

BCS 150 - Roundtable Commissioner/Assistant Roundtable

Commissioner Unit Service

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 states 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 that they get a reminder of their speaking engagement and ensure that they are able to 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 and less 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.