



MCS 350

Unit and Roundtable Commissioners Working Together

Time allotted	50 minutes
Teaching format	Instructor-led discussion with PowerPoint support, Activity

Resources

Handouts	<ul style="list-style-type: none">● MCS 350 - Five Objectives of Unit Service - 1 per participant● MCS 350 – Commissioner’s Core Concepts -1 per participant
Equipment and materials	<ul style="list-style-type: none">● MCS 350 – Unit and Roundtable Commissioners Working Together course plan● MCS 350 - Unit and Roundtable Commissioners Working Together PowerPoint presentation● Computer and projector
Resources for additional participant learning	<ul style="list-style-type: none">● https://www.scouting.org/commissioners/● https://www.scouting.org/commissioners/roundtable-support/

Course Connections

Connections to other CCS courses	<ul style="list-style-type: none">● BCS 101 – Core Concepts of Unit Service● BCS 150 - Roundtables in Unit Service
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Presentation Outline

Introduction and Course Objectives – 2 minutes

While unit commissioners and roundtable commissioners wear distinct position patches, denoting their field of expertise, both patches feature the wreath of service *and for good reason!* Unit commissioners and roundtable commissioners work together to ensure unit leaders have the support they need to succeed. Remember: “Roundtable is unit service.” This course will show how all commissioners in a district help units identify and address their needs.

At the end of this training, a commissioner will be able to:

- **Understand** how commissioners work collaboratively using the 5 objectives of unit service
- **Summarize** the role unit commissioners play at roundtables.

- **Recognize** the unique role roundtables have in identifying unit needs.

The Five Objectives of Unit Service – 30 minutes including 25-minute activity (slides 3-9)

Notes: Instructor-Led Activity – 25 minutes:

Instructor's Note: Suggested teaching method for this topic is a guided discussion. *Handout "Five Objectives of Unit Service"* – 1 per participant. (Document has 2 per page). Please note you only have 25 minutes for this activity, which means you should spend 5 minutes per objective. This is meant to be a rapid brainstorming exercise showing how "roundtable IS unit service" rather than an in-depth look at unit service in a general sense. As the facilitator, you will need to keep the discussion moving so that all objectives can be discussed.

Break the class into two groups, preferably into a roundtable commissioner group and a unit commissioner group. District commissioners and assistant district commissioners (council commissioner and assistants too) can pick which group they would like to be part of or use them to make the groups even. Have participants answer questions (below) as a group. Then, have each group present their answers to the class.

Instructor leads with a talking point: What are the five objectives of unit service?

- What does support of unit growth and retention through Journey to Excellence look like?
- Contacting units and capturing in Commissioner Tools their strengths, needs, and a unit service plan that enables continuous improvement. What does that look like?
- How do we link unit needs to district operating committees and other resources?
- Supporting timely unit, district, and council charter renewals. What does that look like?
- How do we support unit leaders by collecting and distributing information, enabling program training, and providing networking opportunities?

See below for discussion points for each objective.

For a virtual presentation, consider the following:

Handout: distribute the handout (a) before class, (b) during class via email or the chat line, if available, (c) after class, or (d) a combination.

Use breakout rooms with pre-assigned moderators. Pre-assign the students based on position as unit or RT commissioner.

Discussion #1: What does support of unit growth and retention through Journey to Excellence look like?

Expect varying answers:

Roundtable

- Program-specific breakouts
- Hot Topics
- Safety Moments

- Membership Moments
- Information sharing
- Inspirational Opening and Closing components

Unit Commissioners

- Unit Service Plan
- Detailed Assessment
- Simple Assessment
- Unit Visits

Discussion #2: Contacting units and capturing in Commissioner Tools their strengths, needs, and a unit service plan that enables continuous improvement. What does that look like

Expect varying answers:

Roundtable

- Commissioner Tools
 - Recording attendance
 - Meeting notes
 - Simple Assessments
- Discuss with unit commissioners the needs of the units they serve. (Info in Unit Service Plan)

Unit Commissioners

- Commissioner Tools
 - Unit Service Plan
 - Detailed Assessment
 - Simple Assessment
- Continuing Improvement through unit visits
 - Bringing district and council information to the unit
 - District events
 - Council events
 - Training information

Discussion #3: How do we link unit needs to district operating committees and other resources?

Expect varying answers:

Roundtable

- Hot Topics
- Safety Moments
- Program-specific breakouts with guest speakers from the district operating committee

Unit Commissioners

- District trainings
- District events
- Friends of Scouting
- Popcorn and other district/council fundraisers

Discussion #4: Supporting timely unit, district, and council charter renewals. What does that look like? *Expect varying answers:*

Roundtable

- Midway display for in-person roundtables

- Virtual networking sessions before and after virtual roundtables
- Hot Topic discussions
- Devote a breakout session for charter renewal (****please note that this is not a whole roundtable meeting but a **breakout session** that focuses on the unit leaders that work on the charter renewal****)

Unit Commissioners

- Deliver charter renewal information
- Be available to units if they have questions
- Offer to review the charter renewal paperwork to ensure it is filled out correctly (many eyes that view a document help ensure that it is correct)
- Support the district commissioner if there are charter renewal events by attending and letting your units know of the extra opportunities

Discussion #5: How do we support unit leaders? By collecting and distributing information, enabling program training, and providing networking opportunities?

Expect varying answers:

Roundtable

- Attend the annual council planning session
- Attend the annual district planning session
- Have and attend monthly roundtable team meetings
- Attend the monthly district commissioner meeting
 - Agenda (district commissioner/ assistant district commissioner)
 - Attendance (all)
 - Concerns about units (all)
 - Unit attendance
 - Other information obtained at roundtable. e.g., finding out that a unit suddenly doesn't have a Cubmaster
 - Simple Assessments
 - Promote roundtable
 - Input information into Commissioner Tools

Unit Commissioners

- Attend roundtable
- Bring unit leaders flyers and announcements if they did not attend roundtable.
- Encourage unit leaders to attend roundtable
- Offer to help at a roundtable
 - Guest speaker
 - Breakout facilitator
 - Greeter
 - Host a midway display at an in-person roundtable

Role Unit Commissioner Plays at Roundtable? – 10 minutes (slides 10-13)

Looking more closely at #5—delivering effective roundtables—how does a unit commissioner promote and accomplish this objective?

Talking points:

- They attend roundtable
 - They relay necessary information to unit leaders who did not attend roundtable.
 - Units appreciate it when you bring them something.
 - They get all the district and council information they missed at roundtable
- Encourage unit leaders to attend roundtable
 - The Scouter's Training Award includes attending 4 roundtables or a University of Scouting.
- Emphasize networking with other leaders in the district.
- Share the roundtable agenda
- Offer to help at roundtable
- Be a guest speaker
- Facilitate a breakout
- Greet attendees
- Host a networking session

Roundtable and Unit Needs – 5 minutes (slides 14-16)

- What kinds of needs do units have?
- Where might leaders discuss their needs?
- How does roundtable help units address their needs?

Talking Points:

- They listen to units as they discuss topics during breakout sessions.
 - Provides for application of information to future roundtables
 - Serious issues can be brought to the district unit service team
- Surveys
- Unit Commissioner suggestions
 - Unit Service Plan
 - Detailed Unit Health Assessment
 - Simple Assessment

Summary/Conclusion – 5 minutes

You should now be able to:

- Understand how commissioners work collaboratively using the 5 objectives of unit service.
- Summarize the role unit commissioners play at roundtable
- Recognize the unique role roundtables have in identifying unit needs

Questions? – 3 minutes