

District Commissioner/ADC Job Description



The district commissioner leads the commissioner staff of the district, guiding and measuring the district's unit service program. While most district commissioners serve a term of 3 years, this is a one-year position that is renewable annually. District commissioners serve as trusted members of the district Key 3, are recommended by the district nominating committee and are approved by both the council commissioner and the local council Executive Board.

Responsibilities

- Recruit, train and supervise a full staff of commissioners (unit commissioners, assistant district commissioners and roundtable commissioners).
- Work with the district chairman and district executive as a member of the district's Key 3.
- Plan and preside at the monthly meeting of the district commissioner staff.
- Attend district committee meetings to report on conditions of units and to secure specialized help for units.
- Represent the district as a member of the council commissioner's cabinet.
- Develop & maintain good working relationships with professional staff.
- Serve as chief morale officer for the district.
- Network and utilize available resources within the district.
- Assign commissioners to units where they will have the most impact.
- Be observant of how unit commissioners support and interact with unit leaders.
- Use Commissioner Tools to guide and coach commissioners.

Assistant District Commissioners (ADCs)

A district may have one or more assistant district commissioners. ADCs are assigned to a group of units or have different responsibilities depending on the needs of the district. ADCs work closely with the district commissioner and district executive. This is a one-year position that is renewed annually.

Responsibilities

- Recruit & train unit commissioners.
- Conduct personal coaching and orientation sessions for unit commissioners.
- Maintain regular contact with unit commissioners to provide guidance in unit service needs.
- Serve units with no assigned unit commissioner.
- Upon request, stand in for the district commissioner.

District Commissioner/ADC Commissioner Fit

An administrative commissioner is a:

- Coach for other commissioners
- Effective communicator
- Team builder and effective manager
- Flexible problem solver
- Leader with a demonstrated proficiency in Commissioner Tools
- Scouter who can work effectively in the district to get things done

Training and Recognition

- Complete basic training for DC/ADC.
- Complete the onboarding process with an assigned coach.
- Unit commissioner and district committee basic training are both recommended.
- Participate in College of Commissioner Science.