

CED 751



Administrative Commissioner Role in the Roundtable Program

Time allotted	50 minutes
Teaching format	Instructor-led discussions with PowerPoint support, Guided discussions

Resources

Handouts	<ul style="list-style-type: none">• CED 751 – Asst Council Roundtable Commissioner Job Description – 1 per person• CED 751 – Asst District Roundtable Commission Job Description– 1 per person• CED 751 – Roundtable Commissioner Job Description – 1 per person• CED 751 – Asst Roundtable Commissioner Job Description – 1 per person
Equipment and materials	<ul style="list-style-type: none">• CED 751 – Administrative Commissioner Role in the Roundtable Program course plan• CED 751 – Administrative Commissioner Role in the Roundtable Program PowerPoint presentation• Whiteboard or flipchart, appropriate markers, eraser
Resources for additional participant learning	<ul style="list-style-type: none">• https://scouting.org/commissioners/• Commissioner Tools website tool

Course Connections

Connections to other CCS courses	<ul style="list-style-type: none">• BCS 150 – Roundtables in Unit Service• BCS 151 – The Roundtable Commissioner Team• MCS 350 – Unit and Roundtable Commissioners Working Together
---	---

Presentation Outline

Introduction and Course Objectives – 2 minutes

Instructor’s Note: Introduce yourself and the course title. You have 50 minutes, but since most of this class is based on discussion, time can quickly slip away, so keep things moving.

Introduce the learning objectives, noting that by the end of this session, each participant should be able to ...

- **Describe** a culture of service
- **Discuss** building relationships
- **Understand** how Commissioner Tools, recognition, and resources strengthen the roundtable program

We'll discuss how developing a team with a unit service mindset starts with establishing relationships and talk about how administrative commissioners, such as the assistant council commissioner for roundtable and the assistant district commissioner for roundtable, can be reliable resources for units at the district and council level. We'll also learn how building an effective roundtable commissioner team is vital to the success of all roundtables and how Commissioner Tools, recognition, and using available resources help strengthen the roundtable program.

Roundtable IS Unit Service – 2 minutes (slide 3)

Roundtables provide unit leaders with the skill to do and the will to do what is needed to ensure that every member of every unit has a great Scouting experience. They build upon the foundation provided by position-specific basic training and each leader's commitment to serving youth through Scouting. Roundtable provides program support and supplements the unit commissioner's efforts to build solid youth programs. Developing a strong and engaged team is critical to the success of roundtable.

Roundtables exist to provide and capture information, offer program training, and provide networking opportunities. To make all this happen, administrative commissioners, unit commissioners, and other volunteers, as well as professional staff, must collaborate to encourage attendance and participation.

Building Connections and Relationships – 40 minutes, including 4 5-minute group discussions (slides 4-13)

Connections and the relationships that develop from those contacts form the basis for creating a culture of teamwork at every level of roundtable administration. Let's visit the different relationships the assistant district commissioner for roundtable should cultivate and discover how they work with other leaders to build the roundtable team.

For virtual presentation, when leading a discussion, consider whether to (a) allow participants to speak up, (b) ask participants to post their responses in the chat line for the facilitator to read aloud, (c) ask participants to raise their hands for the instructor or facilitator to call on, or (d) choose a combination of these options.

The Assistant Council Commissioner Relationship (slide 5)

(10 minutes, including 5-minute discussion)

Handout: Asst Council Roundtable Commissioner Job Description – 1 per person

The assistant council commissioner for roundtable is a member of the council commissioner cabinet. Working with the council to determine priorities, they promote quality leader roundtables for each of the Scouting programs in every district. This volunteer position should ensure that the assistant district commissioner for roundtable:

- Provides training from the program-specific national curriculum
- Has access to correct training materials
- Implements programs based on materials
- Tailors programs to meet the unique needs of their districts and units

Briefly discuss the assistant council commissioner for roundtable position and responsibilities handout.

