

<b>BALTIMORE AREA COUNCIL</b>	<b>ACC Technology &amp; Administration</b>
<b>SCOUTS BSA</b>	<b>JOB DESCRIPTION</b>

**Commissioner Vision Statement:** Every member of the BSA has a **great** Scouting experience.

**ACC Technology & Administration - Job Responsibilities:**

- Reports to the Council Commissioner
- Be registered as Assistant Council Commissioner.
- Serves as the “Champion” for *Commissioner Tools* and be the Council expert on technology resources, including *Commissioner Tools*, the electronic rechartering process, and Unit/District/Council data reporting.
- Responsible for overall delivery and training of the *Commissioner Tools* to Council leadership.
- Serves as the Council point of contact for all Commissioners in Council on technology issues.
- Coordinates training utilizing documents and resources found on the Boy Scouts of America National website.
- Coordinates with Council Commissioner to maximize the impact of the Unit Service Plan in the Council.
- Provides information for Unit Serving Professional training, training can be delivered by others.
- Provides regular and timely feedback of the *Commissioner Tools* to the National representative.
- Produces monthly District contact results report and submits to Council Commissioner.
- Works with the Council Membership Chairman to promote Membership / Commissioner collaboration within the Districts and ACC Recruitment and Retention.
- Recharter Workshops – Coordinates with District Commissioners workshop training when needed.
  - Outline workshop objectives
  - Create workshop training material
- MAC Rechartering Guide
  - Updates as needed
  - Communicates through District Commissioners to the units how to utilize the guide during the recharter process. Start promoting in August.
- Tracks Youth Protection training for all registered leaders and reports to District Commissioners.
- Assists with conducting recharter training when necessary.
- Participate in Commissioner Cabinet meetings.