

BCS 117

The Commissioner and the Unit Key 3



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

Resources

Handouts	<ul style="list-style-type: none">• none
Equipment and materials	<ul style="list-style-type: none">• BCS 117 – Commissioner and the Unit Key 3 course plan• BCS 117 – Commissioner and the Unit Key 3 PowerPoint presentation• Computer and projector• Whiteboard or flipchart, appropriate markers and eraser
Resources for additional participant learning	<ul style="list-style-type: none">• Unit Road Map: Starting, Sustaining and Growing Units

Course Connections

Connections to other CCS courses	
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Presentation Outline

This is a participant discussion format course. Instructor(s) should guide the discussion. The experience level of your participants will guide you in how much you will have to dig for them to come up with the responses.

Watch your time. With group discussions, time can get away from you.

Introduction and Course Objectives – 2 minutes

This course examines the roles of the Unit Key 3, the role of the unit commissioner and the relationship developed through communication, collaboration and assessment.

Introduce the learning objectives, noting that by the end of this session, each participant should...

- **Identify** the roles of the unit Key 3.
- **Understand** the need to create a working bond between the unit Key 3 and the unit commissioner.

Who are the unit Key 3? - 25 minutes (including 10-minute activity)

The stewardship of any Scouting unit is vested not in any single person but in the unit Key 3. The term “unit leader” is used to refer to the position of cubmaster, Scoutmaster, or advisor but is purely for brevity’s sake. It does not denote one-person control of a unit.

The responsibility for the adult leadership of any unit is divided between the unit leader, committee chairperson and the chartered organization representative. This Key 3 model is fundamental at all levels of Scouting, from unit to district, council, territory and National Council.

Advantages of working with unit Key 3

The unit Key 3 is designed to be **flexible and informal** in its operations. It functions much like the other Key 3s in Scouting, (i.e., district Key 3, council Key 3, etc.); meeting in between regularly scheduled unit & committee meetings as needed. This flexibility allows for quick reaction and planning when time is a factor and waiting for the regularly scheduled meeting is not possible.

A **small group** is easier to schedule and work with when establishing goals, doing research, problem solving, or reviewing Journey to Excellence progress.

Efficiency is important, but probably the biggest advantage to using a unit Key 3 is the **strengthening of the relationship between the chartered organization and the unit**. With the chartered organization representative as a part of the Key 3, the awareness of the unit’s challenges and successes creates an atmosphere of mutual help and support. Note that the unit’s length of existence and current situation determines how frequently the commissioner meets with Key 3.

What are their Roles?

Each member of the Key 3 has a different primary focus but all work jointly to ensure the success of their unit.

- The unit leader focuses on delivering program support to their youth.

- The committee chairperson's focus is on providing the training and logistical support needed to deliver the program.
- The chartered organization representative's focus is on ensuring that the overall program implementation meets both the needs of the chartered organization and the needs of the Boy Scouts of America.

All three individuals must work together to ensure the promise of Scouting is delivered to their youth, families, and the communities they support. Only when all three areas of focus come together will a unit succeed.

Buzz Group Activity – 10 minutes:

After identifying the unit key 3, four buzz groups can be used to identify the roles of the unit Key 3 and commissioner in achieving unit success. Allow up to 5 minutes for discussion. Have the buzz groups report back to the larger group. Make sure the following responsibilities have been covered to ensure the buzz groups covered the most significant roles.

Unit Leader

- Responsible for the unit's program and image
- In troops and crews, works directly with the youth
- Provides quality guidance

Unit committee chair

- Responsible for administration, oversight and support of program
- Leads the unit's committee
- Responsible for on-time rechartering
- Ensures representation at Roundtables

Chartered Organizational Representative

- Is the direct contract between the unit and the charter organization
- May be a member of unit's committee
- Helps select right leadership
- Represents organization at council level

The role of the commissioner in relation to the unit Key 3

- Not a member of the Key 3 or the unit
- Is a guide and advisor to the Key 3
- Represents the district in supporting the unit

For virtual presentation, consider the following:

Use breakout rooms or separate rooms, depending on the virtual platform, for the buzz groups. Note whether you can show a slide in the breakout room. If not, put directions in a chat, send them via email in real time, give people time to write them down, or assign a leader to each breakout session in advance.

Unit Commissioner's Role

Remember from Unit Commissioner Basic Training, a unit commissioner is a friend, a representative, a “doctor”, teacher, and a coach.

Exactly which role, or combination of roles, is appropriate for any given situation is open to the experience and interpretation of the commissioner concerned. But each unit commissioner has at his disposal a host of resources which he or she can call upon as needed to assist his or her units.

The role of the unit commissioner with the unit Key 3 is to serve as an adviser. He or she is not a member of the unit and has no voting authority but serves as a representative of the district to the unit, linking district resources to the unit as needed. The commissioner advises, coaches and mentors each member of the unit Key 3.

Key 3 Relationships – 15 minutes

Who works with whom?

If the unit Key 3 finds itself faced with a difference of opinion, it is the chartered organization representative that has the final say in what the unit will do.

As the sponsor of the unit, it is the chartered organization that is ultimately responsible for actions of the unit. As the appointing authority for all adult positions within their organization, it is the chartered organization that also has the authority to remove any volunteer within the unit. The unit executive officer (institutional head) has the final word in volunteer removal at the unit level.

A functioning unit Key 3

- A functioning unit Key 3 should meet monthly or as necessary to manage the unit.
- Given that the number of people involved is small, the team should be more efficient in the use of their time and that of the unit committee. Hopefully, by having a member of the chartering organization as part of this team, a stronger bond develops between the unit and its charter partner.
- Another key to having a successful unit is that the Key 3 actively plans for succession of unit leaders. Working with an objective unit commissioner can be a big help when it comes time to make changes in unit leadership.

The Collaborative Assessment

The Collaborative Assessment is one of the most important tasks in which a commissioner works with the Unit Key 3.

Discuss why.

Units benefit from detailed assessments at least twice each year.

Around charter renewal is a great option as that often occurs at about the same time units are reviewing Journey to Excellence achievements for the current year. A third assessment may be valuable when there is a change in unit leadership.

There are several ways to accomplish a detailed assessment, but the best assessments are those done collaboratively by the unit Key 3 and the unit commissioner. The unit commissioner should coordinate a Unit Assessment Meeting with the unit Key 3. Candidate agenda items would include:

- Review of the unit's JTE performance for the current year.
- Completion of a Unit Assessment.
- Identification of key opportunities to strengthen the unit and the program it offers during the coming year.

The information developed during the Unit Assessment Meeting is the foundation of the Unit Service Plan, which will be captured in Commissioner Tools, where it will be available for ongoing reference by the unit commissioner.

Strong unit Key 3s equal strong units.

Discuss why.

For example, **strong unit Key 3s:**

- Have common goals for the unit and share responsibility for achieving those goals.
- Have good communication within the Key 3 and extending to the rest of the unit (Scouts, leaders, parents, & the chartered organization) and with the district.
- Are trained and set the example, ensuring that every youth has the trained leader they deserve.

Conversely, weaknesses in a unit Key 3, may lead to weaknesses in the unit.

Encourage participants to add other examples, based on their experience, of how strengths or weaknesses in a unit Key 3 might affect a unit's performance.

Summary/Conclusion – 2 minutes

Let's review -

- Unit Key 3 are the chartered organization representative, committee chair and unit leader. Each has a primary role within the unit.

- As a team, the unit Key 3 work as partners in the smooth running and success of the unit. The unit commissioner creates a working bond through communication and assessment.

Questions? – 5 minutes