

Onboarding Record for District Commissioner & Assistant District Commissioner



Includes Onboarding Progress Record
& Arrowhead Honor Award Progress Record

and

The Role of the District Commissioner
& the District Commissioner Staff



District Commissioner and Assistant District Commissioner Onboarding Progress Record

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Commissioner Name: _____ BSA ID Number: _____

Registration

1. Register as a district commissioner or assistant district commissioner.

Completion Date: _____

Training / Information

2. Complete district commissioner/assistant district commissioner online basic training or the instructor led basic training.

Completion Date: _____

3. Review the information and resources available on www.scouting.org and www.scouting.org/commissioners, including the current issue of the commissioner newsletter, the awards and recognition section, and the Commissioner Manuals and Resources section, and Journey to Excellence sections.

Completion Date: _____

4. Confirm the dates and location of all district meetings.

Completion Date: _____

5. Create a personal *my.scouting.org* account and log in.

Completion Date: _____

6. Obtain contact information for the district chair and district executive. Meet with them to review district goals and health (If ADC, obtain your district commissioner's contact information and meet with your district commissioner to discuss your role).

Completion Date: _____

Performance

7. Log in to Commissioner Tools to identify units without an assigned commissioner and become familiar with unit commissioner assignments.

Completion Date: _____

8. Meet with all ADCs. Obtain a summary of the health of their units and the status of their unit commissioners, including length of service and training status. Obtain a summary of roundtable plans from the ADC-RT. If you are an ADC or DC without ADCs, meet with your unit commissioners and discuss their assigned units. Review their Unit Service Plans.



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Completion Date: _____

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9. Log in to Commissioner Tools; review unit health, contact frequency and completion of detailed unit health assessments and development of unit service plans.

Completion Date: _____

10. Chair or attend one district commissioner staff meeting.

Completion Date: _____

District Commissioners complete 11-13, ADCs skip to #14:

11. Confirm the dates and frequency of all council commissioner cabinet meetings.

Completion Date: _____

12. Meet with the council commissioner to discuss the number of unit commissioners required and your plans to recruit an adequate number of commissioners for the district.

Completion Date: _____

13. Discuss with council commissioner or designee your plans for training your team.

Completion Date: _____

Continuing Education / Recognition

14. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____

Approved by: _____

Coach

Coach's instructions:

The onboarding coach is responsible to ensure that the new commissioner has completed the prescribed online training or the facilitated in-person training. The coach will review the new commissioner's training record to verify that the online courses listed below have been completed or verify that the new commissioner has attended an in-person training session.



District Commissioner and Assistant District Commissioner Onboarding Progress Record

The coach will then review each of the onboarding requirements with the new commissioner and verify their completion by entering the completion date and signing the onboarding progress record.

When all of the training has been taken and the onboarding requirements have been met, the coach will add the D18 trained code to the new commissioner's training record using the training manager tool in My.Scouting.

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DISTRICT COMMISSIONER/ASST. DISTRICT COMMISSIONER	COURSE DESCRIPTION
SCO_906	Unit Service Concepts-District Commissioner
SCO_771	District Level Unit Service
SCO_777	The District
SCO_900	Unit Service in the District
SCO_901	Selecting & Assigning Unit Commissioners
SCO_902	Monitoring Unit Service in the District
SCO_774	Commissioner Tools Navigation and Simple Assessments
SCO_775	Detailed Assessments and Unit Service Plan
SCO_792	Commissioner Tools Reports
SCO_793	Commissioner Tools for Administrative Commissioners
SCO_794	Commissioner Tools for Roundtable Commissioners
SCO_903	Monthly District Commissioner Meeting
SCO_907	Charter Renewal in the District
SCO_908	Developing and Recognizing Commissioners - District

Revised: June 2022

Arrowhead Honor

Progress Record for District Commissioner/ADC

Name: _____

Address: _____

Phone/Email: _____

District/Council: _____

BSA Member ID: _____

The Arrowhead Honor recognizes proficiency in the contemporary tools and techniques commissioners use to provide effective unit service.

