

## **Roundtable Commissioner**

The responsibility of a roundtable commissioner is to conduct quality roundtables that attract leaders from a majority of the units in the district and to:

1. Provide information to units
2. Capture information
3. Offer training
4. Provide networking opportunities

Using the four functions of roundtable, a roundtable commissioner creates a program supported by materials from the BSA national service center roundtable planning resources and tailors them to meet the needs of their districts.

Roundtable commissioners are responsible for planning and executing the roundtable program. They make arrangements for virtual or in-person roundtables to occur and secure the online conferencing platform or meeting space.

Roundtable commissioners should conduct an annual planning session, a quarterly or semi-annual update meeting, and a monthly team meeting via online conferencing or in person with the assistant roundtable commissioners. These planning meetings should always discuss how best to use the roundtable planning resources and the options that best meet the needs of the district.

### **SUGGESTED RESPONSIBILITIES:**

1. **Plan:** During the annual and monthly roundtable planning meeting, the roundtable commissioner sets goals and establishes written plans for the roundtable program. Collaborate with the roundtable commissioner and assistant roundtable commissioner to establish an annual operating budget for the roundtables.
2. **Supervise and Implement:** The roundtable commissioner supervises the delivery of the roundtable program and ensures the implementation of a consistent, quality, roundtable that attracts leaders from a majority of the units in the district. The roundtable commissioner motivates scout leaders who will enable units to provide a more effective program to scouts. Having knowledge of Scouting literature and how to help leaders use it in support of their program is also essential.
3. **Recruit:** Recruit sufficient numbers of assistant roundtable commissioners.
4. **Train:** Ensure the assistant roundtable commissioners are properly trained to provide a quality roundtable. Training may be done through council-sponsored commissioners' conferences, online training at [my.scouting.org](http://my.scouting.org), roundtable workshops, national or regional conferences, etc.
5. **Evaluate:** Conduct regular evaluations with assistant roundtable commissioners to determine how they can be improved. Work closely with the assistant roundtable commissioners and remember they are an important and essential part of the roundtable team. The success of roundtables depends upon having a great team!