

SELECTING THE ROUNDTABLE STAFF

Potential roundtable staff members are everywhere—all you have to do is look. In recruiting your roundtable staff, be sure to look for people who are creative and innovative, and who have a “can do” attitude. You can build an effective roundtable staff with any of the following resources:

- Roundtable participants
- Roundtable staff members’ recommendations
- District functions—camporees, training sessions, etc.
- Recommendations from district committee, commissioner’s staff, district program chairmen, district and council executives
- Newcomer to the district or relocated Scouter who has had experience in the Scouting program
- Scouter who might have “burned out” in another position yet retains strong interest in Scouting

RECRUITING THE ROUNDTABLE STAFF

1. Recruit in person if possible, either at the prospect’s home or office. Take another person with you; this creates a more relaxed atmosphere. Never recruit over the telephone.
2. Let the prospect know why you have selected him or her—how the prospect’s particular abilities or skills will help meet your needs. It’s good to feel needed.
3. Tell the prospect what the task involves. Don’t oversell (or undersell) the job or give too many details that will be confusing at this first contact. Give the prospect a copy of the written job description.
4. Let the prospect know with whom he or she will be working and responsible to. Give the prospect a copy of your staff organization chart.
5. Let the prospect know you can be counted on for support in doing the job.
6. Indicate how long the person will be expected to serve—six months, one year, etc. This gives the prospect a definite time commitment. It also gives this person a chance to get out gracefully when the time comes, and it gives you an “out”—a chance to release a prospect without embarrassment if that person is not doing a satisfactory job.

SUPPORTING THE ROUNDTABLE STAFF

A supportive climate motivates people to do their best. Create a climate of “good old Scouting spirit.” When this is a built-in part of the roundtable, it will rub off on the leaders who attend. The following are guidelines for supporting the members of your roundtable staff:

1. Provide information. Open communications are important. Keep the staff updated on material necessary to roundtable. This update may occur at your staff meetings. When explaining a new program or policy, tell them why, and be sure they understand.
2. Make assignments to fit the talents and abilities of the staff. Once the assignments are made, check with staff members to see how you can help.
3. Make sure everyone has a *meaningful responsibility*. This is a very important part of a successful roundtable. Sharing responsibilities makes everyone’s job easier.
4. Be sure the staff knows what is expected. Give each staff member a copy of the monthly agenda and assignments. Follow up at staff meetings to be sure everyone understands their responsibilities. It is helpful to you, the roundtable commissioner, and your staff if the staff member is recruited to back up one or two basic parts of the roundtable. A roster of troop assignments could be made at the beginning of the year for the benefit of the staff and the troops.
5. Encourage the staff to be prepared in the event the assigned troop does not attend.
6. Use staff meetings to good advantage. Don’t hold pointless meetings or let the meetings stray too far off the track. Time is valuable to everyone.
7. Show confidence in individual staff members and the staff as a whole. Let them know you expect and count on them to do their best.
8. Provide recognition. Give credit openly for good results. Remember to say a simple “thank you” for a job well done. Be interested in their personal development by encouraging completion of the Arrowhead Honor and Training Award.
9. Set a good example of attitude, uniforming, spirit, and loyalty. The staff will reflect your example.
10. Develop teamwork. Remember why you’re there. Avoid personal conflicts.

ROUNDTABLE STAFF RESPONSIBILITIES

The size of your roundtable staff will depend in large part on the goals and activities you identified in your roundtable annual plan. The following job descriptions will help you determine the kind of staff members you need, and what their responsibilities will be. In some cases, two or more jobs can be combined (such as facilities/refreshments staff member, or roundtable historian/photographer).

Roundtable Commissioner

- ◆ Organize, recruit, and train roundtable staff.
- ◆ Hold annual, quarterly, and monthly roundtable planning meetings; evaluate the effectiveness of roundtables at each meeting.
- ◆ Coordinate the functions provided by the roundtable staff.
- ◆ Assist in the personal Scouting development of each roundtable staff member; guide staff members through Arrowhead Honor and Training Award.
- ◆ Support district and council operating committees, and seek the support of these committees.
- ◆ Provide opportunities for receiving information from troop leaders concerning district, council, and national events and policies.
- ◆ Promote attendance at all roundtables.