Each council should determine the best volunteer structure for its needs. For example, the asst. council commissioner for roundtable might work with:

- District roundtable commissioners and/or the assistant district commissioners (ADCs) for roundtables
- Roundtable commissioners and/or ADCs for each program type
- Roundtable commissioners and/or ADCs in specific districts or geographic areas

Activity: Group discussion - List possible solutions to the scenario -5 minutes (slide 5)

Instructor-led discussion following group brainstorm

Instructor Notes: For each group discussion, if the group is large enough, divide into smaller groups of three to five people. Allow five minutes for conversation. After five minutes, ask a representative from each group to present their suggestions, writing down the ideas on a white board or flip chart. If you have a small group of attendees, you may keep the group together for the discussion.

A council has gone through a redistricting process, in some cases combining two or more districts. How can the asst. council commissioner for roundtables work with the asst. district commissioner for roundtable to guide the new roundtable commissioners in finding ways to support the needs of different units?

Possible Answers:

- **Joint Training and Orientation** – ACC and ADC collaborate to provide training sessions for new roundtable commissioners, explaining goals, expectations, and resources from all merged districts.
- **Review Roundtable Attendance and Resource Alignment** – Work together to map units and share tools and best practices to support them effectively.
- **Ongoing Communication and Feedback** – Establish regular check-ins and feedback loops to monitor unit satisfaction and adjust roundtable strategies as needed.

The District Commissioner Relationship (slide 7)

(10 minutes, including 5-minute discussion)

Handout: Asst District Roundtable Commissioner Job Description – 1 per person

The assistant district commissioner for roundtable needs to understand the unique position of the district roundtable in Scouting. Working with the district commissioner, the ADC, and roundtable commissioners can make sure district needs are met. Roundtables should be a one-stop shop for the most up-to-date Scouting information, Scouting fellowship, and fun!

Briefly discuss the Assistant District Commissioner for Roundtable handout.

The District Commissioner Responsibilities

- The district commissioner (DC) is responsible for all aspects of unit service, including roundtables.
- The DC's involvement in the roundtable program is critical to roundtable success.
- The DC is responsible for recruiting an ADC for roundtable to support program-specific roundtable commissioners.
- As part of the DC's staff, roundtable commissioners and assistant roundtable commissioners should participate in and provide reports at the monthly district commissioner staff meetings.

Activity: Group discussion - List possible solutions to the scenario. (slide 7)

Instructor-led discussion following group brainstorm

Instructor Notes: For each group discussion, if the group is large enough, divide into smaller groups of three to five people. Allow five minutes for conversation. After five minutes, ask a representative from each group to present their suggestions, writing down the ideas on a white board or flip chart. If you have a small group of attendees, you may keep the group together for the discussion.

The District Commissioner wants to devote a roundtable to discuss approaches that can help units grow membership. What specific things could the district commissioner and the ACD for roundtable discuss to create an agenda and program that will provide opportunities for units?

Possible Answers:

- **Share Successful Recruitment Strategies** – Discuss and highlight approaches that have worked in other units or districts, such as open houses, community events, and family engagement ideas.
- **Identify Unit Needs and Challenges** – Review unit-specific membership trends and challenges to tailor roundtable sessions that provide practical solutions.
- **Plan Interactive Sessions and Resources** – Create hands-on activities, discussion groups, and resource sharing (like marketing materials or contact lists) that give units actionable steps to grow membership.

The Roundtable Commissioner Relationship (slide 10)

(10 minutes, including 5-minute discussion)

Handout: Roundtable Commissioner Job Description – 1 per person

- Roundtable commissioners provide *the skill to do* and *the will to do* through discussing unit problems and linking units to resources. Program-specific roundtable commissioners, representing Cub Scouting, Scouts BSA, and Venturing, provide the focus needed to address the unique needs of each program.
- They are responsible for the entire roundtable program, including planning, goal setting, recruiting assistant roundtable commissioners, and implementing the roundtable program.
- They work with the ADC for roundtable to determine the district's needs and how best to meet them. They also work to create an inviting atmosphere that welcomes questions and fosters relationships between units, as well as with district volunteers and professionals.

Briefly discuss the Roundtable Commissioner handout.

Activity: Group discussion - List possible solutions to the scenario. (slide 10)

Instructor-led discussion following group brainstorm

Instructor Notes: For each group discussion, if the group is large enough, divide into smaller groups of three to five people. Allow five minutes for conversation. After five minutes, ask a representative from each group to present their suggestions, writing down the ideas on a white board or flip chart. If you have a small group of attendees, you may keep the group together for the discussion.