Prerequisites for the Arrowhead Honor include:

- A current Youth Protection Training certificate
- District Commissioner/ADC Basic Training

Completion Date: _____

The commissioner must complete the following in order to demonstrate focus on unit service and participation in continuing commissioner education:

Improve the quality of unit service within the district:

1. Chair, provide leadership or help plan at least 6 commissioner staff meetings within a 12 month period.

Completion Date: _____

2. At each staff meeting, review progress of new units, at risk units and units with priority needs.

Completion Date: _____

3. Work collaboratively to develop and implement a plan to track and hold unit commissioners accountable for logging meaningful unit contacts in Commissioner Tools.

Completion Date: _____

4. Develop goals for yourself that address both district needs and how you plan to coach another commissioner. Review those goals with the administrative commissioner assigned to you.

Completion Date: _____

5. Using the commissioner recognition program, ensure that commissioners who are eligible for awards are recognized within your district.

Completion Date: _____

6. District commissioners: Attend the majority of scheduled Cabinet or council-level commissioner staff meetings.

Completion Date: _____

Support unit growth:

1. Work collaboratively to ensure at-risk and priority units have an assigned commissioner who is actively engaged with the unit.

Completion Date: _____

2. Develop and implement a plan to seek and invite new commissioners in order to increase the total number of unit commissioners in the district. Orient and assign new commissioners to units.

Completion Date: _____

3. Demonstrate proficiency in Commissioner Tools by utilizing available reports during staff meetings. Encourage unit commissioners to include meaningful comments in their assessments.

Completion Date: _____

Link unit needs to district operating committees:

1. Attend the majority of district committee meetings during a 12 month period and report on unit service issues. ADCs should attend district committee meetings when requested.

Completion Date: _____

2. District Commissioners should actively participate in district Key 3 meetings and ensure unit service issues are on the agenda.

Completion Date: _____

3. Ensure every unit commissioner has a list of district committee chairs and contact information.

Completion Date: _____

Support on time charter renewal:

1. Provide charter renewal training when needed and assist unit commissioners to ensure all units complete recharter on time.

Completion Date: _____

Continuing Education:

1. Complete the Onboarding process with an assigned coach.

Completion Date: _____

2. Attend at least one College of Commissioner Science, Commissioner Conference, National Impact Session or equivalent advanced training specifically designed for commissioners.

Completion Date: _____

Approved by: _____

Council Commissioner/Assistant Council Commissioner

Date: _____

Recognition Items:

1. Arrowhead Honor Award certificate (Template available on the Awards and Recognition page of the Commissioner's website at Scouting.org.) <https://www.scouting.org/commissioners/recognition/>
2. Commissioner Arrowhead Honor emblem (#604940)

DISTRICT COMMISSIONER



THE ROLE OF THE DISTRICT COMMISSIONER

The role of a district commissioner involves just five things:

- To **envision** what effective unit service in a district will look like and what goals must be accomplished during their term of service to fulfill that vision.
- To **represent** volunteers and Scouts to the district committee and district professionals.
- To **recruit** assistant district commissioners and an adequate number of roundtable and unit commissioners to provide effective unit service.
- To **retain** commissioners and units (ensuring commissioners are given assignments that fit well with their passion, potential, and priorities and recognizing their achievements and that units receive effective service to support retention).
- To **enable** commissioners to be successful (including ensuring commissioners complete onboarding, and training, are given assignments that are a good match for their passion, potential and priorities, are provided with a clear definition of success and are recognized for their achievements).

BY THE BYLAWS: THE DISTRICT COMMISSIONER

The role of the District Commissioner is defined by a local council's bylaws and typically includes:

"The District Commissioner is responsible for seeing that the unit service function is performed in the District.

The district commissioner shall:

- (a) Supervise the activities of the district commissioner staff and preside at regular meetings of assistant district commissioners, roundtable commissioners and unit commissioners in the district.
- (b) Lead efforts to recruit an adequate commissioner staff to provide continuing and effective commissioner service for each unit.
- (c) Provide a year-round training program for commissioners in the district.
- (d) Maintain the standards of the Boy Scouts of America, uphold national policies, promote good uniforming, and lead efforts to hold regular roundtable programs in the district.
- (e) Be concerned with proper recognition of unit leaders. Maintain their morale, periodically reporting unit conditions to the District Committee.

