

**Connecticut Rivers Council
Boy Scouts of America**

ORIENTATION GUIDE FOR



THE UNIT COMMISSIONER

WHAT DO I DO NOW ?

How is the job done??

Plan! Plan! Plan! Plan!

1. Plan to contact the head of the chartered organization.
2. Plan to contact the unit leadership.
3. Plan to become the unit's friend.
4. Plan to know the chartered organization and its unit history.
5. Plan objective evaluations of the unit. (1)(2)
6. Plan to help the unit be successful and deliver a quality program to its membership. - Listen, do not dictate
7. Plan to attend the monthly Commissioners' Staff meeting.
8. Plan to accompany your unit leaders to Roundtable.

Where can a Unit Commissioner get help?

Call your Assistant or District Commissioner

The Assistant District Commissioners mission:

Plan to be the best friend the Unit Commissioner has.

Help the Unit Commissioner be successful.

Commissioner Service:

There is only one service to a unit that is constant—that is the friendly, personal help provided by the Unit Commissioner for his/her assigned units.

(1) Remember that each unit is unique, but must follow the aims, purpose & methods of Scouting. How they do this should be within the policies of the BSA.

(2) Do not have pre-conceived ideas about the unit.

YOUR UNIFORM

Uniforming of a Commissioner is important. It is the first impression you make on unit leaders and boys. Be in correct uniform. Temporary patches, brag vests or jackets, medals or other additional items are not considered appropriate.

It is suggested the following insignia be worn:

- Council strip
- United States Flag
- Unit Commissioner Emblem
- Name Plate
- Silver Shoulder Loops

Other insignia for which you have qualified:

- Arrowhead honor
- Square Knots
- Wood Badge Beads
- Order of the Arrow Pocket Flap Patch or Ribbon

TRAINING

Commissioner training begins today, and never ends. Upon completion of the orientation guide and your first visits with your assigned units you have completed steps one and two of your commissioner training. Step three is to attend the Unit Commissioner Training session offered by the Council Commissioner's Training Staff. At this session you will become familiar the operation of the Council, and learn where you "fit in" to the overall scheme of things. You will also have the opportunity to add to your "TOOLBOX" as the training staff exposes you to an expanded record keeping system and a myriad of resources. In addition to Commissioner training, the Council Commissioner's Staff makes available an annual Commissioners' Conference, at this conference you will have the opportunity to share in fun and fellow ship with other Commissioners and be exposed to the latest and most exciting new aspects of the Scouting program. If you have time for but one conference a year this is a must. Finally, supplemental training is available through the District and the Council. As you progress in training and tenure, you will qualify for the "Trained" strip, the Commissioner's Arrowhead and, ultimately, the Distinguished Commissioner's Award.

WHEN YOU VISIT, YOU SHOULD KNOW:

Chartered Organization_____ Unit No_____

Unit Meeting Time/Day_____

Unit Committee Meeting Time/Day_____

Meeting Place_____

Unit Leader_____

Assistant Leader (s)_____

Committee Chairman_____

Organization Head_____

Chartered Org. Rep. _____

At the end of your visit, the Unit Commissioner should schedule a meeting, as required, with the unit leader and unit committee chair to conduct a Unit Self-Assessment and Action Plan meeting.

There should be meaningful contact between the Unit Commissioner and the unit leadership and unit committee of each unit as often as the Commissioner deems necessary, but never less than once per month. These contacts help the Unit Commissioner to recognize the strengths and weaknesses of his units and develop a strategy for support and improvement.

Meet with the head of the chartered organization and its COR institutional representative. The purpose of this meeting is to familiarize you with the goals and objectives of the chartered organization relative to Scouting, as well as to let the organization know what commissioner service can do to help the unit.

Be the Best Friend the Unit ever had

YOUR DISTRICT EXECUTIVES

Name: _____

Address: _____

City, State: _____

Phone: (R) _____ (B) _____

Cell: _____ email: _____

Name: _____

Address: _____

City, State: _____ Zip: _____

Phone: (R) _____ (B) _____

Cell: _____ email: _____

UNIT SERVICE

It is recommended that the first unit visit be made **WITH** the Assistant District Commissioner (or DC). The Assistant District Commissioner or the Unit Commissioner makes an appointment with the unit leadership.

Plan to be a *Friend of the Unit!* – Do not dictate!

You are a resource!

If possible, take something to the unit when you visit

Units involve personal and physical contact

One visit per month is the rule, with phone contact in between

An opportunity to help

An information source

Know what is going on in the District and Council-bring the calendar

Know what to look for

Be aware of potential problem areas

Are you delivering the promise?

YOUR COUNCIL

Connecticut Rivers Council, BSA
P.O. Box 280098, 60 Darlin Street
East Hartford, Connecticut 06128-0098
(860) 289-6669, (800) 414-2433, Fax: (860) 290-8860

YOUR DISTRICT

YOUR DISTRICT COMMISSIONER

Name: _____

Address: _____

City, State: _____ Zip: _____

Phone: (R) _____ (B) _____

Cell: _____ email: _____

YOUR ASSISTANT DISTRICT COMMISSIONER

Name: _____

Address: _____

City, State _____

Phone: (R) _____ (B) _____

Cell: _____ email: _____

Commissioner Fieldbook

ORIENTATION AND COMMISSIONER CONCEPT SECTIONS:

BSA publication 33621

Read these brief sections to insure your understanding of the aims and methods of the Boy Scouts of America. They will familiarize you with the concept of 'commissionership' and help you to become familiar with the proper terminology to prepare you to visit your units and chartered organizations.

