

## Assistant Roundtable Commissioner (ARC) 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.

Assistant roundtable commissioners are the support team that helps provide a high-quality roundtable. Assistant roundtable commissioners should be assigned specific duties for roundtables. They should attend the monthly planning meeting and should prepare and present their assigned part of the roundtable in a fun, quality, and consistent manner. They should promote roundtables to build attendance. Model wearing of the uniform by attending roundtable in full field uniform. If meeting in person, ARC should arrive early to assist with setup and be available after the meeting to answer Scouters' questions. They should keep and project a positive attitude towards the Scouting program, take training for the position, and continue to increase their knowledge of Scouting.

The responsibilities of the Assistant Roundtable Commissioner are to help with the following:

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

### SUGGESTED RESPONSIBILITIES:

#### ***Plan & Implement***

1. **Program Planning and Content:** Collaborate with the roundtable commissioner to design a district roundtable program that follows the national service center roundtable format and content while meeting the unique needs of the council and district. Assistant roundtable commissioners should also ensure that the needs of the units are met, whether through national content or local subject matter experts.
2. **Serve as Roundtable Moderator:** Where appropriate, serve as the moderator for virtual and in-person roundtables to do the following: welcome the leaders who are attending a program-specific program element, introduce visitors or guest speakers, provide directions for program group breakouts, and provide feedback to roundtable personnel following the meeting, as appropriate.
3. **Provide and Promote Information:** Distribute current Scouting America news and points of interest, including new merit badges, program changes, upcoming literature, etc., so district roundtables can provide valuable and timely information for Scout leaders.
4. **Technology Utilization:** Advocate the use of technology and serve as 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.

#### ***Recruit and Train***

5. **Recruiting:** Recruit as many assistant roundtable commissioners as needed to properly and effectively accomplish roundtable functions.
6. **Talent Management:** Maintain regular contact with the roundtable commissioner regarding locations, dates, and times for roundtable meetings.
7. **Training Support:** Ensure that you are trained for your position and participate in other training opportunities.

### ***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 assistant roundtable commissioner should work with the roundtable commissioner to provide an honest assessment of the program. The roundtable team may also survey leaders to see if changes are needed to provide the most effective roundtable.

10. **Entering data:** The roundtable commissioner may assign the responsibility for ensuring that attendance is taken and entered into Commissioner tools monthly. Assistant roundtable commissioners should also share any connections made with units about problems or concerns, and discuss whether documentation in the commissioner tool unit connections section is needed to facilitate better conversations between unit commissioners and the units.