



## Council Commissioner and Assistant Council Commissioner Onboarding Progress record:

1. Complete council commissioner/assistant council commissioner online basic training.  
**Completion Date:** \_\_\_\_\_
2. Determine the meeting dates of your council's board of directors and its executive committee.  
**Completion Date:** \_\_\_\_\_
3. If council commissioner, meet with your scout executive and council president to establish yourself as a member of your council's Key 3. If assistant council commissioner, meet with your council commissioner to identify your responsibilities and the members of your council's Key 3.  
**Completion Date:** \_\_\_\_\_
4. Determine the region and area of your council.  
**Completion Date:** \_\_\_\_\_
5. Identify your area and assistant area commissioners and obtain their contact information.  
**Completion Date:** \_\_\_\_\_
6. Obtain an organization chart for your council, including all executive committee and professional staff members.  
**Completion Date:** \_\_\_\_\_
7. Understand the basic training requirements and continuing education opportunities for each commissioner position.  
**Completion Date:** \_\_\_\_\_
8. If council commissioner, develop an organizational chart for your cabinet. If assistant council commissioner, obtain a copy of the cabinet's organization chart.  
**Completion Date:** \_\_\_\_\_
9. Identify the strengths and needs of Unit Service in your council.  
**Completion Date:** \_\_\_\_\_
10. Determine the number of active commissioners your council.  
**Completion Date:** \_\_\_\_\_
11. Determine the number of active commissioners needed and engage your district commissioners in developing a recruiting plan.  
**Completion Date:** \_\_\_\_\_
12. Determine how many new units will be formed in your council in the next 12 months and the number of new commissioners needed to serve them.  
**Completion Date:** \_\_\_\_\_
13. Review the information and resources available on [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:** \_\_\_\_\_
14. Review reports available from Commissioner Tools and assess the frequency of unit contacts and development of detailed unit health assessments and unit service plans.  
**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 scout executive or designee.

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