

Assistant District Commissioner (ADC) for Roundtable Job Description

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 safe and great Scouting experience. Roundtables serve unit leaders by: Providing networking opportunities, offering current program training, and providing and capturing information through unit leader/commissioner collaboration.

The assistant district commissioner for roundtable reports to the district commissioner and is responsible for ensuring that quality Scout leader roundtables are conducted within the district for all program levels. The assistant district commissioner for roundtables is supported by the assistant council commissioner for roundtables, and they work together to ensure that quality roundtables are planned and delivered. In this position, the assistant district commissioner for roundtable works with the roundtable commissioners (Cub Scouts, Scouts BSA, and Older Youth Programs-Venturing, Exploring, and Sea Scouts) who have been recruited by the district commissioner.

The responsibilities of the Assistant District Commissioner for roundtable are to:

- **Plan and Implement**
- **Recruit and Train**
- **Promote and Evaluate**

Plan & Implement

1. **Program Planning and Content:** Collaborate with the roundtable commissioner to ensure that a district roundtable program is planned that follows the national service center roundtable format and content while meeting the unique needs of the council and district. Ensure that district roundtable commissioners and assistant district roundtable commissioners actively participate in the council planning, follow-up, and training functions. ADC for roundtable should also ensure that the needs of the units are met, whether through national content or local subject matter experts.
2. **Ensure Roundtable District Planning Meetings:** Ensure that roundtable commissioners are meeting with their teams to plan and evaluate the roundtable program. Also, include all roundtable commissioners in the monthly district commissioner meeting. ADCs for roundtable can meet with the roundtable commissioner team during the ADC breakout portion of the district commissioner meeting.
3. **Provide and Promote Information:** Distribute current Scouting America news and points of interest, including new merit badges, program changes, upcoming literature, etc., so roundtables commissioners can provide valuable and timely information for Scout leaders.
4. **Technology Utilization:** Advocate the use of technology and an assistant roundtable commissioner for technology who will oversee virtual and/or hybrid roundtables to support those who are not able to attend the meetings in person, and distribute materials and resources to assist the volunteers. Help roundtable commissioners identify potential assistant roundtable commissioners in technology.

Recruit and Train

5. **Recruiting:** Recruit as many roundtable commissioners as needed to properly and effectively accomplish roundtable functions.
6. **Talent Management:** Become personally acquainted with and maintain regular contact with roundtable commissioners, regarding locations, dates, and times for roundtable meetings.
7. **Training Support:** Ensure that district roundtable commissioners receive training for their positions and encourage them to participate in other training opportunities as recommended by the district or council.

Promote and Evaluate

8. **Promote Roundtable:** Encourage all commissioners and Scout leaders in the district to attend roundtable. Promote roundtables as “THE” place to go for Scouters who want to be in the know, share Scouting fellowship, expand their network of Scouting resources, and engage and empower Scout leaders.
9. **Evaluate Roundtable:** Evaluation is a vital tool for the success of roundtables. The ADC for roundtable should meet with their team quarterly to assess the effectiveness of the program. The roundtable team may also survey leaders to see if changes are needed to provide the most effective roundtable.
10. **Pulling and Sharing Data:** The ADC for roundtable is responsible for ensuring that the roundtable commissioners have the data they need to make best decision for programs. At the quarterly meeting, the ADC for roundtable should share attendance trends and help roundtable commissioners develop ways to improve the program and its reach.