- (f) Maintain a good working relationship with the district executive.
- (g) Maintain procedures to assure maximum on-time unit charter renewal in the district.
- (h) Work with the District Chairman to secure the help of committees in meeting unit needs.

The District Commissioner must be at least 21 years of age and election is subject to approval and issuance of a commission as District Commissioner by the Boy Scouts of America.

BY THE BYLAWS: THE COMMISSIONER STAFF

A local council's bylaws also provide information about the commissioner staff and typically includes:

"The commissioner staff may be composed of the local council commissioner, one or more assistant council commissioners, district commissioners, assistant district commissioners, roundtable commissioners, and unit commissioners. All individuals selected to serve as commissioners shall be approved by the Council Commissioner and Scout Executive. Each such Scouter shall be 21 years of age or older and upon appointment be approved for and hold through their tenure a commission for such position issued by the Boy Scouts of America.

The council/district commissioner staff shall be selected as required and in such a manner as is in the commissioner manuals of the Boy Scouts of America for the local council's adopted plan of council and district organization, the Rules and Regulations of the Boy Scouts of America, and these bylaws.

Each member of the commissioner staff shall carry out the mission of the position for which commissioned in cooperation with the council's plan for the delivery of its programs to chartered organizations and community groups and in accord with these bylaws, policies, procedures, and the Rules and Regulations of the Boy Scouts of America."

QUICK REFERENCE FOR DISTRICT COMMISSIONERS

The District Commissioner

- Is:
 - Leader of all the district's commissioners
 - Uniformed volunteer
 - Chief morale officer for the district
 - Chief accountability officer (for Unit Service) for the district
 - Representative of district's youth and uniformed volunteers
 - Member of the district Key 3
 - Other council committees (as appointed)
- Enables:

- Fulfillment of our mission:
 - As commissioners, we share the BSA’s mission: To prepare youth to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.
- Fulfillment of our vision:
 - Every member of the BSA has a great Scouting experience.
- Achievement of our objectives:
 - Supporting unit growth and retention through the journey to excellence.
 - Contacting units and capturing in commissioner tools their strengths, needs, and a unit service plan that enables continuing improvement.
 - Linking unit needs to district operating committee and other resources.
 - Supporting timely unit, district, and council charter renewals.
 - Supporting unit leaders by collecting and distributing information, enabling program training, and providing networking opportunities.
- Achievement of our goals:
 - Enable an increased number of units.
 - Enable the retention rate of units.
 - Enable implementation of a unit service plan through collaborative detailed assessments and an increased number of significant unit contacts.
- Use of contemporary Unit Service tools and techniques:
 - The Unit Performance Guide Methodology
 - The Unit Key 3
 - The Unit Service Plan
 - Journey to Excellence
 - my.Scouting tools (including Commissioner Tools)
 - Continuous recruiting
 - Assigning available resources to the greatest needs
- Ensures:
 - Orienting, training, and onboarding of all new commissioners
 - Continuous training of all commissioners (annual conference, college of commissioner science, commissioner meetings, national commissioner conferences etc.)
 - Recognition of commissioners
 - Reporting progress toward all Unit Service goals
 - Assessing the commissioner corps and implementing changes as needed
 - Developing succession plans for the commissioner corps

RELATIONSHIPS

Effective Unit Service is dependent upon building and maintaining relationships. District commissioners should build strong relationships wherever possible in Scouting, but some are particularly important:

- District Chairman – the district chairman and district commissioner are both members of the district’s Key 3. Together (and with the district executive) they are responsible for ensuring all four of Scouting’s functions (Finance, Membership, Program, and Unit Service) are enabling the district to better serve more youth.
- District Executive – Together (and with the district chairman) they are responsible for ensuring all four of Scouting’s functions (Finance, Membership, Program, and Unit Service) are enabling the district to better serve more youth.
- Assistant District Commissioners – the district commissioner appoints assistant district commissioners to be accountable for key elements of Unit Service. Those may include geographic areas of the district (e.g., service areas), elements of Unit Service (e.g., training, recognition, data analysis and reporting, etc.), and/or special initiatives (e.g., implementation of my.scouting tools, etc.).

