

Facilitator's Guide Overview

"Successful Councils Are Volunteer Driven, Professionally Guided."

Welcome to Council Executive Board Orientation. This guide includes the following components:

- I. Overview of training modules
- II. Who should attend this training?
- III. Which modules are recommended for different positions on the board? (See Modules Recommended for Executive Board Positions later in this introduction.)
- IV. Listing of resources and tools

I. Overview of training modules

This 17-module training has been developed to assist you in understanding and carrying out your responsibilities as a council executive board member—officer, committee chair, or council member at large, or Advisory Council.

The 17 modules should be presented to new and experienced board members as a part of your annual training and goal-setting session. You can present all 17 at one time at a board retreat, or present two to three, based on the time available. You can use the modules based on the needs of your board and committees.

You can present some sessions in the orientation of your council committees, and as presentations to your district key leadership in their understanding of how the council is organized. After showing the video, the discussion time for each module will vary, based on your local council needs, and depending on the experience level of your audience.

II. Who should attend this training?

This training is designed for new and experienced members of the following groups:

1. Executive board
2. Council Key 3
3. Council officers
4. Council committee chairs
5. Council committee members
6. District chairs
7. Advisory Council members
8. Chartering organization representatives
9. Other professional Scouters who work with these groups as advisers

III. Which modules are recommended for different positions on the board?

(See Modules Recommended for Executive Board Positions on the next page.)

The listing of each module will give you a suggested recommendation for modules that should be shared or viewed by each position on your executive board. The council Key 3 can tailor the training to meet your local council needs.

IV. Listing of Resources and Tools

Presentation tools needed include

- LCD projector
- Laptop computer
- Extension cord and power strip
- Flip chart, easel, and markers
- Whiteboard, markers, and eraser

The Council Executive Board Orientation consists of lesson plans and online videos that are available to stream or download. Handouts are available in the [online appendix](#) and should be printed for distribution to participants. Some of the resources would be better displayed in color by using a color printer.

V. Credits

The materials in this orientation were developed in collaboration with the following:

Finance Impact Department, BSA

Development and Strategic Initiatives Group

Mission Impact Team, BSA

Council Operations Group

Modules Recommended for Executive Board Positions

These are the suggested recommendations for modules that should be shared/viewed by each position on your Executive Board. The council Key 3 can tailor the training to meet the needs of your local council.

Board Position	Modules																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
President	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Council commissioner	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Scout executive/other professional	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Executive board members	X	X	X	X	X						X						X
Officers/committee chairs	X	X	X	X	X		X					X					X
Membership function	X	X	X	X	X												X
Fund development function	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Program function	X	X	X	X	X						X	X	X	X	X	X	X
Unit service function	X	X	X	X	X							X	X	X	X	X	X
District chair	X	X	X	X	X		X					X	X	X	X	X	X
Advisory Council	X	X	X	X	X							X					X
Charter organization representative	X	X	X	X	X							X	X	X	X	X	X