

Assistant Council Commissioner for Roundtable

The assistant council commissioner for roundtable reports to the council commissioner and ensures that quality Scout leader roundtables are being conducted in each district, for all levels of the program, in keeping with national service center guidelines. This position works with the roundtable commissioners (Cub Scouts, Scouts BSA, Venturing, and Sea Scouts) who have been recruited by their respective district commissioners and/or the assistant district commissioners for roundtable, depending on the structure the council has selected. This volunteer position should ensure that roundtable commissioners provide training from the program-specific national syllabus, have access to the appropriate roundtable planning resources, and are executing programs based on national service center materials, while appropriately tailoring a program to serve the council's geography and other aspects unique to the council and district. It is recommended that the assistant council commissioner—roundtables should be a Scouter's primary role in order to be able to engage with all the assigned roundtable-related commissioners at all levels within a district.

The council should select the most appropriate volunteer structure for its unique situation. For example the assistant council commissioner for roundtable could:

- Collaborate with district roundtable commissioners and/or the assistant district commissioners for roundtable.
- Collaborate with the roundtable commissioners and/or assistant district commissioners for roundtable for each program level.
- Collaborate with district roundtable commissioners, and/or assistant district commissioners for roundtables, in specific districts or geographical areas as designated by the council commissioner.

SUGGESTED RESPONSIBILITIES:

1. **Recruiting:** Recruit necessary roundtable commissioners as needed. Encourage all assigned roundtable commissioners to recruit as many assistant roundtable commissioners as needed to effectively accomplish roundtable functions.
2. **Talent Management:** Maintain regular contact with all assigned roundtable-related commissioners, regarding locations, dates, and times for all roundtable meetings. Make occasional virtual or in-person visits and evaluations of programs presented.
3. **Training Support:** Provide/promote training, via national service center materials, for all roundtable-related commissioners on a regular basis.
4. **Program Planning and Content:** Work with the council commissioner and other key volunteers to design a council roundtable based on the national service center support materials and programs, and tailor them to meet the unique needs of the council. Conduct an annual planning/training gathering for all roundtable-related commissioners and conduct quarterly or semi-annual follow-up meetings to assess progress and make necessary adjustments.
5. **Technology Utilization:** Advocate using technology to ensure that roundtable meetings are adequately promoted and distribute material and resources to assist the volunteers. Utilize online meeting platforms to hold virtual roundtables, which provide a consistent means for delivering content and engaging and empowering the volunteers.
6. **Provide and Promote Information:** Disseminate current BSA news and points of interest, including new merit badges, program changes, upcoming literature, etc., so district roundtables can provide valuable and timely information for the volunteer base. Create a presence at council events by promoting roundtables as THE place to go for Scouters who want to be in the know, share Scouting fellowship, and expand their network of Scouting resources.