KEY 3 MEMBERSHIP

The district commissioner should be an active, engaged member of the district’s Key 3. In that role, the district commissioner should attend and participate in meetings of the district’s Key 3. It would also be appropriate to serve on other district committees as appointed (examples could include strategic planning, membership plan development etc.).

It is appropriate for the district commissioner to attend meetings in uniform.

The role and responsibilities of the district commissioner were identified earlier in this section. The district chairman and district executive have equally clearly defined roles and responsibilities.

- District Chairman
 - Top volunteer officer of the district
 - Officer of the local council
 - Working with the district nominating committee, fills key district committee openings
 - Sets priorities and objectives for the district, consistent with the council’s strategic plan
- District Executive
 - Director of the district’s professional and administrative staff
 - Adviser to the district chairman and district commissioner

IT STARTS WITH A VISION

Every district commissioner should have a vision for their term of service: a picture of what success will look like when that term is finished.

A starting point should be our national vision for Unit Service:

Unit Service will enable units to better serve more youth by providing an adequate number of trained commissioners who provide a link to district operating committee resources in support of a quality unit program.

A district commissioner's vision should support our national vision **and** be responsive to local needs.

District commissioners should strive to identify three to four short term goals within 30 days of assuming the position. Those may focus, for example, on starting to build key relationships, reviewing available data on current Unit Service performance for the district, and soliciting feedback from Key 3 members regarding perceived strengths and needs of Unit Service.

Following that, district commissioners should seek a deeper understanding of the current strengths and needs of Unit Service in the district and use that to develop a vision for their term of service. District commissioners are encouraged to develop vision statements that are supportive of the council commissioner's vision and also responsive to local district needs. SMART goals should be established to enable fulfillment of vision statements.

District commissioners should strive to establish vision statements within 90 days of assuming the position.

RESOURCES

- Getting Started as a District Commissioner – District Commissioner Basic training in the BSA Learn Center – The First 90 Days
 - <https://my.scouting.org/>
- Recruiting Commissioners
 - <https://www.scouting.org/wp-content/uploads/2018/07/Recruiting-Commissioners-FINAL.pdf>
- Commissioner Awards and Recognition
 - <https://www.scouting.org/wp-content/uploads/2018/07/Commissioner-Awards-and-Recognition-FINAL.pdfx>
- Unit Service Plan
 - <https://www.scouting.org/wp-content/uploads/2018/07/The-Unit-Service-Plan-FINAL.pdf>
- Self-Assessment of Commissioners
 - <https://www.scouting.org/wp-content/uploads/2018/07/Self-Assessment-of-Commissioners-FINAL.pdf>
- Orientation, Onboarding, and Training Commissioners – BSA Learn Center
 - <https://my.scouting.org/>
- Journey to Excellence Scorecards
 - <https://www.scouting.org/awards/journey-to-excellence/>
- Journey to Excellence Tracking Workbooks
 - <https://www.scouting.org/awards/journey-to-excellence/>
- Using Commissioner Tools – BSA Learn Center
 - <https://my.scouting.org/>
 - Key Segments:
 - *Accessing Commissioner Tools*
 - *The Units Tab*
 - *Simple Assessments*
 - *Entering a Unit Contact*
 - *Unit Assessment Scoring Matrix*
 - *The Detailed Assessment for Commissioners*

THE DISTRICT COMMISSIONER STAFF

A district has several types of commissioners. Administrative commissioners (District and Assistant District Commissioners) lead and support the unit commissioners. Unit commissioners relate directly to units. Roundtable commissioners plan and execute the monthly roundtables in the district.

THE DISTRICT COMMISSIONER

This leader is recommended by the district nominating committee for approval and appointment by the council executive board with the concurrence of the Scout Executive. The district commissioner leads the commissioner staff of the district, guiding and measuring the districts unit service function of the program. The district commissioner is one member of the district key 3. The district chairman and the district executive make up the other members of the key 3.

