

## Roundtable Commissioner Job Description



The responsibility of a roundtable commissioner is to conduct high quality roundtables that will inspire, motivate, educate and enable unit leaders to provide a strong program for their youth. The roundtable commissioner creates a program based on four functions:

- Providing information
- Capturing information
- Training
- Networking opportunities

The roundtable commissioner may use roundtable planning support materials from the BSA national service center, or create their own content based on the needs of the district.

### Responsibilities:

#### Plan

- Plan and execute monthly roundtable programs that help unit leaders find solutions to challenges, provide networking opportunities, offer supplemental training, encourage feedback and create a welcoming environment.
- In collaboration with the district Key 3, schedule in-person or virtual roundtables and secure a meeting space or online conferencing platform.
- Recruit a sufficient number of assistant roundtable commissioners.
- Schedule subject matter experts to present topics at roundtable.

#### Supervise and Implement

- Conduct an annual planning session, a quarterly or semi-annual update meeting, and a monthly team meeting with assistant roundtable commissioners.
- Ensure the district is consistently providing high quality roundtables that attract district leaders and meet the needs of district volunteers.

#### Evaluate

- Conduct regular evaluations with assistant roundtable commissioners to determine how roundtable can be improved.
- Discuss the effectiveness of roundtable in supporting unit service at monthly district commissioner meetings and work with the district commissioner to develop topics for district leaders as needed.

### Roundtable Commissioner Fit

The roundtable commissioner is:

- An integral part of unit service
- Committed to planning and delivering monthly roundtable programs
- Welcoming, so that everyone knows they belong
- Open to feedback and suggestions
- Enthusiastic and able to engage other volunteers
- Responsive to the needs of the district
- Skilled at building relationships with district and unit leaders
- Comfortable with technology

### Training and Recognition

- Complete basic training for roundtable commissioners.
- Complete the onboarding process with an assigned coach.
- Work toward earning the Arrowhead Honor.
- Participate in ongoing training opportunities such as College of Commissioner Science, Impact Sessions, Philmont Training Center, or other district and council level training events.