

Assistant District Commissioner-Roundtables

The assistant district commissioner- roundtables reports to the district commissioner and is responsible for ensuring that quality Scout leader roundtables are conducted within the district for all program levels. The assistant district commissioner - roundtables is supported by the assistant council commissioner-roundtables, and they work together to ensure that quality roundtables are planned and delivered. In this position, the assistant district commissioner-roundtables works with the roundtable commissioners (Cub Scouts, Scouts BSA, Venturing, and Sea Scouts) who have been recruited by the district commissioner. Promoting roundtables at district events is an important facet of this position.

SUGGESTED RESPONSIBILITIES:

1. **Attend and Promote Roundtable:** Attend monthly roundtables to provide support to roundtable commissioners and Scout leaders. 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.
2. **Recruiting:** Recruit district roundtable commissioners as needed and encourage and/or assist roundtable commissioners in recruiting as many assistant roundtable commissioners as needed to properly and effectively accomplish roundtable functions.
3. **Talent Management:** Become personally acquainted with and maintain regular contact with district roundtable commissioners, regarding locations, dates, and times for roundtable meetings.
4. **Training Support:** Ensure that district roundtable commissioners take training for their positions and encourage them to participate in other training opportunities as may be recommended by the district or council.
5. **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 annual planning, follow-up, and training functions.
6. **Technology Utilization:** Advocate the use of technology and an assistant roundtable commissioner for technology who will be in charge of 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.
7. **Serve as Roundtable Moderator:** Where appropriate, serve as the moderator for virtual and in-person roundtables to do the following:
 - a. Open the meeting.
 - b. Welcome and introduce visitors or guest speakers.
 - c. Provide directions for program group breakouts.
 - d. Provide feedback to roundtable personnel following the meeting, as appropriate.
8. **Provide and Promote Information:** Distribute current BSA 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.