Major responsibilities include:

- Develop a vision for unit service in the district and a plan to fulfill the vision.
- Recruit a full staff of commissioners to include assistant district commissioners, roundtable commissioners and unit commissioners.
- Oversee the training program for all commissioners in the district and encouraging commissioners to take training.
- Guide unit commissioners to contact each unit regularly, identify unit strengths and needs, and using the Unit Service Plan, make plans to meet their needs.
- Ensure that unit commissioners are performing detailed collaborative assessments which is the precursor to creating a unit service plan.
- Encourage unit commissioners to enter both their unit contacts and unit service plans in *Commissioner Tools*.
- Make sure the roundtable commissioners are providing a vibrant roundtable each month.
- Work with the district chairman and district executive as a member of the district's Key 3.
- Plan and preside at monthly meetings of the district commissioner staff. *See Appendix A for sample meeting agenda.*
- Attend district committee meetings to report on conditions of units and to link district resources to units to secure specialized help for units.
- Represent the district as a member of the council commissioner's cabinet.

- Use *Commissioner Tools* to review the health of units and review activities of the commissioners in your District, and monitor roundtable attendance.
- Review the recognition of all commissioners in the district.

ASSISTANT DISTRICT COMMISSIONERS

A district may have one or more assistant district commissioners. Each is responsible for an assigned share of the units in the district and the unit commissioners who serve those units. Assistant district commissioners are often assigned a geographic area of the district. They work closely with the district commissioner and district executive.

Major responsibilities include:

- Become familiar with the vision the district commissioner has created and understand your role in fulfilling the vision.
- Recruit enough unit commissioners to serve their assigned units and area.
- Conduct personal coaching and orientation sessions for unit commissioners.
- Maintain regular contact with their unit commissioners to provide guidance in unit service needs.
- Meet with their team of unit commissioners at the monthly district commissioner meeting to plan specific actions to help units be more successful.
- Serve units with no assigned unit commissioner.
- Help unit commissioners evaluate and improve their unit service performance.
- Assist unit commissioners in using *Commissioner Tools*, including adding entries for commissioners who are unable to add their own.
- Track charter renewal status of all their units.
- Use *Commissioner Tools* to review the health of the units; review commissioner activity in recording contacts and creating unit service plans; and monitor roundtable attendance.
- Be sure to recognize the accomplishments of the commissioners in your charge.

UNIT COMMISSIONERS

Many unit commissioners serve more than one type of unit. One might serve a Cub Scout pack, a Scouts BSA troop, Venturing crew, Sea Scout ship or an Explorer post in the same chartered organization. Other unit commissioners may serve only packs, only troops, only crews, only ships or only posts or clubs. Check with your commissioner leader or coach to see how your district is organized.

The unit commissioner is a Scouting generalist whose passionate overriding mission in Scouting is to help units better serve more youth through scouting. Specific responsibilities

include just 5 things. Listed under each are suggested methods for accomplishing the responsibility.

1. Supporting unit growth and retention through the journey to excellence.
 - a. Use the Unit Service Plan to help guide units to continuous improvement.
2. Contacting units and capturing in commissioner tools their strengths, needs, and a unit service plan that enables continuing improvement.
 - a. Serve as the unit leader's friend and coach.
 - b. Offer encouragement and support.
 - c. Use a detailed collaborative assessment with the unit's leaders at least two times per year to review the unit's strengths and needs.
 - d. Create a Unit Service Plan based on the detailed collaborative assessment.
3. Linking unit needs to district operating committee and other resources.
 - a. Use members of the district operating committees to help meet the needs of your unit(s). As a unit commissioner you are not expected to know everything.
 - b. The district operating committee can provide access to subject matter experts who can address the unit's specific need.
 - c. Engage other resources (for example; from another unit) when needed.
4. Supporting timely unit, district, and council charter renewals.
 - a. Facilitate the on-time annual charter renewal of all assigned units using *Internet Rechartering* or the traditional paper rechartering method.
 - b. See that a completed charter renewal application is returned to the council service center.
 - c. Present the new charter at an appropriate meeting of the chartered organization.
5. Supporting unit leaders by collecting and distributing information, enabling program training, and providing networking opportunities.
 - a. Unit commissioner can promote roundtable attendance in their assign units.

