BCS 152

Planning, Implementing and Promoting Roundtables

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

Resources

Handouts	• BCS 152 – Roundtable Planning Sheets example – 50 min - 1 per person • BCS 152 – Roundtable Planning Sheet example – 60 min – 1 per person • BCS 152 – Roundtable Format 75 minutes – 1 per person
Equipment and materials	• BCS 152 – Planning, Implementing, and Promoting Roundtable course plans • BCS 152 – Planning, Implementing and Promoting Roundtable PowerPoint presentation • Computer and Projector • Whiteboard or flipchart
Resources for additional participant learning	• *https://www.scouting.org/commissioners/roundtable-support/* • *Cubscouts.org* • *Troopleader.org* • *Venturing.org* • *Merit Badge books*

Course Connections

Connections to other CCS courses	• BCS 150 – Roundtables in Unit Service • BCS 151 – The Roundtable Commissioner Team • BCS 153 – Roundtables and Commissioner Tools • BCS 154 – Roundtable Fundamentals

Presentation Outline

Introduction and Course Objectives – 5 minutes

In this course, the participants will be learning how to plan and implement a roundtable to best serve the units in their districts and councils. They will also discuss how to promote roundtables to units they serve and to new leaders.

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

- **Explain** the roundtable planning and implementation process.
- **Discuss** how to utilize the Roundtable Resource Webpage tool.
- **Understand** the importance of a well-planned roundtable in providing unit service to the district and council.
- **Demonstrate** methods for promoting roundtables.

Planning Roundtables – 15 minutes (slides 4-10)

Who, What, When, Where and Why of Planning

In the district, the roundtable commissioner of Cub Scouts, Scouts BSA, Older Youth Program (Venturing, and the VOA vice president of programming, Exploring, and Sea Scouts) plans their respective programs. They focus on the needs of the units, the district, and the council. The assistant roundtable commissioners should be working as a team with their respective roundtable commissioners as well. The assistant council commissioner for roundtables provides the opportunity for all roundtable commissioners to gather for a council-wide planning meeting. Their goal is to keep all the roundtables in the council consistent with their programming to a point - and to meet the needs of the units they are serving.

Sometimes a roundtable commissioner needs to address the needs of their district's units and change the roundtable's plan. ACCs should also check in quarterly with ADCs of roundtables to see how the programs are going and if there needs to be changes in the future. Some ACCs meet quarterly with the roundtable commissioners and have their commissioners plan out the openings, hot topics (if possible-these are created as close to the meeting as possible to address a hot topic), the safety moments, breakouts, and closings during their planning sessions at the council meeting. The breakout topics should focus on the needs of the units they serve.

The assistant district commissioner of Roundtables can plan a quarterly planning meeting for the roundtable commissioners in their districts focused on the breakout sessions and hot topics. If your council has an ACC for roundtables their meeting and the ADCs meeting can run at the same time. Then time can be given to each district to meet separately to discuss changes that may be needed. The ADC of roundtables should also meet monthly with their roundtable commissioner teams. This can be done at the monthly district commissioner meetings or at

another designated time. These meetings should have the district roundtable team present as they are the owners of the district roundtable.

The roundtable team consists of:

- Cub Scout commissioner and assistant commissioners to represent the Cub Scout program
- Scouts BSA commissioner and assistant commissioners to represent the Scouts BSA program
- Older Youth Programs (Venturing commissioner and assistant commissioners to represent the Venturing program along with the district VOA vice president of program, Exploring, and Sea Scouts)

For more information on the roundtable team take **BCS 151 - The Roundtable Commissioner Team.**

For specific roundtable support go to the commissioner website and click on Roundtable Support. https://www.scouting.org/commissioners/roundtable/
The resource webpage can help provide specific content for roundtables. For more information take **BCS 154 - Roundtable Fundamentals**.

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

Proper Prior Planning Prevents Poor Performance

When planning roundtables, the team needs to remember that they are modeling behaviors for the units. They are modeling: great meetings, well-planned meetings, unforming, being a source of information, and the C.O.A.C.H. mindset. For more detailed information take **BCS 150 - Roundtables in Commissioner Service.**

The teams should also need to look at the following:

- Unit Service-what do your units need to succeed?
- Program and policy changes from national - a great example is the change to family scouting.
- Events that need to be addressed - this could be national (Jamboree), council (Wood Badge), or district (district fishing derby).
- Topics provided by the Commissioner Roundtable Resource Webpage (*https://www.scouting.org/commissioners/roundtable-support/*)

These are the big-picture items that will be a focus for your roundtables.

Note – before beginning Slide 8 distribute *Roundtable Planning Sheets example – 50-minute, 60-minute, and 75-minute*– 1 per person.

For virtual presentation, consider the following:
To distribute handouts, you can (a) email them in advance, (b) have your facilitator email them during the session so they will arrive on time, (c) post a link in the chat line, or (d) email them after the session is over.

