



BCS 150

Roundtables in Unit Service

Time allotted	50 minutes
Teaching format	Instructor-led discussion with PowerPoint support, Buzz group activity

Resources

Handouts	<ul style="list-style-type: none">● BCS 150 – Commissioner’s Core Concepts-1 per person● BCS 150 – Roundtable and Assistant Roundtable Commissioner Onboarding Progress Record - 1 per person● BCS 150 – Roundtable Commissioner/Assistant Roundtable Commissioner Unit Service Handout-1 per person
Equipment and materials	<ul style="list-style-type: none">● BCS 150 – Roundtables in Unit Service course plan● BCS 150 – Roundtables in Unit Service PowerPoint presentation● Computer and projector● Whiteboard or flipchart, appropriate markers and eraser
Resources for additional participant learning	<ul style="list-style-type: none">● Unit Roadmap: Starting, Sustaining and Growing Units● Commissioner Tools in my.scouting.org● Commissioner Roundtable Resource webpage

Course Connections

Connections to other CCS Courses	<ul style="list-style-type: none">● Roundtable Commissioner Basic Training● BCS 152 – Planning, Implementing, and Promoting Roundtables● BCS 153 – Roundtables and Commissioner Tools● BCS 154 – Roundtable Fundamentals
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Presentation Outline

Introduction and Course Objectives– 2 minutes

An effective roundtable is vital to the success of all unit service. This course reviews and reinforces how roundtables fit into the unit service structure by providing roundtable services to units and unit leaders.

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

- **Understand** the commissioner's core concepts
- **List** the functions of a roundtable in providing unit service
- **Discuss** how roundtable fits into unit service
- **Illustrate** how to facilitate unit service before during and after roundtables

NOTE: Before beginning Slide 3 distribute: *Commissioner's Core Concepts-1 per person*

For virtual presentation, consider the following:

Determine in advance how and when you want to distribute the handout. Options include (a) email by the facilitator in real-time, before the session, or afterward; (b) putting a link in the chat line, if available; or (c) putting it in Dropbox or a Google folder.

Roundtable Commissioner and the Commissioner's Core Concepts - 5 minutes (slide 3)

Regardless of the type of commissioner, all commissioners focus on four main core concepts.

Handout: *BCS 150 - Commissioner's Core Concepts – 1 per person*

Review the commissioner's core concepts page that they should have seen in roundtable commissioner basic training and discuss the different roles and responsibilities of the commissioner.

Commissioner's Mission

As commissioners, we share the BSA's mission:

To prepare youth to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Commissioner's Vision

To prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

Commissioner Culture

Be the heart: Scouting's units are its heart; its success is dependent upon them.

Commissioners support unit leaders in developing a safe, welcoming environment and delivering Scouting's programs effectively. Commissioners exist to support Scouting's heart.

Build relationships: The Commissioner must develop relationships with unit leaders we serve based on mutual respect, candor, and trust. Without that, the communication and collaboration required to effectively support units is impossible.

Change Lives: Scouting changes lives- of the youth it serves and the adults who support it. As they adopt Scouting's values, they become engaged citizens who strengthen our communities, nation, and world.

Commissioner Priorities

1. Being the **single, best resource**
2. Ensuring **S.A.F.E programs**
3. Enabling **significant, sustainable growth**

Unit Service Objectives

Commissioners need to focus on five objectives as displayed here on the screen:

- Support unit growth and retention in Journey to Excellence.
- Contacting units and capturing in *Commissioners Tools* their strengths, needs, and a unit service plan that enabled continuing improvement.
- Linking unit needs to district operating committee and other resources.
- Supporting timely unit, district, and council charter renewals.
- Supporting unit leaders by collecting and distributing information, enabling program training, and providing networking opportunities.

Unit Service Goals

- Enable an increased number of units.
- Enable the retention rate of units.
- Enable implementation of a unit service plan through collaborative detailed assessments and an increased number of significant unit contacts.

Transition statement: Every commissioner plays an important role in unit service by working through these core concepts. Today we will look specifically at the role roundtable commissioners play and the support system in place to help roundtables provide effective unit service.

Types of Commissioners (slides 4-5)

- **Unit Commissioner** - Perhaps no other members of the unit service team have a more important or demanding responsibility. As friends, coaches, and counselors of unit leaders, unit commissioners operate quietly, generally in the background.