ROUNDTABLE COMMISSIONERS

Roundtable commissioners are responsible for the monthly Roundtable in the district.

Roundtables are monthly meetings where scout leaders from all units attend. When skillfully executed, the roundtable experience will inspire, motivate, and enable unit leaders to provide a stronger program for their youth.

There are two main purposes of Roundtables. First, to provide **the skill to do** – skills, techniques, information, program ideas – the know-how that makes for a successful unit. And second; to provide unit leadership with **the will to do** – the morale, enthusiasm, inspiration, and vision that periodically renews the desire to serve youth.

Major responsibilities include:

- Recruit and train a staff of Assistant Roundtable commissioners to put on quality roundtables for unit personnel.
- Plan and conduct monthly roundtable programs using the National roundtable guidelines.
- Make arrangements for roundtables, including meeting places, equipment and supplies.
- Conduct regular critiques to determine how roundtables can be improved.
- Use *Commissioner Tools* to enter roundtable attendance.

DISTRICT EXECUTIVE

Strictly speaking, district executives are not commissioners, but they are full-time *commissioned* leaders of the Boy Scouts of America. The first scouting professionals came from the ranks of commissioners and that, to this day, they and commissioners share the Wreath of Service. District executives share the same objectives as the commissioners: to help units better serve more youth through Scouting.

The district executive is a Scouting friend and coach for every commissioner in the district. He or she is employed by the council and works under the direction of the council Scout executive. The district executive works to deliver the Scouting program through the volunteers. The Scouting organization is volunteer driven, professionally guided.

The District Executive is a member of the District key 3.

You can expect your district executive to:

- Provide professional coaching.
- Give inspiration and encouragement.
- Maintain regular contact with the heads of chartered organizations.
- Keep district records up to date.
- Arrange for help from the council service center.
- Provide vital behind-the-scenes administrative skills.
- Work with and support volunteers on the unit and district level.
- Suggest and support action plans for recruiting district volunteers.
- Provide needed data that is not available to volunteers.

Both commissioners and professionals share responsibility for building good working relationships. Good volunteer-professional relationships are characterized by mutual trust, mutual respect, and mutual recognition of each other's role and competency.

Be accessible to your district executive. Exchange phone numbers, email addresses, mailing addresses, etc. Return his or hers calls. Be respectful of each other's vacation or family time. Help make the most efficient use of each other's Scouting time.

Commissioners should know that they can turn to their professional for advice and troubleshooting. Develop good communications in which you and your district executive listen to and understand each other.

Take good care of your district executive. Your district executive cares about you.

RESOURCES

Volunteer- Professional Relationships –

- <https://www.scouting.org/wp-content/uploads/2018/07/Volunteer-Professional-Relationships-FINAL.docx>

Social Media

[Commissioners of the Boy Scouts of America](#) “Official” Facebook page

[Commissioner Training – BSA](#) Facebook page

[BSA Roundtable Commissioners](#) Facebook page

[Commissioner Service \(Boy Scouts of America\)](#) Facebook page

[Commissioners of the Boy Scouts of America](#) LinkedIn page

[Scout Commissioner Corner](#) Yahoo! group

APPENDIX A

Sample District Commissioner Meeting Agenda

Attending, DC, DE, ADCs, ADC RT, ADC Training, ADC Commissioner Tools Champion

- Welcome District Commissioner
- Opening Prayer/ Pledge/ Oath & Law Assigned by DC
- ADC Breakout session
 - Unit Commissioner Issues ADCs
 - RT Commissioner session ADC RT

Gather back together

- ADC Reports Challenges with Unit Service ADCs
- Training Opportunity (Detailed Assessment) ADC Commissioner Tools
- District Executive Minute District Executive
- Open Forum
- District Commissioner Minute District Commissioner

Next District Commissioner Cabinet Meeting Date