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THE COMMISSIONER

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www.scouting.org/commissioners

Announcing Commissioner Basic Online Training!

By Tim Acree

With the launch of Commissioner Basic Online Training, commissioners now can get trained on their own schedule—anytime, anywhere. These courses can be viewed on your PC or tablet, making it very easy and efficient to complete Commissioner Basic Training.

Courses are conveniently organized by role—unit commissioner, roundtable and assistant roundtable commissioner, district and assistant district commissioner, and council and assistant council commissioner—meaning you'll know exactly which training courses you need to complete to be considered "trained" for your position. Region and area commissioner online training will be available this coming fall.

Modules range from five to 15 minutes in length. They're designed to be completed at your own pace—all at once or one at a time.

Orientation

If you are not yet familiar with Scouting as a whole, available orientation courses include:

- Aims and Methods of the BSA
- BSA Organizational Structure
- What Is Cub Scouting?
- What Is Boy Scouting?
- What Is Venturing?
- What Is Sea Scouting?
- What Is Exploring?
- What Is Learning for Life?

At minimum, commissioners new to the BSA should take the first two modules listed above and then complete modules for each type of unit they will be serving. To get a more complete picture of the Scouting program, all orientation modules may be taken if desired. Experienced volunteers within the BSA may skip these orientation modules. They are optional and not part of the formal learning plan.

Commissioner Basic Training

The next step, assuming you are familiar with Scouting or have completed the orientation courses, is to complete modules that are grouped into three learning plans for each commissioner position:

- Before the first meeting
- First 30 days in your commissioner role
- Position trained

Learning plans are a set of courses explaining the aspects of commissioner service and providing information about what you need to know as you develop in your role. These learning plans are provided at the end of this article.

All modules remain available after you've viewed them, so you can return to review any section at any time in the future.

Commissioner Onboarding

The final phase of Basic Training is to complete the onboarding worksheet with a mentor. The onboarding worksheet is a set of about 10 to 12 tasks that the mentor and protégé will do together and can be completed in a short time frame. Examples of tasks with your mentor include:

- Making sure you are registered as a commissioner
- Creating a personal *my.scouting.org* account (if you don't already have one) and then logging in
- Completing the Basic Training required for your position
- Obtaining contact information for the administrative commissioners to whom you report
- Confirming the dates and locations of all meetings you are supposed to attend

When these activities are complete, check them off the interactive onboarding worksheet available in the "position trained" learning plan and submit it. Your training record will automatically be updated, and you will be designated as "trained" in Training Manager.



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The role of mentors is to form a relationship with new commissioners by making them feel welcome and comfortable in their new role. Mentors can be anyone designated by the district or council commissioner. Depending on the position, it may be the commissioner who recruited them, an assistant district commissioner to whom they may report, the assistant district commissioner for training, the assistant council commissioner for training, any assistant council commissioner, or another unit commissioner or roundtable commissioner who is considered to be well versed in their role. The decision as to whom the mentor is lies with the district or council commissioner.

The mentor should be involved in helping the new commissioner complete all items on the onboarding worksheet and enter them in the worksheet. These items, which can be completed in any order, are considered critical for the success of a new commissioner.

A Little History

This project was started at the beginning of 2016 with the key objectives of online commissioner training being:

1. To make the training easy, efficient, and accessible to assist a new commissioner in becoming effective as quickly as possible
2. To integrate the four pillars of commissioner service into the learning modules for commissioners
3. To build consistency within training
4. To provide new commissioners with training content as they need it to support their development in the position

These modules are a mixture of courses. Some modules came from District Operations Basic and are the same modules used by the professional staff. Some came from the work done by Bob Hoffmeyer for Commissioner Tools. And some were created specifically for online training using material from instructor-led training.

A special thanks to the team responsible for the creation of these training modules:

Stephen Bohrer	Content reviewer
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Offline Learning

Learners who prefer to complete their courses in a classroom environment can find course dates by contacting their local district or council commissioner staff. The syllabus for instructor-led Basic Training will still be available at www.scouting.org/Commissioners/training/basic_training.aspx. The student will still need to complete the onboarding worksheet with a mentor, and the training must then be entered with the proper training code in Training Manager for the commissioner to be considered trained.

