

# UNIT COMMISSIONER

## *Job Description*

### **Position Responsibilities:**

Many unit commissioners serve more than one type of unit. One might serve a Cub Scout pack, a Scouts BSA troop, Venturing crew, Sea Scout ship or an Explorer post in the same chartered organization. Other unit commissioners may serve only packs, only troops, only crews, only ships or only posts or clubs. Check with your commissioner leader to see how your district is organized. **The unit commissioner is a Scouting generalist whose passionate overriding mission in Scouting is to help units better serve more youth through Scouting.**

Specific Responsibilities include:

1. Supporting unit growth and retention through the Journey to Excellence.
  - a. Use the Unit Service Plan to help guide units to continuous improvement.
2. Making meaningful unit contacts that capture in commissioner tools their strengths, needs, and a unit service plan that enables continuing improvement.
  - a. Serve as the unit leader's friend and coach.
  - b. Offer encouragement and support.
  - c. Use a detailed collaborative assessment with the unit's leaders at least two times per year to review the unit's strengths and needs.
  - d. Create a Unit Service Plan base on the detailed collaborative assessment.
3. Linking unit needs to district operating committee and other resources.
  - a. Use members of the district operating committees to help meet the needs of your unit(s). As a unit commissioner you are not expected to know everything.
  - b. The district operating committee can provide access to subject matter experts who can address the unit's specific need.
  - c. Engage other resources (for example, from another unit) when needed.
4. Supporting timely unit, district, and council charter renewals.
  - a. Facilitate the on-time annual charter renewal of all assigned units using Internet Rechartering or the traditional paper rechartering method.
  - b. See that a completed charter renewal application is returned to the council service center.
  - c. Present the new charter at an appropriate meeting of the chartered organization.
5. Supporting unit leaders by delivering effective roundtables that provide program ideas, relationship development, and timely communication.

- a. Unit commissioner can promote roundtable attendance in their assign units.