
ROUNDTABLE TASKS

Below is a listing of actions typically taken by a roundtable team. Sometimes there are tasks that a registered commissioner may not be able to attend to due to a conflict, and the show must go on. In other cases, the task might be something that the roundtable commissioner is learning and could use a hand to complete.

Regardless of the reasons, sharing the load is a great way to relieve the burden that some commissioners feel and will result in a smoothly run roundtable. These tasks can be completed by anyone, even if they are not registered as a roundtable commissioner. It is a way to expand your pool of volunteers as well as develop bench strength.

ROUNDTABLE TASK LIST

- Plan content and presenters
- Promote attendance at roundtable (virtual, in-person, or hybrid)
- Manage technology (for virtual and hybrid)
 - Set up virtual meeting
 - Start virtual meeting
 - Run slide deck and video
 - Move participants to proper breakout in virtual meeting
 - Monitor chat
 - Record meeting (Note: Portions of the meeting that may include youth are not to be recorded, per Digital Safety and Online Scouting guidelines.)
 - Post/share recording
 - Record attendance Host/Emcee
- Arrange in-person meeting location.
 - Set up meeting space
 - Clean and break down meeting space
- Start meeting
 - Hand off to next presenter
 - Serve as subject matter expert to field questions after videos from the National Service Center
- Present on agenda topics when no video is used
- Collect and distribute announcements