Final Thoughts

If you have already completed Basic Training for your role, you are not required to take these courses. However, even if you have completed Basic Training, you might consider refreshing your training by taking these modules in the BSA Learn Center. There are several advantages for doing this. First, you will be updated on the latest information on commissioner service. Second, this will give you a baseline for when you change positions—you will need to take only those courses that differ to be trained for your new position. And third, it's easy and fun!

Also, unit commissioner training for those supporting Exploring units will be an optional module for unit commissioners.

Should you have any questions about Commissioner Basic Online Training, please contact Tim Acree, national commissioner support staff training chair, at tim.acree@comcast.net.





COMMISSIONER POSITION TRAINED REQUIREMENTS

UNIT COMMISSIONER

ACCLIMATION

SCO_1000	AIMS AND METHODS	11.0
SCO_1002	BSA ORGANIZATIONAL STRUCTURE DEVELOPMENT	9.0
SCO_1004	WHAT IS CUB SCOUTING	12.0
SCO_1003	WHAT IS BOY SCOUTING	13.0
SCO_1007	WHAT IS VENTURING	9.5
SCO_1006	WHAT IS LEARNING FOR LIFE	7.5
SCO_1005	WHAT IS EXPLORING	11.0
SCO_607	WHAT IS SEA SCOUTS	12.5

TOTAL TIME: 1 HOUR 26 MIN

BEFORE 1ST MEETING

SCO_758	COMMISSIONER SERVICE FOUNDATION	4.0
SCO_733	COMMISSIONER STRUCTURE	8.0
SCO_734	ROLE OF THE UNIT COMMISSIONER	6.0
SCO_720	ACCESSING COMMISSIONER TOOLS	6.5
SCO_721	THE UNITS TAB IN COMMISSIONER TOOLS	3.5
SCO_735	CONTACTING UNITS AND CAPTURING STRENGTHS/NEED	8.0
SCO_724	ENTERING A SIMPLE ASSESSMENT	5.5
SCO_722	ENTERING A UNIT CONTACT IN COMMISSIONER TOOLS	3.0

TOTAL TIME: 45 MIN

FIRST 30 DAYS

SCO_740	DISTRICT STRUCTURE	5.0
SCO_742	THE DISTRICT COMMISSIONER ROLE	7.0
SCO_743	THE ASSISTANT DISTRICT COMMISSIONER ROLE	11.3
SCO_723	UNIT ASSESSMENT SCORING MATRIX	2.0
SCO_744	MONTHLY COMMISSIONER STAFF MEETING	6.0
SCO_746	JOURNEY TO EXCELLENCE FOR COMM	3.5
SCO_747	UNIT SERVICE PLAN	15.5

TOTAL TIME: 51 MIN

FIRST 90 DAYS

SCO_727	THE REPORTS BUTTON FOR COMMISSIONER TOOLS	2.0
SCO_725	THE DETAILED ASSESSMENT FOR COMMISSIONERS TOOLS	12.0
SCO_748	SUPPORT ON TIME CHARTER RENEWAL	6.5
SCO_749	COMMISSIONERS TRAINING CONTINUUM AND RESOURCES	4.5
SCO_755	UNIT COMM ONBOARDING WORKSHEET ACKNOWLEDGMENT	1.0

TOTAL TIME: 26 MIN

COUNCIL COMMISSIONER

ACCLIMATION

SCO_1000	AIMS AND METHODS	11.0
SCO_1002	BSA ORGANIZATIONAL STRUCTURE DEVELOPMENT	9.0
SCO_1004	WHAT IS CUB SCOUTING	12.0
SCO_1003	WHAT IS BOY SCOUTING	13.0
SCO_1007	WHAT IS VENTURING	9.5
SCO_1006	WHAT IS LEARNING FOR LIFE	7.5
SCO_1005	WHAT IS EXPLORING	11.0
SCO_607	WHAT IS SEA SCOUTS	12.5

