



Regional and Assistant Regional Commissioner Onboarding Progress Record:

1. Complete regional and assistant regional commissioner online basic training.

Completion Date: _____

2. Obtain a copy of regional and area 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: _____

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

Completion Date: _____

4. Determine the number of councils in each area, unit retention rates, membership issues, and Journey to Excellence achievement.

Completion Date: _____

5. Obtain information about the region's commissioner staff:

Are there sufficient area and assistant area commissioners?

Is there an assistant area commissioner for roundtable?

Are there adequate commissioner training opportunities in each area or council?

What are the dates of commissioner colleges or conferences throughout region?

Completion Date: _____

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

Completion Date: _____

7. Are area 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 director (or, in the case of an assistant regional commissioner, the regional 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 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.