Planning Your Roundtables

The National Commissioner Service Team has provided a resource webpage for roundtable teams to help them plan their monthly roundtables. The webpage provides all the resources needed to plan a roundtable. Those resources include the opening, hot topic, safety moments, breakout sessions, and closing. The roundtable team is encouraged to use the 50-minute format, 60-minute format, or 75-minute format, whichever they feel best meets the needs of the district and council.

The roundtable team is also encouraged to fashion the roundtable to meet their districts and council's needs. If a local unit is known for a specific skill the roundtable team can opt to use them for a breakout session versus the materials provided on the webpage. Also, a district or council may ask their Council/District Executive to speak on a hot topic the council is facing, such as a local change in policy that affects an event.

The webpage has new content monthly; however, the roundtable team can use the material on a different date to address a topic. A great example is winter camping-while the national resource webpage may offer it in October a roundtable team may not use it until November to help units prepare for the coldest month in their area.

For a roundtable to be successful everyone on the team must know their job. A planning sheet is an important part of planning a roundtable. This planning sheet allows all the team members to see who is responsible for what sections. In the sample provided to you, you can see that the section of the meeting is defined along with the time allotted and the person responsible.

A planning sheet can be as simple or as complicated as a roundtable team would like. The ADCs of roundtable should help the team develop a tool that all are comfortable with. As roundtables move into the virtual format a roundtable team may find it needs to define roles that are not tied to the actual program-such as chat room monitor, host, breakout room facilitator, etc.

Again, the planning sheet can be as simple or as complex as a roundtable team desires. The most important pieces should be: a time frame for reference, the topic (intro, hot topic, etc.), specific content for the topic, and who is responsible.

Then if a team member is unable to attend the supporting team will be able to quickly see what was assigned and make arrangements to ensure the content is presented as planned.

Themes

Theming your roundtable helps create flow throughout your roundtable.
Starting with your Hot Topic all the way to the breakout sessions, themes create the continuity that makes the material most useful. A theme is not necessary to have to create a successful roundtable.

Implementing Roundtables-10 minutes (slides 11-13)

Virtual

Roundtable should be one of the key tools we use as commissioners to support unit leaders.

Unfortunately, we've seen a steady decline in roundtable participation for a number of years. That has made it less effective in fulfilling its purpose. Recent studies show that more leaders are more likely to attend a virtual roundtable. While high-speed internet access isn't yet universal, it has increased dramatically in recent years. Our experience with COVID-19 drove the expanded use of virtual meetings to enable us to keep on Scouting. Many local districts continued to offer roundtables virtually.

Several key strengths have been identified to implement successful virtual roundtables, including support from district executives, commissioner internet access, commissioner embracement of virtual roundtables, council staff embracement of virtual roundtables, knowledge of how to run virtual meetings, and unit leader internet access.

Virtual roundtables respond to our volunteers' requests for greater efficiency and respect for their time. The new approach is also flexible. It can be applied in districts where high speed internet access isn't available It can be used for single-district, multi-district, and council-wide roundtables.

To implement a successful virtual roundtable the commissioner team must ensure several things.

- First a good plan is in place, without a plan a virtual roundtable can appear chaotic and lacking real value.
- Second, choose a virtual platform that most people have used before to ease the transition.
- Third, a singular person to run the virtual meeting platform. This person ensures the meeting platform is in place before the meeting, is there to welcome people to the meeting, set up breakout rooms and assigns people to the rooms, and stays until everyone's questions are answered.
- Fourth, excellent, detailed communication between (a) the roundtable commissioners running the meetings and breakouts and (b) the person running the virtual platform. Great coordination helps ensure a smooth virtual experience. Using the platform for a walk-through with everyone involved in that month's roundtable at least a few days before the roundtable has proven to be a best practice.

Depending on the size of the roundtable the team may enlist other people to monitor chat rooms, breakout rooms, and whiteboards while the roundtable team ensures the content from the plan is presented effectively.

Also, some roundtables have specific New Member Coordinators whose job is to welcome new leaders and to take attendance to be entered into the Commissioner Tools after the meeting. For more information on the Commissioner Tools take **BCS 153 - Roundtable and Commissioner Tools.**

In-person

While the National Commissioner Service Team is creating materials for a virtual roundtable, they understand that there are some councils and districts that prefer the in-person meeting. The Service Team recommends that the materials created for virtual roundtables can be used for in-person roundtables. The 50-minute, 60-minute, and 75-minute formats are adaptable to the in-person roundtable setting. As above the councils and districts are encouraged to adapt the materials to meet the needs they have identified for their units.

For an in-person roundtable to be successful there are some similarities to the virtual meeting but also some differences as well.

- First a good plan is in place, without a plan an in-person roundtable can appear chaotic and lacking real value.
- Second, a location must be secured that is easy for most people to find.
- Third, a singular person to be in charge of opening the location setting before the meeting, is there to welcome people to the meeting, set up breakout rooms, tells people where the rooms are located, and stays until everyone's questions are answered. The roundtable team ensures the content from the plan is presented effectively. Of course, that singular person should have, when possible, other people who can and will be available to open the location and get the meeting space ready.