TOTAL TIME: 1 HOUR 26 MIN

BEFORE 1ST MEETING

SCO_758	COMMISSIONER SERVICE FOUNDATION	4.0
SCO_733	COMMISSIONER STRUCTURE	8.0
SCO_734	ROLE OF THE UNIT COMMISSIONER	6.0
SCO_721	THE UNITS TAB IN COMMISSIONER TOOLS	3.5
SCO_735	CONTACTING UNITS AND CAPTURING STRENGTHS/NEED	8.0
SCO_752	COUNCIL COMMISSIONER ROLES & RESPONSIBILITIES	10.0

TOTAL TIME: 40 MIN

FIRST 30 DAYS

SCO_720	ACCESSING COMMISSIONER TOOLS	6.5
SCO_724	ENTERING A SIMPLE ASSESSMENT IN COMMISSIONER TOOLS	5.5
SCO_740	DISTRICT STRUCTURE	5.0
SCO_742	THE DISTRICT COMMISSIONER ROLE	7.0
SCO_743	THE ASSISTANT DISTRICT COMMISSIONER ROLE	11.3
SCO_753	THE COUNCIL COMMISSIONER STAFF	4.0
SCO_754	MEETINGS OF THE COUNCIL COMMISSIONER	6.5
SCO_722	ENTERING A UNIT CONTACT IN COMMISSIONER TOOLS	3.0

TOTAL TIME: 49 MIN

FIRST 90 DAYS

SCO_738	THE SIX W'S OF ROUNDTABLES	8.0
SCO_739	THE ROUNDTABLE ADC AND ACC	14.0
SCO_746	JOURNEY TO EXCELLENCE FOR COMM	3.5
SCO_731	COMMISSIONER ADMINISTRATION	4.0
SCO_747	UNIT SERVICE PLAN	15.5
SCO_727	THE REPORTS BUTTON FOR COMMISSIONER TOOLS	2.0
SCO_748	SUPPORT ON TIME CHARTER RENEWAL	6.5
SCO_749	COMMISSIONERS TRAINING CONTINUUM AND RESOURCES	4.5
SCO_760	COUNCIL COMMISSIONER ONBOARDING WORKSHEET	1.0

TOTAL TIME: 59 MIN

*In addition to the learning plans above, Youth Protection training is required for all BSA registered volunteers.





COMMISSIONER POSITION TRAINED REQUIREMENTS

DISTRICT COMMISSIONER

ACCLIMATION

SCO_1000 AIMS AND METHODS	11.0
SCO_1002 BSA ORGANIZATIONAL STRUCTURE DEVELOPMENT	9.0
SCO_1004 WHAT IS CUB SCOUTING	12.0
SCO_1003 WHAT IS BOY SCOUTING	13.0
SCO_1007 WHAT IS VENTURING	9.5
SCO_1006 WHAT IS LEARNING FOR LIFE	7.5
SCO_1005 WHAT IS EXPLORING	11.0
SCO_607 WHAT IS SEA SCOUTS	12.5

TOTAL TIME: 1 HOUR 26 MIN

BEFORE 1ST MEETING

SCO_758 COMMISSIONER SERVICE FOUNDATION	4.0
SCO_733 COMMISSIONER STRUCTURE	8.0
SCO_734 ROLE OF THE UNIT COMMISSIONER	6.0
SCO_740 DISTRICT STRUCTURE	5.0
SCO_1012 DISTRICT COMMITTEE STRUCTURE	8.0
SCO_742 THE DISTRICT COMMISSIONER ROLE	7.0
SCO_743 THE ASSISTANT DISTRICT COMMISSIONER ROLE	11.3
SCO_744 MONTHLY COMMISSIONER STAFF MEETING	6.0