Preopening Staff Member

- ◆ Plan an interesting and informative preopening program for the half-hour prior to each roundtable.
- ◆ Coordinate each preopening with the troop program feature presentation, using special guests for this half-hour program; emphasize the use of display and demonstrations.
- ◆ Bring in community action groups or individuals with expertise or interest in the program feature topic, assuring that the preopening program enhances and creates interest in the primary program feature presentation.
- ◆ Follow up to ensure that all preopening guests are properly thanked.
- ◆ Be alert to other Scouting-related topics for display or demonstrations during preopening, such as Scouters' collections, patch collections, etc.

- ◆ Present the “whatzit,” featuring material relative to the program feature or current Scouting activity. ◆ Recruit and train assistants as needed.

Recognitions Staff Member

- ◆ Gather information from commissioner staff, professional staff, and other appropriate sources concerning all recognitions to be presented at the roundtable.
- ◆ Invite each person or troop to be recognized to attend the roundtable.
- ◆ Follow up to remind those who are to be recognized to attend the roundtable.
- ◆ Inform the roundtable photographer of all presentations in advance.
- ◆ Be alert to other personal recognitions: birthdays, babies, etc.
- ◆ Recognize the troops with the best attendance at each roundtable.
- ◆ Recognize the troops with 100 percent attendance at the end of each year.
- ◆ Preside over the recognitions portion of roundtables.
- ◆ Recruit and train assistants as needed.

Information Center Manager

- ◆ Gather information from volunteer Scout leaders and professional staff concerning upcoming district, council, and national Scouting events and policies. As an index to this information, post a calendar of upcoming events.
- ◆ Develop a mechanism or display for presenting information in an interesting way to Scouters attending roundtable.
- ◆ Encourage use of the information center by troop leaders, as well as by district or council leaders.
- ◆ Coordinate information presentation with the Cub Scout leader roundtable staff.
- ◆ Screen information of announcements for verbal presentation at roundtable, selecting (as a general rule) only those announcements that require immediate action or feedback.
- ◆ Recruit and train assistants as needed.

Refreshments Staff Member

- ◆ Obtain and serve refreshments during preopening at each roundtable.
- ◆ Develop a “cracker barrel” for use during and following the roundtable.

- ◆ Recruit and train assistants as needed.

Roundtable Historian

- ◆ Develop an attractive scrapbook containing photos and other information depicting each monthly roundtable.
- ◆ Work with staff photographer and roundtable staff in acquiring photographs of those persons and troops being recognized and involved in roundtable programs.
- ◆ Display the scrapbook at each roundtable and at other appropriate district and council events (such as recognition dinners and Scoutoramas). ◆ Recruit and train assistants as needed.

Staff Photographer

- ◆ Be familiar with the monthly roundtable program so as to be aware of such photo possibilities as individual or unit recognitions, program feature or other presentations, and other candid photos that show troop leaders participating in the program.
- ◆ Develop photos as resources permit.
- ◆ Work with roundtable historian in presenting such photos in an attractive manner in the district roundtable scrapbook.
- ◆ Recruit and train assistants as needed.

Attendance Coordinator

- ◆ Organize Scoutmasters into geographic groups of approximately three to six persons for ease of contact and carpooling.
- ◆ Obtain an attendance record after each roundtable to evaluate the effectiveness of the attendance program.
- ◆ Receive feedback from group coordinators regarding the status of troops and Scoutmasters served; report any changes to the appropriate professional staff personnel.
- ◆ Recruit and train assistants as needed.

