



## Area and Assistant Area Commissioner Onboarding Progress Record:

1. Register as an area or assistant area commissioner.

**Completion Date:** \_\_\_\_\_

2. Complete area and assistant area commissioner online basic training.

**Completion Date:** \_\_\_\_\_

3. Review the information and resources available on [www.scouting.org](http://www.scouting.org) and [www.scouting.org/commissioners](http://www.scouting.org/commissioners), including the current issue of the commissioner newsletter and the awards and recognition and Journey to Excellence sections.

**Completion Date:** \_\_\_\_\_

4. Obtain a copy of area and council calendars and add important dates to your calendar (e.g., spring and fall regional board meetings, national committee meetings, national annual meeting, area workshops, key leadership forums, monthly conference calls).

**Completion Date:** \_\_\_\_\_

5. Develop a list of the councils you serve, their location, and council Key 3 contact information.

**Completion Date:** \_\_\_\_\_

6. Determine the number of districts in each council, number of units, retention rates, membership issues, and Journey to Excellence achievement.

**Completion Date:** \_\_\_\_\_

7. Obtain information about each council's commissioner staff:

Are assistant council commissioners appointed and engaged?

Is there an assistant council commissioner for roundtable?

Are there adequate numbers of trained commissioners in each district?

Do they conduct a College of Commissioner Science and/or annual conference?

**Completion Date:** \_\_\_\_\_

8. Review Commissioner Tools reports for each council, paying particular attention to "units needing attention" and frequency of unit contacts.

**Completion Date:** \_\_\_\_\_

9. Are council commissioners familiar with and supportive of the Unit *Performance Guide*?

**Completion Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Coach**

### **Role of the Onboarding Coach**

The role of the coach is to form a relationship with a new commissioner and help them become effective in their role. The coach can be anyone designated by the Regional Commissioner, area director (or, in the case of an assistant area commissioner, the area commissioner).

The coach should be involved in completing all items on the Onboarding Progress Record, which may be completed in any order. The coach and new commissioner are on their honor for completing the tasks and entering the information. These items are considered critical for the success of a new commissioner.