Also, some roundtables have specific New Member Coordinators whose job is to welcome new leaders and to take attendance to be entered into the Commissioner Tools after the meeting. For more information on the Commissioner Tools take BCS 153 Roundtables and Commissioner Tools.

Hybrid

The hybrid roundtable takes aspects of the virtual roundtable and combines them with an in-person roundtable. This meeting will have some people who attend in person and some who will view the roundtable using a virtual platform. This format can be a great compromise for councils who have a large rural presence that might be unable to attend while a roundtable team still has great success with the in-person meeting format. This meeting follows the in-person format while adding in a virtual component.

- First a good plan is in place, without a plan an in-person roundtable can appear chaotic and lacking real value.
- Second, a location must be secured that is easy for most people to find.
- Third, a single person is in charge of opening the location setting before the meeting, is there to welcome people to the meeting, set up breakout rooms and tell people where the rooms are located, and stays until everyone's questions are answered. The roundtable team ensures the content from the plan is presented effectively.

For the virtual aspect, the team needs to choose a virtual platform that most people have used before to ease the transition. Identify a singular person to run the virtual meeting platform. This person ensures the meeting platform is in place before the meeting, is there to welcome people to the meeting, set up breakout rooms and assigns people to the rooms, and stays until everyone's questions are answered.

Depending on the size of the roundtable the team may enlist other people to monitor chat rooms, breakout rooms, and whiteboards while the roundtable team ensures the content from the plan is presented effectively.

Also, some roundtables have specific New Member Coordinators whose job is to welcome new leaders and to take attendance to be entered into the Commissioner Tools after the meeting for both the in-person and virtual meeting areas. For more information on the Commissioner Tools take BCS 153 Roundtables and Commissioner Tools.

Promoting Roundtables- 15 minutes including 10-minute activity (slides 14-16)

Who, What, When, Where and Why of Promoting Roundtables

- **WHO** - All can/should promote
- **WHAT** - All promote the program available
- **WHEN** - Promotion can happen at any time
- **WHERE** - Promote at unit meetings, district committee, etc.

While the roundtable team is ultimately responsible for promoting roundtables, everyone should help in that endeavor. The district commissioner and ADCs of roundtables can promote roundtable at district committee meetings, unit commissioners can promote roundtables to their units while conducting unit visits, and leaders who attend can promote roundtables to new leaders. New leaders are more likely to attend roundtable when someone they trust expresses enthusiasm, excitement, and informs them of the value of the program.

Promotion of roundtable can occur in several ways. Flyers, emails, and personal invitations are always recommended. Flyers are great for unit commissioners to take to a unit while visiting to extend a personal invitation to the unit leaders. This can be especially helpful if the unit is not currently attending roundtable. Emails are an easy way for unit commissioners, unit leaders,

and the roundtable team to reach a larger group of people. Many councils and districts use an email tool to mass email information about roundtables. Anyone can extend a personal invitation, whether it be a flyer, email, or phone call.

As you can see there are many ways that many different people can promote roundtable.

Promoting Roundtables - *Activity and Instructor Led Discussion*
Notes: *Instructor-Led Activity – 10 minutes:*
Break the participants into two groups. It is preferred that the groups be diverse as to learn from one another.

Ask the groups to create a promotion plan for a new district (District X).

Give the groups 5-7 minutes to discuss and then bring the groups back together to report. If in-person provide the group with a large poster board page and markers to write down their plans.

Bring groups together and give each group 5 minutes to present their plan and discuss with the other group.

For virtual presentation, consider the following:
Use breakout rooms or separate rooms, depending on the virtual platform, for the buzz groups. Some platforms allow whiteboards or PowerPoint slides (in editor mode) to be used for taking notes. Otherwise, have one person serve as reporter on behalf of each group.

Why Promote?
Roundtable promotions is imperative to ensure the continued success of roundtables. Leaders change positions or move to different cities and may not be able to attend their current roundtable. Ensuring an adequate size group attends improves roundtable discussions, brings new ideas to the discussion, and makes networking more helpful. If the same five people attend the same talk every month soon the excitement and learning opportunities drop and so will attendance. The success and longevity of roundtables depend on promoting the roundtable to increase attendance and ensure that unit needs are being met.

Summary/Conclusion – 2 minutes

During this course, the participants learned how to plan and implement a roundtable to best serve the units in their districts and councils. They also discussed how to promote roundtables to units they serve and to new leaders.

Recap the learning objectives, noting that by the end of this session, each participant should be able to…

- Explain the roundtable planning and implementation process.
- Discuss how to utilize the Roundtable Resource Webpage tool.

- Understand the importance of a well-planned roundtable in providing unit service to the district and council.
- Demonstrate methods for promoting roundtables.

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? – 3 minutes