

BALTIMORE AREA COUNCIL	Assistant District Roundtable Commissioner
SCOUTS BSA	JOB DESCRIPTION

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

Assistant District Roundtable Commissioner – Job Responsibilities:

There are no limits to the number of Assistant Roundtable Commissioners that can be on the Roundtable Team.

There should never be less than one Assistant Roundtable Commissioner for each program to serve as a back-up for each of the program specific Roundtable Commissioners.

The unit leaders expect Roundtable to always happen as scheduled. The show must go on every month, even if the Roundtable Commissioner has a conflict and cannot attend. The Success of Roundtable depends on having a great Team. Assistant Roundtables Commissioners are an important and essential part of the Roundtable Team. This is why you should always have at least one Assistant Roundtable Commissioner.

There are several specific areas of duties that may be assigned to an Assistant Roundtable Commissioner.

- Reports to the Roundtable Commissioner
- To Have a Positive Attitude. Keep and project a positive attitude towards the Scouting program.
- Take training for their position and continue to increase their knowledge of Scouting.
- Help promote Roundtable when and wherever possible.
- Program-Specific ARTCs should be assigned to work with a particular Scouting program (e.g., Cub Scouts, Scouts BSA or Venturing Roundtables).
 - New Member Coordinator ARTCs model the use of a New Member Coordinator (NMC) by units and fulfill similar responsibilities for the Roundtable Team.
 - These ARTCs welcome new leaders to Roundtable, track attendance, and becomes a friendly face at Roundtable to help build those first relationships with new leaders. This individual should collect contact information for participants and follow up with them to make sure Roundtable is meeting their needs.
 - Help attendees of Roundtable sign in to be sure of unit tracking.
 - These ARTCs may consider wearing a Commissioner polo shirt or a NMC shirt to readily identify themselves to new participants. NMC's help build relationships with new leaders. Specific Assignment ARTCs can be used to fill any specific position that would help the Roundtable Commissioner. These include ARTCs responsible for any specific program elements.
- Possible Assignments for Assistant Roundtable Commissioners. In larger Districts you may want to have specialized Assistant Roundtable Commissioners. Some specialized positions could include:
 - Program Specific/Breakout Session Leader
 - Roundtable Feature Coordinator
 - Ceremonies
 - Facilities
 - Historian
 - Photographer/ Media Specialist
 - Safety moments
 - No matter how small or how large you Roundtable Team becomes make sure everyone has a purpose and feels they are valuable.
 - Make sure your show appreciation for all they do for the Roundtable Team. Please always remember that without a successful Roundtable Team, the youth programs will not reach their highest potential!
 - The entire Roundtable Team should have FUN!