- **Roundtable Commissioner** - The roundtable commissioner has more regular contact with unit leaders than any other commissioner and they provide unit service through respective roundtables.
- **Administrative Commissioner** - Those who are not unit commissioners or roundtable commissioners are administrative commissioners. This includes the district commissioner and assistant district commissioner.

Levels of Roundtable Service at the Local Level

- **Council Roundtable Service** - The assistant council commissioner for roundtable reports directly to the council commissioner. They are responsible for conducting an annual council-wide roundtable planning meeting with all districts followed up by a mid-year review.
- **District Roundtable Service** - The district commissioner is responsible for all commissioners in the district including roundtable commissioners. Their role is to oversee the roundtable commissioners in their respective districts. The assistant district commissioner for roundtables should make sure the national program and roundtable materials are used to ensure that units get the best program.
- **Roundtable Service** - The responsibility of a roundtable commissioner is to conduct a roundtable to help units solve problems by providing *the skill to do* and *the will to do* and through discussing unit issues and linking units to district resources. Every roundtable commissioner should have a team to help them provide the best program possible. Assistant roundtable commissioners are that support team.

Roundtables Role in Unit Service - 15 minutes (slides 6 - 10)

Functions and Purpose of Roundtables

Roundtables have **4 main functions**:

- Provide information - new updates to programs, new trainings
- Capture information- what units are attending camping events, who is having issues with popcorn, etc.
- Offer current program training – leader-specific (den leader activities), unit-specific (ceremonies)
- Provide networking opportunities – Answer questions, form relationships

There are two main **purposes** for roundtables:

- Provide ***the skill to do*** - skills, techniques, information, and program ideas-the know how that make for successful unit operations
- Provides ***the will to do*** - the morale, enthusiasm, inspiration, and vision that periodically renew the desire to serve youth.

When skillfully executed, the roundtable experience will inspire, motivate, and enable unit leaders to provide a stronger program for their youth.

It is the responsibility of the roundtable commissioners and the assistant roundtable commissioners to ensure that the functions and the roles of roundtables are met. To learn more, take **BCS 154 – Roundtable Fundamentals**.

Types of Roundtables

Depending on the size of the district or council there can be up to four different roundtables. All levels of the BSA program are represented in Cub Scout roundtable, Scouts BSA roundtable, and Older Youth Programs (Venturing, Exploring, and Sea Scouts) roundtable.

Buzz Group Activity - 7 minutes

Notes: Break the participants into two groups to complete the following activities:

1. Identify ways that roundtable commissioners/teams provide unit service
2. Identify problems that roundtable commissioners/teams can help identify in units

Discussion: Let each group discuss their lists. Fill in the missing items on the list with the remainder of the teaching items in this section.

Allow up to 4 minutes for discussion and then have the two groups report back to the class.

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 slides in a breakout session. If not, put the questions, topics, or directions into the chat, send them via email in real time, give people time to write down the questions, or assign a leader to each breakout in advance.

Add a slide that allows different ways of providing unit service to be listed and have it fly in. Add another slide that does the same for problems roundtable commissioners can help identify. The instructor can use these slides to capture and emphasize topics reported from the buzz groups or to wrap up the discussion. These slides can be also be used if your platform does not allow breakouts.

Roundtables as Unit Service

- Roundtables provide unit service that will assist unit leaders in preparing their youth to live the values of the Scout Oath and Law.
- Unit issues may be brought up at roundtable as part of a roundtable discussion or through a question a volunteer unit leader asks. It is very common for unit leaders to ask unit-specific questions after meetings are over, this is a great time for the roundtable commissioner to provide unit service.
- The roundtable commissioners should help the unit leaders resolve issues when possible and refer them to their unit commissioner and the district operating committee as appropriate for additional resource support.
- Serve as a model for leaders: unit programming, correct uniforms, and being the source of info are just a few ways roundtables can be models for scout leaders.

- Roundtables can be a great place to provide skills and training for leaders. Knot tying, buddy system, and how to plan a campout are just a few examples.

Roundtable commissioners and assistant roundtable commissioners provide unit service during a roundtable. They can give units valuable skills and information, identify problems or potential problems, and partner with unit commissioners, assistant district commissioners, and the district commissioner to ensure that all scouts experience the highest level of success possible.

Facilitating Roundtable Unit Service – 15 minutes (slides 11-12)

NOTE: Before beginning slide 11 handout BCS 150 - Roundtable and Assistant Roundtable Commissioner Onboarding Progress Record – 1 per person

For virtual presentation, consider the following:
Distribute the progress records by sending them via email in real-time, in advance, or after the class. You can also post a link in the chat line, if one is available, or put it in a folder you create in Dropbox or Google Drive.

