

**THANK YOU and
Welcome to the Team!**



Release date: August, 2025

**Council Commissioner
Assistant Council
Commissioner
Onboarding Orientation Guide**



Commissioner Name: _____

District: _____ Council: _____

Coach/Mentor: _____

Welcome to Unit Service!

This Onboarding Orientation Guide provides new or newly placed commissioners with the opportunity to familiarize themselves with the expectations of their position under the guidance of an experienced commissioner, their coach/mentor. They will be guided through the application of those skills in their new position. In this way, success in the new role is more likely to be achieved, benefiting both Scouts and Scout units.

Registration

1. Register as a council commissioner or assistant council commissioner.

Completion Date: _____

Training / Information

2. Complete Council/Assistant Council Commissioner online or Instructor-led Position-Specific Training.

Completion Date: _____

3. Review the information and resources available on www.scouting.org and www.scouting.org/commissioners, including the current issue of the *Commissioner eBlast* and the *Awards and Recognition* sections, and the *Commissioner Manuals and Resources* section.

Completion Date: _____

4. Determine the meeting dates of your council's board of directors and executive committee.

Completion Date: _____

5. Obtain an organization chart for your council, including all executive committee and professional staff members.

Completion Date: _____

6. Determine the Council Service Territory for your Council.

Completion Date: _____

7. Identify your CST commissioner and obtain their contact information.

Completion Date: _____

Performance

8. If council commissioner, meet with your Scout executive and council president to establish yourself as a member of your council's Key 3. If you are an assistant council commissioner, meet with your council commissioner to identify your responsibilities and the members of your council's Key 3.

Completion Date: _____

9. Understand each commissioner position's training requirements and continuing education opportunities.

Completion Date: _____

10. If council commissioner, develop an organizational chart for your cabinet. If an assistant council commissioner obtain a copy of the cabinet's organization chart.

Completion Date: _____

11. Identify the strengths and needs of unit service in your council.

Completion Date: _____

12. Determine the number of active commissioners in the council and the number needed to provide effective unit service and engage your district commissioner in developing a recruiting plan.

Completion Date: _____

13. Review reports available from *Commissioner Tools* and assess unit metrics and the frequency of unit connections.

Completion Date: _____

Continuing Education / Recognition

14. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____