The speaker for the Scouts BSA roundtable breakout has had to cancel due to a family emergency. What support and resources can the ADC RT provide to the roundtable commissioner so that an informative and engaging breakout session can be held despite the changes?

Possible Answers:

- **Provide Ready-Made Content** – Share pre-prepared plans, guides, or presentations that the roundtable commissioner can use in place of the canceled speaker.
- **Offer Alternative Facilitators** – Connect the commissioner with other experienced leaders, commissioners, or district volunteers who can step in to lead the session.
- **Suggest Interactive Activities** – Provide hands-on exercises, discussions, or scenario-based activities that engage participants and encourage learning even without a formal speaker.

The RTC and the Assistant Roundtable Commissioner Relationship (slide 12)

(10 minutes, including a 5-minute discussion)

Handout: Assistant Roundtable Commissioner – 1 per person

- Assistant roundtable commissioners make up the support team vital to a quality roundtable experience. Roundtable commissioners can recruit any number of assistants to ensure that all aspects of roundtable are covered.

- Asst. roundtable commissioners should be trained in roundtable commissioner responsibilities as well as trained for the program-specific role they've been asked to fill.
- As Scouting representatives, they should model wearing the uniform to roundtables and network with leaders before and after the program.
- They can take on specific roles, such as breakout session leader, presenting, the Safety Moment, or serving as the New Member Coordinator.

Briefly discuss the Assistant Roundtable Commissioner handout.

Activity: Group Discussion - List possible solutions to the scenario (slide 12)

Instructor-led discussion following group brainstorm

Instructor Notes: For each group discussion, if the group is large enough, divide into smaller groups of three to five people. Allow five minutes for conversation. After five minutes, ask a representative from each group to present their suggestions, writing down the ideas on a white board or flip chart. If you have a small group of attendees, you may keep the group together for the discussion.

The district is hosting a new leader information breakout for the next roundtable. What steps can the New Member Coordinator, the assistant roundtable commissioner, take to ensure the new leaders learn about the session? Who else can help with determining the session's topics and promoting the roundtable?

Possible Answers:

- **Direct Communication to New Leaders** – The New Member Coordinator can contact new leaders via email, phone, or text to invite them and provide session details.
- **Coordinate Content with Experienced Leaders** – Work with the District Commissioner, Assistant District Commissioner, and experienced unit leaders to identify relevant topics that address common questions and needs.
- **Promote Through Multiple Channels** – Collaborate with unit leaders, pack/troop committees, and council communications to advertise the session through newsletters, social media, and unit meetings.

Commissioner Tools, Recognition and Resources – 3 minutes (slides 14-16)

Commissioner Tools

Roundtable commissioners should consider entering attendance as part of their service. Using that information, along with the detailed and straightforward assessments from unit commissioners, roundtable commissioners can identify trends and commonalities among the units that help a district tailor its roundtable programs to meet the requests of its community. Knowing which units are not sending representatives provides vital information for planning. Commissioners then can reach out to units to find out why they're not coming, determine what needs roundtable can meet, and help link units to the resources needed to strengthen their units.

The assistant council commissioner for the roundtable can serve as an advocate for ADCs to enter roundtable attendance by helping locate resources and providing timely information required to plan supportive meetings.

Commissioner Tools options are updated frequently, so commissioners should check regularly for changes.

Types of Recognition

The most important recognition for the team is a genuine thank you. Letters of appreciation and certificates of commendation are simple but meaningful awards to the recipients. Team members who feel respected for their service will want to continue to support roundtable goals.

In addition, all roundtable commissioners may work toward commissioner service awards. The asst. council and asst. district commissioners for roundtable can encourage roundtable commissioners to earn these awards and then publicly recognize the commissioners who complete the requirements.

Resources

Go to scouting.org for more information and resources for training, awards, meeting ideas, and more.

Summary/Conclusion – 2 minutes

You should now be able to ...

- Describe a culture of service
- Discuss building relationships
- Understand how Commissioner Tools, recognition and resources strengthen the roundtable program

Questions? – 2 minutes

What are your questions concerning today's presentation?
Thank you for your participation!