

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 Scouts. 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 Scouting America National Service Center or create their own content based on the needs of the district.



Responsibilities:

Plan

- Plan, promote, and execute regular roundtable programs that help unit leaders find solutions to challenges, provide networking opportunities, offer supplemental training, encourage feedback & partnership, 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 coordination and collaboration within the district to provide high-quality roundtables that attract district leaders and meet the needs of district volunteers.

Evaluate

- Conduct regular evaluations with the district commissioner and assistant roundtable commissioners to determine how roundtable can be improved.
- Discuss the effectiveness of roundtable in supporting unit service at the regular 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 and exhibits:

- 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
- The single best resource on roundtable

Training and Recognition

- Complete position-specific 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.