must go on every month, even if the Roundtable Commissioner has a conflict and cannot attend. This is why you should always have at least one Assistant Roundtable Commissioner.

There are no limits to the number of Assistant Roundtable Commissioners (ARTCs) you may have in a district.

There are several specific areas of duties that may be assigned to an Assistant Roundtable Commissioner.

GENERAL ASSISTANT ROUNDTABLE COMMISSIONER RESPONSIBILITIES:

- **Plan**
- **Share**
- **Promote**
- **Model**
- **Have a Positive Attitude**

To Plan. Attending the planning meeting regularly or make arrangements for getting all the information if unable to attend. Prepare and present their assigned part of the roundtable in a quality manner.

To Share. Sharing ideas and encourage other team members to contribute to the planning meeting with suggestions on activities and theme development.
Share resources with other members of the roundtable team.

To Promote. Promoting roundtable in order to build attendance.

To Model. Model wearing of the uniform by attending roundtable in a correct (full) uniform.

Arrive early to assist with setup and be available after the meeting to answer leader's questions.

Contact the roundtable commissioner and their backup team member in a timely manner when unable to follow through with an assignment.



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To Have a Positive Attitude. Keep and project a positive attitude towards the Scouting program.

Take training for their position and continue to increase their knowledge of Scouting.

Assistant Roundtables Commissioners are an important and essential part of the Roundtable Team.

The Success of Roundtable depends on having a great Team.

Program-Specific ARTCs should be assigned to work with a particular Scouting program (Cub Scouts, Boy Scouts or Venturing Roundtables).

New Member Coordinator ARTCs are a new position that both models the use of a New Member Coordinator (NMC) for unit leaders and fulfills similar responsibilities for the Roundtable Team.

These ARTCs welcome new leaders to Roundtable, track attendance, and becomes a friendly face at Roundtable to help build those first relationships with new leaders.

This individual should collect contact information for participants and follow up with them to make sure Roundtable is meeting their needs.

This ARTC may wear a Commissioner polo shirt or a NMC shirt, along with a NMC Vest to readily identify them to new participants. NMC's help build relationships with new leaders.

Specific Assignment ARTCs can be used to fill any specific position that would help the Roundtable Commissioner. These include ARTCs responsible for any specific program elements.

Possible Assignments for Assistant Roundtable Commissioners

In larger districts you may want to have specialized Assistant Roundtable Commissioners
Some specialized positions could include:

- Program Specific/Breakout Session Leader
- Roundtable Feature Coordinator
- Ceremonies
- Facilities
- Historian
- Photographer/ Media Specialist

No matter how small or how large you Roundtable Team becomes make sure everyone has a purpose and feels they are valuable.

Make sure your show appreciation for all they do for the Roundtable Team.

Please always remember that without a successful Roundtable Team, the youth programs will not reach their highest potential!

The entire Roundtable Team should have FUN!