



## Role Description: Unit Commissioner

### **Objective:**

To serve as the liaison between Aloha Council and 1-3 units (Packs, Troops, Crews, Ships, and/or Posts). To facilitate the flow of information between each unit and its local district, to connect the units with needed support, and to facilitate on-time charter renewal.

### **Responsible to:**

District Commissioner or Assistant, Partnered with District Executive

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

Unit Commissioner	District Committee Structure	Commissioner Tools
College of Commissioner Science		

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

Succession Planning	Journey to Excellence for Commissioners
College of Commissioner Science	University of Scouting

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

1. Develop a strong rapport and working relationship with each unit's primary leader and committee chair
2. Become familiar with each unit's operation by attending meetings, hikes, campouts, ceremonies etc. as appropriate and schedule permitting
3. Help diagnose and maintain unit health by encouraging units to earn Journey to Excellence awards
4. Help units get connected with district events and resources (committee contacts, Roundtable, etc.)
5. Advocate for unit needs (training, etc.) to district

### **Required Duties:**

1. Attend Monthly/Bi-Monthly District Commissioner meetings
  - a. Be prepared to give a brief update on each of your units
2. Contact each assigned unit at least six times during the year and log the visit in Commissioner Tools
3. Conduct one detailed assessment towards the end of every year
4. Reach out in October to help units begin the rechartering process

### **Resources**

- [www.scouting.org/commissioners](http://www.scouting.org/commissioners)
- Unit Commissioner Training Module 1 (<https://www.youtube.com/watch?v=deb3TtvDdB4>) and Module 2 (<https://www.youtube.com/watch?v=MmhFdKHEL9g>), developed by an Aloha Council district commissioner



# Unit Commissioner Onboarding Process

## **Initial process:**

- Existing staff or volunteer meets new commissioner prospect via NESAs, email, office visit, outreach event, etc.
- Meet with volunteer to determine correct district and share some opportunities
- If they want to volunteer as a unit commissioner, invite them to Roundtable or the next district meeting.
  - If they're unable to make this, district commissioner or ADC works to find a time they can meet up

## **First 7 days:**

- After meeting and approving candidate, district commissioner makes unit assignments
- Adult application (position code 80) filled out and submitted to office
- New UC given an account on Trello (trello.com)

## **First 30 days:**

- Complete online UC training on [my.scouting.org](https://my.scouting.org)
- New UC shadows an existing UC on one of *their* visits

## **First 60 days:**

- New UC tags along with existing UC on another of *their* visits
- District commissioner, ADC, or DE visits each unit that they're assigned to with new commissioner
- After the visit, DE or DC sits down with them to input Commissioner Tools visit together

## **3 months - 6 months:**

- District commissioner helps remind new UC to input visits periodically
- With support, new UC completes a detailed assessment for each unit as appropriate