



Roundtable and Assistant Roundtable Commissioner Onboarding Progress Record:

1. Complete roundtable basic online training.
Completion Date: _____
2. Register as a roundtable commissioner.
Completion Date: _____
3. Create a personal *my.scouting.org* account and log in.
Completion Date: _____
4. Obtain contact information of your district/assistant district commissioner and assistant roundtable commissioners.
Completion Date: _____
5. Review the most recent roundtable entries in Commissioner Tools.
Completion Date: _____
6. Review Commissioner Tools to determine which units are attending roundtable and invite 3 units that are not.
Completion Date: _____
7. Discuss with your coach ways to increase roundtable attendance.
Completion Date: _____
8. Discuss with your coach the use of the *Roundtable Planning Guide* and review the current roundtable plans for the year.
Completion Date: _____
9. Attend one district commissioner staff meeting
Completion Date: _____
10. Facilitate a breakout session for your roundtable.
Completion Date: _____
11. Review with your coach how to make a roundtable entry in Commissioner Tools.
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 district or council commissioner. Depending on the position, it may be the commissioner who recruited them, an assistant district commissioner to whom they 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 well-versed in their role.

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.