

<b>BALTIMORE AREA COUNCIL</b>	<b>Assistant District Commissioner</b>
<b>SCOUTS BSA</b>	<b>JOB DESCRIPTION</b>

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

**Assistant District Commissioner - Job Responsibilities:**

A District may have one or more Assistant District Commissioners (ADC). This will be based on the number of units in the District. Each ADC is responsible for an assigned share of the units in the District and the Unit Commissioner (UC) who serve those units. ADCs are often assigned a geographic area of the District. They work closely with the District Commissioner (DC) and District Executive (DE).

A District may also have additional Administrative ADCs. These ADCs may be responsible for non-unit related leadership duties within the District such as training, Journey to Excellence, Commissioner Tools or rechartering just to name a few. Separate job expectations will be given for these jobs as needed.

- Reports to the District Commissioner
- Recruit enough UCs to serve your assigned units and area.
- ADCs will be assigned an average of 15 units. That is 1 ADC for every 5 UCs needed. That provides one UC for every 3 units.
- Conduct personal coaching and orientation sessions for your UCs. Make sure new UCs are trained and have the tools that are needed to serve their units.
- Maintain regular contact with your UCs to provide guidance in unit service needs.
- Meet with your team of UCs periodically to plan specific actions to help units be more successful.
- Oversee that the minimum 6 visits per unit is maintained by all assigned Unit Commissioners.
- Direct the UCs to report and record their unit contacts with the Internet-based "Commissioner Tools".
- The ADC will serve units that have no assigned UCs. This will be coordinated by the DC. When a UC resigns, or cannot adequately fulfill the responsibilities of the position, the ADC *temporarily* assumes the vacant position.
- The ADC contributes to the monthly meetings with the Commissioner team. DC may ask the ADC to present a training topic at the monthly meetings.
- With the DC, help administer the "Annual Commissioner Service Plan", which gives specific purposes for Commissioner contact with units at designated times of the year.
- Participates in the College of Commissioner Science (Service) as a presenter or participant.
- Supports local and national Scouting policies, procedures, and practices.