Roundtable Feature Coordinator

- ◆ Highlight rank and merit badge advancement that is related to program feature presentation through displays, handouts, etc.
- ◆ Gather and publicize information regarding merit badge counselors and advancement support resources related to program feature.
- ◆ Present information that will assist troops with their advancement procedures (boards of review, etc.).

- ◆ Present information concerning district and council Eagle board of review policies and procedures.

- ◆ Periodically present information that will assist troops in conducting courts of honor.
- ◆ Recruit and train assistants as needed.
- ◆ Involve as many different troops as possible in presenting this information.

Facilities Staff Member

- ◆ With the assistance of roundtable staff members, continually evaluate the physical facility needs of the staff and the roundtable meeting spaces.
- ◆ Work closely with the facilities host to communicate roundtable needs.
- ◆ Be aware of the needs and concerns of the facilities host.
- ◆ Arrange to unlock and lock the roundtable meeting spaces.
- ◆ Supervise the cleanup of roundtable meeting spaces after each meeting.
- ◆ Urge all roundtable attendees to fill out and submit a roundtable personal resources questionnaire.
- ◆ Recruit and train assistants as needed.

Store and Charts Staff Member

- ◆ Provide Scouting materials for sale that are pertinent to the program feature being presented at the roundtable; also, provide standard Scouting materials for sale, such as handbooks, etc.
- ◆ Promote *Boys' Life* each month through display, etc.
- ◆ Keep and display roundtable attendance charts showing troop attendance each month during the current program year.
- ◆ Inform roundtable commissioner of troops not attending three consecutive roundtables.
- ◆ Be responsible for the distribution of roundtable specialty items, such as program feature notebook, program feature resources, neckerchiefs and slides, and bumper strips.
- ◆ Recruit and train assistants as needed.

Ceremonies Staff Member

- ◆ Be responsible for recruiting or assigning the opening and closing ceremonies to Scout troops as

appropriate; recruit or assign in advance at least quarterly.

- ◆ Follow up with troops recruited or assigned ceremonies to determine any special needs, and with the assistance of the staff, help meet those needs.
- ◆ Recruit and train assistants as needed.

Roundtable Camping Coordinator

- ◆ Encourage monthly troop campouts by planning, preparing, and promoting troop overnight camping sites within the area; gather and distribute information about the use of such campsites.
 - ◆ Promote long-term camping and high-adventure camping; keep a chart of troops that have signed up for summer camp and display it at roundtables.
 - ◆ Establish liaison with the district camping committee and Order of the Arrow to accomplish the purposes stated herein.
 - ◆ Promote the utilization of the Order of the Arrow camp promotion team for troop camp promotion shows.
 - ◆ Encourage troops to earn the National Camping Award.
 - ◆ Assist in promoting Webelos Scout camping. ◆
- Recruit and train assistants as needed.

Troop Spotlight Coordinator

- ◆ Work with district commissioner staff to learn the needs and characteristics of the troops in the district.
- ◆ Identify Boy Scout troops that can be used as resources for monthly roundtable programs.
- ◆ Plan and organize the recognition of a different Boy Scout troop at roundtable on a monthly basis. Recognition of the troop in the “spotlight” might include information about the troop’s specialty, favorite activities, recent successes, etc.; in short, the troop should be given a five-minute opportunity to “show off.” Troop exhibits, scrapbooks, etc., should be displayed.
- ◆ Coordinate the spotlighting of each troop with the roundtable staff, photographers, and editor of the district newsletter.

Roundtable Media Specialist

- ◆ Become familiar with the program features, special activities, and emphases (e.g., SME, Scoutorama, Scout summer camp, dinners, etc.) to be featured at each roundtable.

- ◆ Locate clip art and promotional information that support the program features, activities, and emphases, and prepare transparencies for overhead-projector use, or 35mm slides for slide- projector use at roundtable.
- ◆ When appropriate during each roundtable, use slides and/or transparencies to explain a theme, activity, or special emphasis.
- ◆ Develop a library of Scouting, patriotic, inspirational, or mood music to support the roundtable program or to create a desired mood for roundtable participants.

