

Assistant Council Commissioner (ACC) 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 council commissioner for roundtables reports to the council commissioner and ensures that quality Scout leader roundtables are being conducted in each district, for all levels of the program, in keeping with national service center guidelines. This position collaborates with the assistant district commissioners, roundtable, and roundtable commissioners of all program levels recruited by their respective district commissioners.

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

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

SUGGESTED RESPONSIBILITIES:

Plan & Implement

1. **Program Planning and Content:** Collaborate with the assistant district commissioners for roundtable from each district to design a roundtable program that follows the national service center roundtable format and content while meeting the unique needs of the council and district. Some ACC for Roundtable prefer that all districts present the same materials each month, however, this is not a requirement, as meeting the needs of units is the most important piece.
2. **Ensure Roundtable Council Planning Meetings:** Ensure that ADC for roundtable are meeting with their teams to plan and evaluate the roundtable program, including all ADC for roundtable in these meetings. Meetings can be annually, quarterly, or monthly.
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 at roundtables. Ensure that all roundtables have a technology person identified and trained.

Recruit and Train

5. **Recruiting:** Recruit as many ADC for roundtable, roundtable commissioners, and assistant roundtable commissioners as needed to properly and effectively accomplish roundtable functions.
6. **Talent Management:** Become personally acquainted with and maintain regular contact with ADC for roundtable, regarding locations, dates, and times for roundtable meetings.
7. **Training Support:** Ensure that all 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/council 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 ACC 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. **Enter data:** The ACC for roundtable is responsible for ensuring that the ADC for roundtable has the data they need to assist their roundtable commissioners in planning the best program. The ACC for roundtable should also share this data with the Council Commissioner as well.