

# CED 754

## Roundtable Workshop



<b>Time allotted</b>	1 hour, 50 minutes
<b>Teaching format</b>	PowerPoint Presentation, Activities

### Resources

<b>Handouts</b>	<ul style="list-style-type: none"> <li>• CED 754 – Asst Council Roundtable Commissioner for job description – 1 per person</li> <li>• CED 754 – Asst District Roundtable Commissioner job description – 1 per person</li> <li>• CED 754 – Roundtable Commissioner job description – 1 per person</li> <li>• CED 754 – Asst Roundtable Commissioner job description – 1 per person</li> </ul>
<b>Equipment and materials</b>	<ul style="list-style-type: none"> <li>• CED 754 – Roundtable Workshop course plan</li> <li>• CED 754 – Roundtable Workshop PowerPoint presentation</li> <li>• Computer and Projector</li> <li>• PowerPoint presentation</li> <li>• Whiteboard or flipchart</li> </ul>
<b>Resources for additional participant learning</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.scouting.org/commissioners/roundtable-support/">https://www.scouting.org/commissioners/roundtable-support/</a></li> </ul>

### Course Connections

<b>Connections to other CCS courses</b>	<ul style="list-style-type: none"> <li>• BCS 150 Roundtables in Unit Service</li> <li>• MCS 353 The Cub Scout Roundtable Breakout</li> <li>• MCS 354 The Scouts BSA Roundtable Breakout</li> </ul>
---	--

### Presentation Outline

#### Introduction and Course Objectives – 2 minutes

This roundtable workshop helps commissioners understand that units are best served when their needs are met. The workshop will help participants learn how to tailor roundtable to the current needs of their unit leaders.

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

- **Understand** the purposes of roundtable and unit service
- **Review** job descriptions for commissioner roles
- **Learn** how to tailor roundtable to serve current unit needs
- **Workshop:** Using the recommended roundtable planning material, develop a three-month roundtable plan

## **Purposes of Roundtable and Unit Service – 15 minutes (slides 3-6)**

### **What is Unit Service?**

The Scout Law has 12 points. These twelve principles are: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

In Scouting, the commissioner's role is to serve the units in their district or council and help maintain high standards for units so that youth experience a fun, S.A.F.E., exciting program. Unit service refers to the active support and assistance that a commissioner provides to individual Scout units by addressing needs, providing guidance, and providing support.

The unit service model illustrates the relationship between the fundamentals of commissioner interaction with units and the tools used to support unit leaders.

- Unit Metrics
- Unit Connections
- Commissioner Tools Updates

Those are all supported by:

- Relationships and partnerships that are created
- Priorities that are identified
- The culture of unit service: Be the heart, Build relationships, Change lives

### **Purposes of Roundtable**

There are three purposes of roundtable:

- Training
- Collaboration
- Networking

All of these things fit into and support unit service.

- Unit Metrics
- Unit Connections
- Tools Updates

Because roundtable is unit service, these are all supported by:

- Relationships and partnerships that are created
- Priorities that are identified
- The culture of unit service: be the heart, build relationships, change lives

### **Roundtable and Unit Service**

Unit Connections entail engaging in informed conversations with units and are comprised of four distinct phases.

#### **Unit Metrics:**

Unit connection conversations begin with objective unit data – knowledge of a unit. This data will provide commissioners with a starting point for their conversations.

#### **Unit Conversations:**

These are purposeful check-ins that build trust and strengthen relationships with unit leaders. By asking thoughtful questions, commissioners can uncover needs, address challenges, and provide tailored support. These conversations foster collaboration and ensure every unit is equipped to deliver the best Scouting experience for youth.

#### **Unit Goals & Unit Support:**

Focus on meaningful conversations that recognize success, identify opportunities, and encourage growth. Through these discussions, commissioners help units reflect on their progress and guide them in setting goals that fit their vision and needs. By staying engaged and offering ongoing support, commissioners empower units to take ownership of their goals and provide the resources needed to achieve them.

## **Roundtable Job Descriptions – 20 minutes (slides 7-10)**

**Let's discuss the different roles for roundtable serving commissioners. Roundtable commissioners are the friendly face of commissioners.**

#### **Assistant Council Commissioner for Roundtables**

- Attend and promote roundtable
- Recruit roundtable commissioners as necessary
- Maintain contact with all roundtable-related commissioners to ensure that roundtables are effective.
- Provide/promote training
- Advocate the use of technology to run virtual or hybrid meetings
  - to advertise for roundtable discussions
  - to utilize online platforms to hold virtual meetings
- Share current Scouting America news and updates

#### **Assistant District Commissioner for Roundtables**

- Attend and promote roundtable
- Recruit roundtable commissioners as necessary
- Ensure that roundtable commissioners are trained for their positions and encourage training opportunities.

