

## Roundtable Commissioner (RC) 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.

Roundtable Commissioners are responsible for their entire roundtable program: from planning to executing, to promotion and attendance, to evaluating the effectiveness, to implementing positive changes, and then starting the process all over again. To be successful, it is highly recommended that Roundtable Commissioners recruit a team of commissioners to help execute the roundtable successfully. Roundtable Commissioners should have a planning session every 3-6 months, followed by monthly team meetings. Model wearing of the uniform by attending roundtable in full field uniform. If they meet in person, roundtable commissioners should arrive early to 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 Roundtable Commissioner are to:

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

### SUGGESTED RESPONSIBILITIES:

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

1. **Program Planning and Content:** Collaborate with the district commissioner and district 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. Ensure that district roundtable commissioners and assistant district roundtable commissioners actively participate in the council planning, follow-up, and training functions. Roundtable commissioners should also ensure that the needs of the units are being 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: Open the meeting, welcome and 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 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:** Become personally acquainted with and maintain regular contact with assistant roundtable commissioners, 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 Roundtable Commissioner should meet with their team after every roundtable or 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. **Entering data:** The roundtable commissioner is responsible for ensuring that attendance is taken and entered into Commissioner tools monthly. They can also assign this duty to an assistant roundtable commissioner. Roundtable commissioners should also document any connections made with units about problems or concerns in the commissioner tool unit connection section to facilitate better conversations between unit commissioners and the units.