

## **Assistant Roundtable Commissioner**

Assistant roundtable commissioners are the support team that help provide a high quality roundtable. There are no limits to the number of assistant roundtable commissioners that can be part of the district roundtable team; however, there should also never be less than one assistant roundtable commissioner for each program to serve as a backup for each of the program-specific roundtable commissioners so that, in case of illness or conflicts, roundtable can go on as scheduled.

Assistant roundtable commissioners should be assigned specific duties for roundtables. They should attend the monthly planning meeting and should prepare and present their assigned part of the roundtable in a fun, quality, and consistent manner. They should promote roundtable in order to build attendance.

Model wearing of the uniform by attending roundtable in full field uniform. If meeting in person, those in this role should arrive early to assist with setup and be available after the meeting to answer Scouters' questions. They should contact the roundtable commissioner and their backup team member in a timely manner when unable to follow through with an assignment. 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.

### **SUGGESTED RESPONSIBILITIES:**

1. Program-specific assistant roundtable commissioners should be assigned to work with a particular Scouting program (Cub Scouts, Scouts BSA, Venturing, or Sea Scouts roundtables).
2. New Member Coordinator assistant roundtable commissioners serve in a position that both models the use of a new member coordinator for unit leaders and fulfills similar responsibilities for the roundtable team. They welcome new leaders to roundtable, track attendance, and are a friendly face at roundtable to help build those first relationships with new leaders. This individual should collect contact information for participants and follow up with them to make sure roundtable is meeting their needs. They may wear a new member coordinator shirt or vest to readily identify them to new participants. New member coordinators help build relationships with new leaders.
3. Specific-assignment assistant roundtable commissioners can be used to fill any specific position that would help the roundtable commissioner. These include assistant roundtable commissioners responsible for any specific program elements. Possible specialized assignments:
  - Technology - virtual and hybrid platform and meeting host coordinator
  - Program-specific/breakout session leader
  - Roundtable Hot Topic
  - Safety Moment
  - Membership Moment
  - Historian
  - Photographer/media specialist