- Collaborate with the district commissioner and roundtable commissioner to design a program that follows the Scouting America roundtable format and content while meeting the district's unique needs.
- Ensure roundtable commissioners participate in the council's annual planning, follow-up, and trainings
- Advocate the use of technology at roundtable and an asst. roundtable commissioner for technology
- Where appropriate, serve as the roundtable moderator
- Share current Scouting America news and updates

### **Roundtable Commissioner**

- Conduct quality roundtables that fulfill the purposes of roundtable:
  - Training
  - Networking
  - Collaboration
- Hold annual/monthly roundtable planning meetings. Establish written plans and regular evaluations to improve roundtable.
- Collaborate with the asst. district commissioner for roundtable to establish an annual budget.
- Supervise the delivery of the roundtable program and ensure that roundtable has a consistent quality program.
- Recruit asst. roundtable commissioners as necessary.
- Ensure asst. roundtable commissioners are trained to provide a quality roundtable.

### **Assistant Roundtable Commissioner**

Ask the group for key skills for assistant roundtable commissioners. Look for answers that include communication, friendliness, subject matter expert, helpfulness, and enthusiasm. Discuss the importance of assistant roundtable commissioners and the various ways they can serve. Ask participants to brainstorm new ways for asst. roundtable commissioners to add value and unit service at roundtable.

Assistant roundtable commissioners should:

- Become trained
- Conduct quality roundtable program
- Participate in planning and evaluation meetings
- Program and assignment-specific assistant roundtable commissioners can fill any positions needed at roundtable:
  - Technology
  - Program-specific/breakout session leader
  - Hot Topics
  - Safety Moments
  - Historian
  - Media Specialist

- New Member Coordinator asst. roundtable commissioner

## **Parts of a Roundtable – 15 minutes (slides 11-15)**

### **Parts of a Roundtable**

Now that you understand the role of the roundtable in unit service and the role of the roundtable serving commissioners, let's look at how they tailor roundtable to serve current unit needs, functions well, and is a meeting that Scout leaders want to attend.

What are the parts of a roundtable, and how do they fit in with the unit service model?

### **Safety Moments**

Safety moments are part of the opening of roundtable because ALL Scouting meetings should begin with a safety moment.

Safety moments are a crucial component of Scouting America's Culture of Safety and underscore the commitment to identifying, preventing, or mitigating hazards and risks in all Scouting activities. As with other safety-conscious organizations, we initiate meetings and events with a brief pause to discuss potential dangers and how to avert them, focusing the group's attention on safety protocols. A safety moment can be selected from the roundtable support webpage, the <https://www.scouting.org/health-and-safety/safety-moments/> Scouting Safely page, or a safety moment can be tailored to the local needs of the district and units with information they need to run great, safe programs.

For example, a favorite safety moment is on hydration. If someone is a soda drinker, it's easy to justify drinking soda. However, in reality, hydration is crucial. If you can convey the safety message in a way that resonates with the audience and they understand its importance, they will be more likely to remember to act safely.

Safety moments are modeled at roundtable. By modeling safety moments at roundtable, unit leaders understand the importance of a safety moment. They have an opportunity to learn a new safety moment that they can use with their unit, and we build another bridge – this one toward a conscious effort of a safety culture that directly impacts our adults and youth.

### **Membership Moments**

Membership is the responsibility of all Scouters, leaders, units, districts, and councils. By working together and sharing ideas, we can strengthen units by strengthening their membership growth and retention plans. The membership moment is a part of roundtable to help units grow their membership and retain their Scouts.

The membership moment is supported by regularly updated national materials, which are added to the roundtable support page.

Membership moments are one to two-minute ideas to share with your unit leaders at roundtable about a membership recruiting or retention idea. Ideally, membership minutes will be delivered by the district membership chair at each roundtable.

They should share the information as they deem best, e.g., through discussion, PowerPoint, or reading it if necessary. This provides an opportunity for units and districts to discuss membership ideas at the roundtable, collaborate, and share new ideas.

**Hot Topics** are just that – a hot topic.

These topics are essential for unit leaders at every program level to understand, as they contain new and vital information for commissioners and unit leaders. Sharing this information helps bridge the gap between commissioners and units, strengthening the commissioner-unit leader relationship. Roundtable commissioners are there to support and build morale among unit leaders, sharing valuable information with additional explanations or guidance as needed, which helps bring people together and unify understanding.

