POSITION DESCRIPTION

TITLE: Roundtable Commissioner **FUNCTION:** Service

POSITION REPORTS TO: District Commissioner

TERM OF SERVICE: _____ **START DATE:** _____ **END DATE:** _____

POSITION RESPONSIBILITIES:

Responsible for conducting monthly Roundtable Meetings. Provide enthusiasm and ability to train and motivate district and unit personnel. Meet with the Commissioners and report any activities related to Roundtables. Responsible for delivering a quality program experience for the adults of the District.

PRINCIPAL RESPONSIBILITIES:

- Conduct monthly roundtable meetings:
  - Develop regular roundtable plans.
  - Participate in the annual council roundtable planning conference.
  - Meet with the District Executive and District Commissioner to review the council's master roundtable plan and adapt to the district plans.
  - Lead a monthly roundtable planning session.
  - Use national aids: *Boy Scout* or *Cub Scout Roundtable Planning Guide,* Roundtable Planning Sheets, *Scouting* magazine, *Programs Helps, Boy's Life,* etc.
  - Determine what contributions can be made by resource people, and arrange for their participation.
- Recruit roundtable staff, as needed, to handle program elements, projects, physical arrangements, hosting, and participation.
- Train roundtable staff:
  - Use the Boy Scout or Cub Scout Roundtable Planning Guide.
  - Working well in advance, assign specific roundtable program projects.
  - Follow through with those who have accepted assignments.
- Secure help from commissioner staff:
  - Report on roundtable plans regularly at each district commissioner staff meeting.
  - Enlist the District Commissioner's cooperation in getting Unit Commissioners to attend roundtables.
- Promote roundtable attendance:
  - Obtain the Unit Commissioner's help in bringing new leaders to roundtables.
  - Follow up on units not participating.
- Evaluate roundtables.
- Involve unit adults in training and roundtables.

POSITION QUALIFICATIONS:

- Have strong background in Scouting.
- Have ability to recruit top level people to serve Roundtable Staff.
- Have an interest in serving the youth of the community.