TOTAL TIME: 55 MIN

FIRST 30 DAYS

SCO_720 ACCESSING COMMISSIONER TOOLS	6.5
SCO_721 THE UNITS TAB IN COMMISSIONER TOOLS	3.5
SCO_735 CONTACTING UNITS AND CAPTURING STRENGTHS/NEED	8.0
SCO_724 ENTERING A SIMPLE ASSESSMENT IN COMMISSIONER TOOLS	5.5
SCO_722 ENTERING A UNIT CONTACT IN COMMISSIONER TOOLS	3.0
SCO_737 THE ROUNDTABLE COMMISSIONER	17.5
SCO_738 THE SIX W'S OF ROUNDTABLES	8.0
SCO_739 THE ROUNDTABLE ADC AND ACC	14.0
SCO_723 UNIT ASSESSMENT SCORING MATRIX IN COMMISS. TOOLS	2.0
SCO_729 THE ROUNDTABLE TAB IN COMMISSIONER TOOLS	6.5
SCO_751 USING THE ROUNDTABLE PLANNING GUIDES	17.0

TOTAL TIME: 1 HOUR 32 MIN

FIRST 90 DAYS

SCO_746 JOURNEY TO EXCELLENCE FOR COMM	3.5
SCO_730 USING THE COMMISSIONER PROFILE TAB	2.8
SCO_731 COMMISSIONER ADMINISTRATION	4.0
SCO_747 UNIT SERVICE PLAN	15.5
SCO_727 THE REPORTS BUTTON FOR COMMISSIONER TOOLS	2.0
SCO_725 THE DETAILED ASSESSMENT FOR COMMISSIONERS TOOLS	12.0
SCO_748 SUPPORT ON TIME CHARTER RENEWAL	6.5
SCO_757 THE ROUNDTABLE TEAM	15.0
SCO_749 COMMISSIONERS TRAINING CONTINUUM AND RESOURCES	4.5
SCO_759 DC/ADC COMMISSIONER ONBOARDING WORKSHEET	1.0

TOTAL TIME: 1 HOUR 7 MIN

ROUNDTABLE COMMISSIONER

ACCLIMATION

SCO_1000 AIMS AND METHODS	11.0
SCO_1002 BSA ORGANIZATIONAL STRUCTURE DEVELOPMENT	9.0
SCO_1004 WHAT IS CUB SCOUTING	12.0
SCO_1003 WHAT IS BOY SCOUTING	13.0
SCO_1007 WHAT IS VENTURING	9.5
SCO_1006 WHAT IS LEARNING FOR LIFE	7.5
SCO_1005 WHAT IS EXPLORING	11.0
SCO_607 WHAT IS SEA SCOUTS	12.5

TOTAL TIME: 1 HOUR 26 MIN

BEFORE 1ST MEETING

SCO_758 COMMISSIONER SERVICE FOUNDATION	4.0
SCO_733 COMMISSIONER STRUCTURE	8.0
SCO_720 ACCESSING COMMISSIONER TOOLS	6.5
SCO_737 THE ROUNDTABLE COMMISSIONER	17.5
SCO_738 THE SIX W'S OF ROUNDTABLES	8.0
SCO_729 THE ROUNDTABLE TAB IN COMMISSIONER TOOLS	6.5

TOTAL TIME: 51 MIN

FIRST 30 DAYS

SCO_734 ROLE OF THE UNIT COMMISSIONER	6.0
SCO_739 THE ROUNDTABLE ADC AND ACC	14.0
SCO_740 DISTRICT STRUCTURE	5.0
SCO_1012 DISTRICT COMMITTEE STRUCTURE	8.0
SCO_742 THE DISTRICT COMMISSIONER ROLE	7.0
SCO_743 THE ASSISTANT DISTRICT COMMISSIONER ROLE	11.3
SCO_744 MONTHLY COMMISSIONER STAFF MEETING	6.0

TOTAL TIME: 58 MIN

FIRST 90 DAYS

SCO_746 JOURNEY TO EXCELLENCE FOR COMM	3.5
SCO_727 THE REPORTS BUTTON FOR COMMISSIONER TOOLS	2.0
SCO_749 COMMISSIONERS TRAINING CONTINUUM AND RESOURCES	4.5
SCO_757 THE ROUNDTABLE TEAM	15.0
SCO_751 USING THE ROUNDTABLE PLANNING GUIDES	17.0
SCO_762 RT COMMISSIONER ONBOARDING WORKSHEET	1.0

TOTAL TIME: 43 MIN

*In addition to the learning plans above, Youth Protection training is required for all BSA registered volunteers.