Look at the Hot Topics on the roundtable support page ([www.scouting.org/roundtable](http://www.scouting.org/roundtable)). New topics are added monthly. Hot Topics should be shared at roundtable to keep unit leaders aware of program changes, Scouting updates, and training.

Hot topics are a library of content and should be used when they are most applicable to a district.

When planning the roundtable program, roundtable commissioners need to prepare and plan for a FLEXIBLE program plan. This way, roundtable can pivot to address the most pressing needs of units and provide the information at the next roundtable, rather than six months or a year in the future.

### **Breakout Meetings**

**Question:** What type of breakouts do you typically see at roundtable?

What kind of breakout options are possible?

- Cub Scouts
- Scouts BSA
- Venturing

For program-level breakouts, there are so many more options for roundtable breakouts.

- You might add Sea Scouts as a council-level or multi-council/territory roundtable, or hold it quarterly.
- Explorer advisors could meet together to discuss collaboration ideas involving youth from Cub Scouts and Scouts BSA
- New unit leader
- Chartered Organization Representative
- Committee Member

- Blue and Gold banquet committee that meets five months before Feb
- ILST training
- Cubmaster
- Scoutmaster

You can also involve youth in various programs in exciting ways that encourage Scouters and Scouts at these program levels to bridge the gap and connect with people on the other side.

- Flag ceremonies
- Sea Scout ship could demonstrate watercraft safety
- Exploring posts could demonstrate/discuss fire safety, safety, and health safety
- Bring Cub Scouts to try out new ideas for leaders to see

Breakouts created for use at the roundtable by the Scouts BSA and Cub Scout committees are available on the roundtable support page. Short, pre-recorded sessions with discussion questions can also be used at the roundtable. You can also use the material as a springboard for your presentation and discussion, or create your own content based on the specific current needs of your units.

Make the breakouts fun and interactive—it's a game with a purpose! Whether your roundtable is in-person, virtual, or hybrid, there are lots of opportunities to engage with Scout leaders.

## **Workshop – 45 minutes (including 20-minute activity and 25-minute discussion) (slides 16-17)**

### ***Activity and Instructor-Led Discussion #1 – 20 minutes***

#### **Activity (groups of 3-4, 20 minutes (slide 16-17):**

Roundtable provides training, networking, and collaboration between unit leaders and commissioners.

- Consider the next three months of unit service in a district.
- Create a program plan that meets the needs of your unit leaders and focuses on culture, priorities, partnerships, and connections while focusing on impact and the skills, talents, and abilities to support units best.

#### **You will need to:**

- Identify the commissioner roles required – how many people, which positions will be used, and their specific roles
- Complete a logistics calendar for six months – where, when, how, and who
- Create a complete program plan for three months, including all the elements of a roundtable, AND who will be filling the needed roles.

Use the next slide as a reference during the activity session.

***Activity #2 – Discussion -25 minutes (slide 18)***

Have each group discuss how they set up their roundtables with staff and logistics, three-month program plans, any issues they might have faced, and any successes.

Ask them to explain why they chose what they chose. Allow other groups to provide feedback.

**Focus on Impact**

Roundtable commissioners have the opportunity to deliver meaningful programs to leaders gathered in one place. They bring diverse skills and talents to support units and maximize impact. At times, they may also need to bring in subject matter experts to train, collaborate, and inspire unit leaders.

The challenge is creating a program that leaders value and want to attend. Roundtables are more than networking—they serve three key purposes: networking, training, and information sharing. By planning programs that address unit needs and keeping them engaging and relevant, commissioners can ensure roundtables make a lasting impact on youth, units, districts, councils, and beyond.

**Building Bridges: Roundtable can be the ultimate bridge builder.**

- Scouts and fellow Scouts
- Units and the district
- Units and the unit commissioner

So why is roundtable still left on the sidelines? Too often, it's seen as what it was, not what it is today—unit service. New commissioners must learn that roundtable is not a silo but an integral part of the unit service team. It's time to recognize roundtable as the district's greatest asset for serving units.

**In a well-planned roundtable you can have:**

- Questions answered
- Friendship made
- Networking
- Recruiting
- Relationships and partnerships
- Units see the culture of unit service in action
- Units see the culture of safety and take it to their units
- Inspiration happens
- Training
- Unit service-where lives of impact and purpose happen.



## Summary/ Conclusion – 3 minutes (Slide 20)

In this session, we learned to...

- **Understand** the purposes of roundtable and unit service
- **Reviewed** job descriptions for commissioner roles
- **Learned** how to tailor roundtable to serve current unit needs
- **Workshop:** Used the recommended roundtable planning material, developed a three-month roundtable plan

## Questions? – 5 minutes