



*Red Arrow Unit Commissioner Position Description*

***Prepared for: YOU!***

**Objective:** To help units succeed with a good program that attracts and retains youth members. The unit commissioner connects the resources of the district and council to the units they serve and is a Scouting generalist whose passionate overriding mission in Scouting is to help units succeed by helping each unit he/she serves to achieve Journey to Excellence Gold Level for the unit.

**Responsibilities:**

- ✓ Help each unit achieve the Journey to Excellence recognition.
- ✓ Use the monthly commissioner service plan; maintain its scheduled opportunities for commissioner contact with units.
- ✓ Know each phase of the Scouting program and be able to describe what each is and how each works. Review all Scouting program literature to support assigned units.
- ✓ See that all direct-contact unit leadership completes basic leader training, including Youth Protection training.
- ✓ Visit unit meetings, including committee meetings and unit activities, regularly. Record all contacts using Commissioner Tools. Contact each assigned unit Key 3 face-to-face or by email, telephone, or other means at least monthly. Complete at least two detailed assessments for each unit each year.
- ✓ Keep in touch with the chartered organizations of the units you serve so they become and stay engaged in Scouting and know you as a resource to their needs. Record your visits in Commissioner Tools.
- ✓ Know the neighborhood in which your units are located so you can help unit leaders know more about the community and other Scouting resources around them.
- ✓ Know the district and council in order to provide volunteer and professional subject matter experts to help the unit.
- ✓ Set the example. Keep your promises. Be helpful. Be diplomatic. Wear the correct uniform. Model Scouting ideals.
- ✓ Continue to increase your skills as a commissioner through training, experience, and consultation with others in the district. Complete Commissioner Basic Training; attend the College of Commissioner Science.
- ✓ Be sure that unit adults attend Cub Scout, Scouts BSA and Venturing roundtables.
- ✓ Make certain that proper techniques are used to select and recruit unit leadership.
- ✓ Help the unit conduct a membership inventory (at least annually) of youth and adults.
- ✓ Facilitate the on-time annual charter renewal of all assigned units using Internet rechartering. Present the new charter at an appropriate meeting of the chartered organization.
- ✓ Encourage assigned units to complete and turn-in their JTE report with their charter renewal.
- ✓ Support and promote local and national Scouting policy, procedures, and practices.
- ✓ Recognize individuals, committees, and chartered organizations for their Scouting accomplishments.
- ✓ Participate in the Friends of Scouting Campaign as a leadership donor.

**Key Dates:**

Monthly	District Roundtable – First Thursday of the Month at 7pm
Monthly	District Commissioner Meeting–First Thursday of the Month at 6pm
Once yearly	District Recognition Banquet
Once yearly	College of Commissioner Science
As scheduled	Unit meetings (various date based on assigned units)

**Dates as available:**

As scheduled	District Events
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**Staff Advisor:**

Mary Kveton

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