

BALTIMORE AREA COUNCIL	Unit Commissioner
SCOUTS BSA	JOB DESCRIPTION

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

Unit Commissioner - Job Responsibilities:

Many Unit Commissioners serve more than one type of Unit. One might serve a Cub Scout pack, Scouts BSA troop, Sea Scouts ship, and Venturing crew in the same chartered organization. Other Unit Commissioners may serve only packs, only troops, only ships, or only crews. Check with your Commissioner leader or coach to see how your District is organized.

The Unit Commissioner is a Scouting generalist whose passionate overriding mission in Scouting is to help Units succeed. Specific responsibilities include:

- Reports to the Assistant District Commissioner / District Commissioner.
- Help each Unit earn gold status for the Journey to Excellence.
- Use the Annual 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 assigned Unit meetings regularly and Unit Committee
 - Observe the Unit in action and determine the degree to which the descriptions in the literature are being followed.
 - Enter all Unit contacts in "Commissioner Tools".
 - Annually, work with Unit leadership in conducting the Unit action planning meeting and completing the Unit self-assessment form.
 - If called upon, participate or help in some of the regular activities of the Unit.
 - Conduct 2 Detailed Assessments a year with all assigned Units.
- Visit regularly with the Unit leader.
 - Be aware of Unit leader needs and concerns.
 - Serve as the Unit leader's friend and coach.
 - Offer encouragement and support.
 - Improve the performance ratings of Units using Journey to Excellence metrics.
 - Assess Unit's progress towards the Journey to Excellence on a quarterly basis.
 - Maintain the best possible relationship with Unit leadership.
 - Encourage Unit participation in District and Council program events and fund raising.
- Keep in touch with the chartered organizations of the Units you serve.
 - Meet and encourage the orientation of the chartered organization representative.
 - Meet the head of the organization and explain your role as a help to the Units.
 - Help develop a good relationship between the Unit's leadership and the chartered organization leadership.
 - In close cooperation with the District executive, give the leaders of the organization a brief progress report and compliment them for using Scouting.
- Know the neighborhood in which your Units are located.

- Help graduating members of one program join the next level of Scouting.
 - Identify potential sources for new youth members.
 - Cultivate men and women of good moral character who might become Scouting leaders.
 - Know your chartered organizations and prospective ones.
 - Learn about resources and characteristics of the neighborhood that might impact a Unit's program.
- Know the District and Council.
 - Identify resources that can help the Unit.
 - Know and share information about scheduled events that will help the Unit.
 - Work closely with the professional staff.
 - Use members of the District operating committees to help meet specialized needs of your Units.
- Set the example.
 - Adopt an attitude of helpfulness.
 - Keep your promises.
 - Be concerned about proper uniforming.
 - Be diplomatic.
 - Be a model of Scouting ideals. You have no choice about being a role model. You are one. The only choice you have is which role you'll model.
- Continue to grow as a Commissioner through training, experience, and consultation with others in the District.
 - Be sure that Unit adults attend Cub Scout, Boy Scout, Sea Scout, and Venturing roundtables.
 - Make certain that proper techniques are used to select and recruit Unit leadership.
 - Facilitate the on-time annual charter renewal of all assigned Units using Internet.
 - Help the Unit conduct a membership inventory of youth and adults twice a year.
 - Help the Unit committee chairman conduct the charter renewal meeting.
 - See that a completed charter renewal application is returned to the Council service center.
 - Present the new charter at an appropriate meeting of the chartered organization.
 - Attend monthly District Commissioner meetings.
 - Participate in the annual College of Commissioner Science (Service).