A great roundtable requires dedicated roundtable commissioners and assistant roundtable commissioners. That dedication starts from the very beginning with training. The roundtable and assistant roundtable commissioners should first complete the roundtable commissioner basic training and then complete all required roundtable commissioner training. To help them with the process the roundtable commissioner should utilize the onboarding progress record to ensure that they are fully prepared and trained to do the job at hand.

Once trained the roundtable commissioner and assistant roundtable commissioner are now fully prepared to be an effective part of the team to facilitate roundtables.

NOTE: Review and Handout BCS 150 - Roundtable Commissioner/Assistant Roundtable Commissioner Unit Service – 1 per person

There are important pieces to complete before, during, and after the scheduled roundtable to ensure the roundtable is successful.

Review Before the meeting:

- **Planning** - the yearly planning meeting, the quarterly planning meeting, and if needed a monthly pre-meeting. For more info be sure to take **BCS 152 - Roundtable Planning, Implementing, and Promoting**.
- **Promoting** - it is important to promote the dates of scheduled roundtables on a yearly calendar and to remind leaders of those dates monthly. The commissioners can enlist the support of unit commissioners by asking the unit commissioners to contact their units with a reminder about the upcoming roundtable.

- **Know who is coming** - The roundtable commissioner and assistant roundtable commissioners should ensure that if any speakers have been scheduled for the month they get a reminder of their speaking engagement and ensure that they can attend.

During the meeting:

- **Provide networking** - as one of the four functions of roundtable it is important that the assistant roundtable commissioner and roundtable commissioner provide opportunities for networking to help units.
- **Provide excellent program** - as a function of modeling it is important for the roundtable commission assistant roundtable commissioners to provide excellent programming to the best of their ability.
- **Answer questions** - roundtable commissioners and assistant roundtable commissioners should facilitate conversations to help any questions that leaders who have attended may have or assure them that their questions have been heard and will be answered in a timely manner.

After the meeting:

- **Get questions answered** - if any questions are left from the roundtable event it is the responsibility of the assistant roundtable commissioners and roundtable commissioners to find the answers and respond to the units in a timely manner ideally within 48 hours. The commissioners can enlist the support of unit commissioners to take the answer to the units that they are working with.
- **Pass along issues** - if the roundtable commissioner and assistant roundtable commissioners discover any issues it is their responsibility to pass it along to the assistant district commissioner for roundtables who will then ensure that the issue is communicated to the proper person.
- **Complete reports** - the roundtable commissioner and assistant roundtable commissioner(s) should use the tools in Commissioner Tools to complete all roundtable reports. For more information take BCS 153: Roundtables and Commissioner Tools.
- **Document Contacts** - if a roundtable commissioner or assistant roundtable commissioner has a meaningful discussion outside of roundtable programming then a unit contact should be completed within the commissioner tools on the *Commissioner Tools* webpage at my.scouting.org.

The above lists are by no means all-inclusive, you may find as a roundtable commissioner and assistant roundtable commissioner that other items could be added to the list for your roundtable depending on how your roundtable is structured. The most important fact is that a good roundtable doesn't just occur, it requires work before, during, and after the scheduled roundtable.

Roundtable Resources

It is recommended to show the actual website if you have an internet connection.

National BSA Commissioner Roundtable Support webpage

The *Roundtable Support* Webpage and the National Commissioner Service Team roundtable chair and subject matter experts provide support for planning and resources but the national program committees create the content.

Instructor Note: *Have the class scan the QR code on the slide*

Summary/Conclusion – 2 minutes

As you can now see effective roundtables are vital to the success of all commissioner service. We have discussed how roundtables fit into the commissioner service structure by providing roundtable services to units and unit leaders. Roundtables are unit service.

We have discussed the following:

- Understand the commissioner's core concepts
- List the functions of roundtable in providing unit service
- Discuss how roundtable fits into unit service
- Illustrate how there are important pieces to complete before, during, and after the scheduled roundtable to ensure the roundtable is successful

Close with the following statement –

“As a commissioner, you have made a personal commitment to Scouting. It's a commitment of time, effort, and knowledge. It's a commitment of patience and understanding. It's a commitment to be a living example for unit leaders, and to lend a helping hand to fellow Scouters.”

Questions? – 2 minutes