"TOOLS" OF A SUCCESSFUL COMMISSIONER

- _____ District Committee Roster
- _____ Council Calendar Dates & Updates
- _____ District Commissioner Staff Roster
- _____ District Calendar Dates
- _____ Unit Roster(s)
- _____ Conn. Rivers Council Camp Maps
- _____ Commissioner Evaluation Sheets for Pack & Troop
- _____ Commissioner Helps for Packs, Troops and Posts
- _____ Commissioner Fieldbook

The effective use of the above "TOOLS" will go a long way towards insuring your success as a Unit Commissioner. Always remember that your most powerful tools are your ears, and the information that you have to share.

Unit Commissioners' Challenge

As a Unit Commissioner it is essential that you achieve your mission, for we are the only commissioned group within the Boy Scout family. On your way to the achievement of your mission you should assure the continuous operation of the unit by showing them how to meet or exceed the standards of a National Quality Unit in areas of:

- Boy Advancement
- Regular Camping Program (Scouting/venturing only)
- Membership Management and Attendance
- Two Deep Trained Leadership
- Financial Management
- Boys' Life for All Members
- Service to the Community
- On Time Charter Renewal

ORIENTATION

MISSION:

The concept for today's commissioner service focuses on the chartered organization and its units. The commissioner has a specific mission: To help the chartered organization keep the unit operating at maximum efficiency so that through its QUALITY program, Scouting can be delivered to a growing membership.

Today's commissioners are "result" oriented, rather than "procedure" oriented. They are successful in their mission when units continue to operate, regularly accept new boys and effectively deliver the ideals of Scouting to their members.

JOB DESCRIPTION AND RESPONSIBILITY:

UNIT COMMISSIONERS: These people are responsible for the on time registration, tenure and condition of their assigned units. The most successful Unit Commissioners establish themselves as a "FRIEND OF THE UNIT." They report to an Assistant or District Commissioner (DC or ADC). In addition the Unit Commissioner shall help to identify candidates for the position of Unit Commissioner.

ASSISTANT DISTRICT COMMISSIONER: They are responsible for the success of their assigned Unit Commissioners. They report to the District Commissioner. The ADC's assignment is primarily administrative. His/her goals are achieved through the actions of successful unit commissioners. The ADC will participate in the record keeping system chosen by the District Commissioner, and provide him/her with the necessary reports. The ADC shall also identify and recruit candidates for the position of Unit Commissioner.

ASSISTANT DISTRICT COMMISSIONER SPECIAL PROJECTS:

Occasionally a District Commissioner will find it necessary to make special assignments. These assignments may be permanent or temporary in nature. Some examples of these assignments are, re-chartering record keeper, Webelos transition coordinator, Fast Start coordinator, etc.. Additionally, the Special Projects ADC shall help to identify candidates for the position of Unit Commissioner.

DISTRICT COMMISSIONER: This person is responsible for the successful operation of the 'service to units' portion of support provided to the units by the district, and reports to the Council Commissioner. He/she is a member of the District Key Three. Through recruitment, training and leadership the District Commissioner (DC) maintains a motivated staff. The DC can only be successful through the actions of others, and therefore must strive to maintain the focus of his/her staff toward helping each unit to deliver the Scouting program to boys.

ASSISTANT COUNCIL COMMISSIONER : The individual in this position reports directly to the Council Commissioner, and is responsible for the success of a group of District Commissioners. Through his/her guidance, goals are set for each district. Through periodic reviews he/she helps each District Commissioner to reach these goals. The relationship shared by the ACC and the DC is similar to that of the DC and his/her ADCs.

ASSISTANT COUNCIL COMMISSIONER (TRAINING): This person is responsible for the training provided for on all levels of commissioner service. He/She coordinates the people, places and times for Commissioner training. He/She is constantly reviewing and updating the materials used for commissioner training. He/She assembles his/her staff from Commissioners throughout the Council. He/She represents the Council at inter-Council training events.

COUNCIL COMMISSIONER: The mission of the Council Commissioner is to achieve Council-wide, uniform commissioner service. This service results in on-time re-charter of Quality Units, quality program, and an increase in boy membership throughout the Council. The Council Commissioner is the highest-ranking uniformed person in the Council in addition to being a member of the Council Key Three, and a member of the Executive Board. The zest and enthusiasm of the Council Commissioner should be readily transmitted down through the ranks to the unit level including youth members and the total Scouting family.

MY CREED AS A COMMISSIONER

I SHALL MAKE THE SCOUT OATH AND
LAW AN ACTIVE FORCE IN MY LIFE.

I SHALL RECOGNIZE THAT THE RESPONSIBILITY FOR
EACH UNIT RESTS IN THE CHARTERED INSTITUTION
AND
SHALL ASSIST IT IN ACHIEVING THE FULL VALUE OF THE
SCOUTING PROGRAM IN MEETING ITS NEEDS.

I SHALL STRIVE TO LEAD THROUGH
INFORMATION, PERSUASION AND INSPIRATION RATHER
THAN COERCION.

I SHALL STIMULATE FRIENDLY AND
ORDERLY DISCUSSION UNTIL ALL
FACTS AND OPINIONS ARE CONSIDERED.
I SHALL ASSIST THOSE WHO SERVE TO
RECEIVE SATISFACTION.

I SHALL MEASURE MY SUCCESS BY THE
EXTENT TO WHICH YOUTH AND ADULTS
EXEMPLIFY THE PRINCIPLES OF THE
SCOUT OATH AND LAW.