

Assistant District Commissioner for Roundtable

The assistant district commissioner for roundtable reports to the district commissioner and is responsible for ensuring that quality Scout leader roundtables are conducted within the district for all programs. The assistant district commissioner for roundtable is supported by the assistant council commissioner for roundtable, and they work together to communicate information. In this position, the assistant district commissioner for roundtable works with the roundtable commissioners (Cub Scouts, Scouts BSA, Venturing, and Sea Scouts) who have been recruited by the district commissioner. Promoting roundtables at district events is an important facet of this position.

SUGGESTED RESPONSIBILITIES:

1. **Recruiting:** Recruit district roundtable commissioners as needed and encourage and/or assist roundtable commissioners in recruiting as many assistant roundtable commissioners as needed to properly and effectively accomplish roundtable functions.
2. **Talent Management:** Become personally acquainted with and maintain regular contact with district roundtable commissioners, regarding locations, dates, and times for roundtable meetings. Make occasional in-person visits and evaluations of programs presented. Provide this information to the assistant council commissioner as appropriate.
3. **Training Support:** Ensure that district roundtable commissioners take training for their positions and encourage them to participate in other training opportunities as may be recommended by the district or council.
4. **Program Planning and Content:** Collaborate with the district commissioner and district roundtable commissioner to design a district roundtable that follows the national service center roundtable format and content while meeting the unique needs of the council and district. Ensure that district roundtable commissioners and assistant district roundtable commissioners actively participate in the council annual planning, follow-up, and training functions.
5. **Technology Utilization:** Promote the use of technology to ensure that roundtable meetings are adequately promoted and that the meetings engage and empower the volunteers. Utilize virtual roundtables to support those who are not able to attend the meetings in person, deliver consistent content, and distribute materials and resources to assist the volunteers.
6. **Serve as Roundtable Moderator:** Where appropriate, serve as the moderator for virtual and in-person roundtables to do the following:
 1. Open the meeting.
 2. Welcome and introduce visitors or guest speakers.
 3. Provide directions for program group breakouts.
 4. Provide feedback to roundtable personnel following the meeting, as appropriate.
7. **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 leaders who want to be in the know, share Scouting fellowship, and expand their network of Scouting resources.