



## Position Description: District Chair

### **Objective:**

To manage and support the Scout District as a whole, to ensure it runs effectively and that Scouting within the District develops in accordance with the rules and policies of The Scout Oath and Law so that the District provides good quality Scouting for young people and proactively supports and manages adults in the District.

### **Responsible to:**

Council Chair, Partners with District Commissioner and District Executive (Key 3)

### **Responsible for:**

Vice Chairs, Overall operations of all District Team Leads, Communications with District Commissioner

### **1<sup>st</sup> Year Training Requirements:**

<b>My.Scouting:</b> District Chair	District/Pack/Troop Committee	Key Scouters Conference
*Handbook for District Opps	*Selecting District People	Journey To Excellence

### **2<sup>nd</sup> Year Desired Trainings:**

Succession Planning	Woodbadge	Key Scouters Conference
---------------------	-----------	-------------------------

### **Main Tasks and Targets:**

1. Identify and develop a fully operational District Team of Leaders
2. Equip and support Vice Chairs and District Team Leads to recruit an adequate number of volunteers to carry out every required function of their team
3. Provide Vision and clarity to District Team Leads on their specific tasks, targets and duties
4. Develop and teach a duplicable leadership structure so that all Vice Chairs and Team Leads understand the chain of command and utilize upward and downward communication properly and effectively
5. Equip District Leads to hit Journey to Excellence targets within the following: Membership, Finance, Advancement, Camping, Service Hours, Unit Leaders Trained

### **Required Duties:**

1. Attend Monthly/Bi-Monthly Key 3 meetings with District Commissioner and DE
  - a. Be prepared to give District Operation update
  - b. Share areas where additional support from Commissioners, DE, or Volunteers is needed
2. Conduct regular (Monthly/Bi-Monthly) Team Leader meetings within the district
  - a. Develop agenda for District Leadership Meeting, facilitate the meeting
3. Attend Quarterly Council Connections meetings
4. Review District JTE Standing monthly and communicate with Team Leads in regards to progress, both good and bad.
5. Review upcoming District Calendar of events and confirm Team Leads are on top of their responsibilities
6. Confirm operations of Commissioner leadership are healthy and supported
7. Relay communications from DE to all District Leaders in a timely manner
8. Relay communications of District Updates to DE on a regular basis (Monthly, Bi-Monthly, Weekly)
9. Invited to attend Annual Business Meeting (February), and Quarterly Executive Board Meetings @ AC



## District Chair Onboarding Process

### First 30 Days:

- Complete an Adult Application with Position 61, District Chair
- Attend Key 3 meeting
- Complete District Chair/District Committee Training
- Acquire Org. Chart and District Roster of all District Leadership from DE
- Confirm the dates and frequency of District Leaders Meetings (Formally Dist. Committee)
- Attend a District Roundtable

### First 60 Days:

- Contact each Vice Chair and District Leader
  - Acquire a synopsis of the health of their teams and action items/support/vacancies
  - Acquire an understand of the Dist. Leaders knowledge and tenure of their position
  - Share your desired Communication style and process both upward and downward
  - Update District Executive on any concerns within District Operations
- Review JTE status and create execution plan for remainder of year
- Review My.Scouting Leadership Credentials so you know who has access to what
- Facilitate your first District Leadership Meeting
  - *Don't forget to promote this event well, based on the activity of the last Dist. Chair*
- Develop your vision for the District to attain JTE Goals and bounce ideas off Commission/DE

### 3 Months – 6 Months

- Begin to Implement Vision created for a healthy and successful district
- Come to full realization of weak areas within District Leadership
- Implement plan to recruit new Volunteers to fill holes
- Implement plan to cover Events, Responsibilities who do not have a District Lead
- Begin Quarterly check-ins with Vice Chairs / Team Leads
- Receive needed reports from DE or Assistant of Field Service
- JTE District Finishline
- All JTE specific Reports in a readable Excel Sheet File
  - Advancement                      Membership                      Service Hours                      Finance Giving
  - Unit Contacts                      Training Graphs                      Camping #'s

### Additional Resource Materials:

-A Handbook for District Operations <http://tinyurl.com/HandbookForDistrictOperations>

- Your key reference book for managing the district and working with the district commissioner and council staff

-Format, sample agendas and work plans for District Leadership meeting at the BSA's site:

<https://www.scouting.org/commissioners/dist-comm-mtg>

-Selecting District People [https://filestore.scouting.org/filestore/commissioner/pdf/34512\\_WB.pdf](https://filestore.scouting.org/filestore/commissioner/pdf/34512_WB.pdf) is a book developed to help you in the most important task, finding volunteers

-District Leadership Responsibility Cards

<https://filestore.scouting.org/filestore/commissioner/pdf/34266.pdf>