

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



Release date: August, 2025

**Roundtable Commissioner
Assistant Roundtable
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 roundtable commissioner or assistant roundtable commissioner.

Completion Date: _____

2. If you have not already done so, create a personal [My.Scouting.org](https://my.scouting.org) account.

Completion Date: _____

Training / Information

3. Complete Roundtable/Assistant Roundtable Commissioner online or Instructor-led Position-Specific Training.

Completion Date: _____

4. 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: _____

5. Obtain contact information of your assistant council commissioner, district/assistant district commissioners, assistant roundtable commissioner, and district executive.

Completion Date: _____

6. Review *Commissioner Tools* most recent roundtable entries and familiarize yourself with the *Delivering Roundtable* booklet.

Completion Date: _____

7. Review *Commissioner Tools* to determine which units are attending roundtable and invite a unit that is not.

Completion Date: _____

8. Review with your coach/mentor how to make a roundtable entry and log a connection in *Commissioner Tools*.

Completion Date: _____

9. Discuss with your coach/mentor how to work with a roundtable team to conduct virtual and in-person roundtables.

Completion Date: _____

10. Discuss and review with your coach/mentor the current roundtable plans for the year.

Completion Date: _____

Performance

11. Attend a district commissioner staff meeting and discuss unit needs with unit commissioners. Incorporate the feedback into your roundtable program.

Completion Date: _____

12. Facilitate a virtual or in-person breakout session for your roundtable.

Completion Date: _____

Continuing Education / Recognition

13. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____